

NUS INTERNSHIP PROGRAMME

INTRODUCTION

Every year, NUS graduates about 6,000 students from the following faculties and schools: Arts and Social Sciences, Business, Computing, Design and Environment, Dentistry, Engineering, Law, Medicine, Music and Science.

The internship programme is intended to provide work experience for students during the vacation periods in May and December every year. Students volunteer to participate in this internship programme, and it is not intended for course credit consideration.

BENEFITS

For Employers:

- To gain from the value-add of students in specific projects
- To scout talent for graduate recruitment

For Students:

- To enhance learning by relating academic knowledge to practice
- To gain a broader perspective and knowledge of the industry, companies and careers in respective professions
- To provide a sense of reality about the work environment and emphasizes the importance of work values and culture.

FACULTY

Students who participate in this internship programme are from the following schools and faculties: Arts & Social Sciences, Business, Computing, Design and Environment, Engineering, and Science. For specialisation details, please log onto the NUS website at: <http://www.nus.edu.sg/admissions/undergrad/course/>

PERIOD OF TRAINING

The period of training will be during the vacation breaks each year.

For Academic Year 2007/ 2008, the periods are:

Semester 1: 10 Dec 2007 –11 Jan 2008	Semester 2: 12 May – 1 Aug 2008
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SCOPE OF TRAINING

With the main objective of exposing students to the work environment, the company will be required to provide detailed descriptions of relevant projects and/or learning objectives of the internship programme. The company will therefore appoint a reporting supervisor who will be responsible for the learning outcomes of the intern and to ensure that the established objectives are met.

If the internship programme includes sending the student away from Singapore for a period of time, the company must bear responsibility for the student's insurance coverage as well as other expenditure.

Other terms and conditions of the internship shall be determined by the company and the intern.

PAYMENT OF ALLOWANCES

The recommended remuneration for an intern is about S\$750 or more per month, and is to be mutually agreed upon between the company and the intern.

Allowances paid to students may be exempted from Central Provident Fund contributions.

HOW TO PARTICIPATE

For Employers

(i) Please complete the NUS Internship Request Form available at www.nus.edu.sg/osa/career/employer and return it to the NUS Career Centre at least 2 months prior to the start date of the internship period:

NUS Career Centre
Office of Student Affairs
National University of Singapore
Yusof Ishak House, Level 1
31 Lower Kent Ridge Road
Singapore 119078

Tel: 6516 1385 Fax: 6774 4463

Email: employerservices@nus.edu.sg Web: www.nus.edu.sg/osa/career

(ii) Approved internships will be posted on the NUS eJobCentre for one month for students to make their application. Employers will receive the student applications via email after the position has been closed. Employers are strongly encouraged to interview the students prior to making the offer to the student(s)

(iii) Employers are requested to inform the NUS Career Centre the particulars of student(s) whom they have selected for the internship programme.

For Students:

(i) Please log onto the NUS eJobCentre to apply online at <http://ejobcentre.nus.edu.sg/>

(ii) Selected candidates will be contacted directly by the employers, but will have to inform the NUS Career Centre on the internship appointment by emailing the details to career@nus.edu.sg