From: NUS Engineering Internships  
Sent: Monday, 21 January, 2019 11:49 AM  
Subject: Invitation to EG3611A Industrial Attachment (IA) Programme for AY1920 semester 1 (15 July-29 Nov 2019)

Dear Students,

We are pleased to inform you have fulfilled your prerequisites for 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!

**Updates on Industrial Attachment (IA) programme**

With effect from July 2019, the minimum 24 weeks (i.e. 6 months) duration of Industrial Attachment (IA) will be shortened to 20 weeks (i.e. 5 months). Students undergoing IA will be automatically enrolled into the EG3611A (20 weeks) module and be awarded 10 MCs upon completion. The duration reduction is to enable students from embarking on summer programmes during the May-Jul period. It might be good to know that previous batches of IA students who performed internship during Jan–Jun or Jul–Dec were not able to go for any summer programme. For AY1920 semester 1, the IA period is from **15 July to 29 November 2019**.

**Here are 3 options for students undergoing IA in AY1920 semester 1 (i.e. 15 July to 29 Nov 2019)**

1. **For students who intend to take a break during the Winter vacation period (i.e. the month of December)**
   - *No action required* as you will be enrolled automatically into the **EG3611A (20 weeks)** IA module upon accepting your IA offer via either of the 2 application options (refer to below).

2. **You are attending summer school till end July (prior to IA)**
   - You will be enrolled into the **EG3611A (20 weeks)** module.
   - In the case if your IA start date needs to be shifted to accommodate your summer school period (i.e. to start after 15 July), please discuss and seek approval from your hiring IA company. Thereafter, inform the Careers & Internship team at enginternship@nus.edu.sg as soon as possible about the change to your IA period.

3. **For students who want to work through December period**
   - 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 and be awarded 12 MCs upon completion. The IA period for taking **EG3611 (24 weeks)** is from **15 July to 27 December 2019**.
   - This option to perform 24 weeks of IA needs to be confirmed with your employer before the commencement of IA.
   - You have to inform the Careers & Internship team enginternship@nus.edu.sg as soon as possible after you have secured consensus with your IA employer.
   - No switching back to EG3611A (20 weeks) will be allowed after informing the Careers & Internship team.

**Engineering internship guidelines**

Do browse through the engineering internship handbook via https://sway.com/gUuldCESVPRTksl?ref=Link. It contains important admin information (e.g. report due dates) for both students and employers reference.
There are 2 options to secure your IA 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. Select "Engineering Internship Programme" to view the list of IA positions. Do enter into “Advanced Search” if you are unable to locate "Engineering Internship Programme".
- Step 3: Apply to your desired IA positions – there is no limit to the number of IA 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 calendar days to respond.
- Step 6: All IA students and employers will receive a system generated IA confirmation email a week before the official commencement of IA.
- 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 IA and receive a system generated IA email confirmation.
- Some sources to do self-sourcing:
  - Various websites of the companies
  - Other Careers Portals (e.g. Linkedin, Indeed.com, JobStreet)

Note:
- The deadlines to accept IA offer is **24 May 2019**.
- 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.
- The above-mentioned deadline applies to offer secured via either the NUS TalentConnect portal or Engineering Enhancement portal (for self-sourced application).
- Students who secured IA offer via the NUS TalentConnect portal are **NOT SUPPOSED** submit subsequent self-sourced application via the Engineering Enhancement portal.
- All IA positions displayed in the NUS TalentConnect portal under the credit bearing “Engineering Internship Programmes” have been approved by your departments to be recognized under IA. 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 Internship Programmes” **WILL HAVE TO ACCEPT** their offers through the same portal in order for their IA offers to be RECOGNIZED.
- 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:
  - 29 Jan (12pm to 1pm, at EA Auditorium)
  - 1 Feb (12pm to 1pm, at EA Auditorium)
All IA students are encouraged to register and attend either of the 2 internship briefings via https://mysurvey.nus.edu.sg/EFM/se/543BE5C22C635A0F.

Eligibility to undergo IA in AY1920 semester 1 (15 July to 29 Nov 2019)
Please contact your department should you have question on your IA eligibility.

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

Warm regards,

Siti Nor Aina
Careers & Internships Team
NUS Engineering

To participate in engineering internship programmes (for companies): NUS Engineering internship programmes
To view more information about career events and engineering internship application procedures (for students): NUS Engineering Careers