From: NUS Engineering Internship Students <enginternshipstudents@nus.edu.sg>
Sent: Monday, 13 January 2020 6:23 pm
Subject: Invitation to EG3611/EG3611A Industrial Attachment (IA) Programme for AY20/21 Semester 1 (13 July to 27 Nov 2020)

Dear Students,

We are pleased to inform you have fulfilled your perquisites for EG3611/EG3611A Industrial Attachment (IA) Programme!

On behalf of the Careers & Internships team, I would like to invite you to start making applications to companies. My experience tells me the faster you apply, the higher chance to secure your preferred internship offer. That is the case for your seniors and I believe it will work well for you. Please have a read through the key information below before you embark onto your internships!

**Info on Industrial Attachment (IA) programme for students undergoing IA in AY1920 semester 2 (i.e. 13 July to 27 Nov 2020)**

Students in cohort AY16/17 are required to fulfil a minimum IA period of 24 weeks(EG3611) and be awarded 12 MCs upon completion.

Students in cohort AY17/18 or onwards are required to fulfil a minimum IA period of 20 weeks(EG3611A) and be awarded 10 MCs upon completion but have the option to do a 24 weeks IA (subject to the IA company approval).

Information to note for students who wish to embark on 24 weeks(EG3611) IA:

- You will be enrolled into **EG3611 (24 weeks)** instead of the **EG3611A (20 weeks)** module. This means you will have to fulfil a minimum IA period of 24 weeks from 13 July to 24 Dec 2020 and be awarded 12 MCs upon completion.
- Students from Civil and Environmental course, please get approval from your respective department first before confirm with your employer.
- This option to perform 24 weeks of IA needs to be confirmed with your employer before the commencement of IA. Students will be notify to participate in the compulsory IA enrolment survey in the LumiNus in April and you will need to indicate in the survey that you will be doing 24 weeks IA. Failing to do so, you will be automatically enrolled into EG3611A. No changes will be allowed after the close of the survey be it from EG3611A to EG3611 or vice versa.

**Engineering internship guidelines**

Do browse through the Engineering internships commencement kit. It contains important admin information (e.g. report due dates) for both students and employers reference.

Other useful links for IA students: NUS Engineering student Information and NUS Engineering Internship handbook.

**Engineering Career advisors**

Dedicated Careers Advisors available for each engineering department. Do contact the Careers Advisors if you need career preparation assistance (e.g. resume writing, handling interviews) via [https://www.eng.nus.edu.sg/student-life/career-development/career-advisory/](https://www.eng.nus.edu.sg/student-life/career-development/career-advisory/)

- Dr Senthil,
- Mr Louis Lim,
- Ms Poh Suan Lee or,
There are 2 options to secure your IA placement

(1) Application through the NUS TalentConnect Portal (EXCLUDING students who choose the self-sourced option)

- Step 1: Get your resume ready - students who require assistance in resume writing and interviewing skills are encouraged to approach their engineering Careers Advisors.
- Step 2: Log on to the NUS TalentConnect Portal.
  a. Select Jobs & Internship and click on search opportunities.
  b. Select "Faculty Internships- Engineering" under the position type.
  c. Next, click on more filter to filter it under your engineering discipline and do not forget to select “Engineering Vacation Internship Programme” under the work term to view the list of VIP positions.
- Step 3: Apply to your desired IA positions under the following categories – there is no limit to the number of IA applications.
  o “Engineering Industrial Attachment (13 July - 27 Nov 2020)”
  o “Engineering Internship (Research pathway) (13 July - 27 Nov 2020)” if the IA is of research nature.
- Step 4: Be contacted by companies for interviews.
- Step 5: Receive and accept company offer via the NUS TalentConnect Portal – an email will be sent to your mailbox and you have up to 7 business days to respond.
- Step 6: All IA students and employers will receive a system generated IA confirmation email 3 weeks before the official IA commencement.
- Step 7: Chill and remain excited for your wonderful internship journey ahead!

(2) Self-sourced application via the Engineering enhancement portal

- While the faculty engages the industries, students have the option to source for their desired companies that are not listed in the NUS TalentConnect portal.
- After securing a company offer (including scholarship holders fulfilling their internship requirement), students are to apply under the self-sourced category.
  o Step 1: Complete the Self-initiated Placement Form and submit it through the Enhancement Programmes portal under the “Self-initiated” category.
  o Step 2: Upon approval, students will be enrolled into IA and receive a system generated IA confirmation email.
- Some sources to do self-sourcing:
  o Various websites of the companies
  o Other Careers Portals (e.g. Indeed.com, JobStreet)

**The last date to accept an IA offer via either the NUS TalentConnect portal or Engineering Enhancement portal (for self-sourced application) is 30 April 2020.**

Important Notes:

- All IA positions displayed in the NUS TalentConnect portal under the credit bearing “Engineering Industrial Attachment” and “Engineering Internship (Research Pathway)” have been approved by your home department to be recognized under IA. As such, no further approval by your department is required.
• All other job positions in the NUS TalentConnect portal that are not displayed under the “Engineering Industrial Attachment”, need to get approval by your departments. Therefore, you need to submit self-source application.

• Students who secured IA offer via the NUS TalentConnect portal under the credit bearing “Engineering Industrial Attachment” WILL HAVE TO ACCEPT their offers through the same portal in order for their IA offers to be RECOGNIZED and are NOT SUPPOSED to submit subsequent self-sourced application via the Engineering Enhancement portal.

• In the case if the hiring companies request you to apply in their job portal, you can do so simultaneously or AFTER accepting your offers via our NUS TalentConnect portal.

• Students will have to perform IA in a subsequent semester if unable to secure an offer before the deadline. This may cause delay in your graduation plans.

Engineering internship briefings

• There are 2 internship briefings coming up:
  o 20 Jan (12pm to 1pm, at LT6)
  o 24 Jan (12pm to 1pm, at LT6)

The content of both briefings are similar and IA students are encouraged to attend either one of the 2 briefings. Attendance is compulsory.

Eligibility to undergo IA in AY20/21 semester 1 (July-Nov 2020)

• Please contact your home department should you have question on your IA eligibility.

Please feel free to contact the Careers & Internships Team at enginternshipstudents@nus.edu.sg if you have further question.

Warmest regards,

Careers & Internships Team
NUS Engineering

To participate in engineering internship programme (for companies): NUS Engineering Internship Programme; NUS Engineering Internship Commencement kit
For more information on internship (for students): NUS Engineering Careers, NUS Engineering Internship Commencement kit, NUS Engineering student Information, NUS Engineering Internship handbook, NUS Engineering Insurance Info