

From: NUS Engineering Internship Students <enginternshipstudents@nus.edu.sg>

Sent: Monday, 13 January 2020 4:53 pm

Subject: Invitation to EG3612 Vacation Internship Programme (VIP) Programme (11 May- 31 July 2020)

Dear Students,

We are pleased to inform you have fulfilled your prerequisites for EG3612 Vacation Internship Programme (VIP) 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!

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 VIP 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/>

- Dr Senthil, Mr Louis Lim,
- Ms Poh Suan Lee or,
- Ms Sherone Sylvester

There are 2 options to secure your VIP placement

(1) APPLICATION VIA THE NUS TALENTCONNECT PORTAL (refer to attached student guide for the detailed steps in accessing the portal)

- 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 VIP positions – **there is no limit to the number of VIP applications.**
- 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 VIP students and employers will receive a system generated confirmation email a week (4 May 2020) before the official commencement of VIP.
- 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 seek approval from your department through the following steps.

- Step 1: Complete the [Placement Form](#) and submit it through the [Enhancement Programmes portal](#) under the “Self-initiated” category.
- Step 2: Upon approval, students will be enrolled into VIP and receive a system generated email confirmation.
- Some sources to do self-sourcing:
 - Various websites of the companies
 - Other Careers Portals (e.g. LinkedIn, Indeed.com, JobStreet)

Important Notes:

- The deadlines to accept VIP offer is **30 April 2020**. The deadline applies to secured jobs via either the NUS TalentConnect portal or Engineering Enhancement portal (for self-sourced application).
- Students will have to perform VIP in a subsequent semester if unable to secure an offer before the deadline. This may cause **delay in your graduation plans**.
- All VIP positions displayed in the NUS TalentConnect portal under the credit bearing “Engineering Vacation Internship Programme” have been approved by your departments to be recognized under VIP. As such, no further approval by your department is required.
- All engineering students who applied via the NUS TalentConnect portal under the credit bearing “Engineering Vacation Internship Programme” **WILL HAVE TO ACCEPT** their offers through the same portal in order for their VIP offers to be **RECOGNIZED**.
- Students who secured VIP offer via the NUS TalentConnect portal are **NOT SUPPOSED** 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.

Engineering internship briefings

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

All VIP students are to attend either one of the 2 internship briefings. Attendance is compulsory.

Eligibility to undergo VIP (11 May to 31 July)

Please contact your home department should you have question on your VIP 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](#)