SIP Employer's Guide (2025)

NUS TalentConnect is open from <mark>16 Dec 2024</mark> to <mark>31 Mar 2025</mark> for our valued industry partners to submit their internship postings for our **[12 Week] Student Internship Programme (SIP)** for the internship period from **May – Aug 2025**. **(Do note that the earliest an internship can begin in this cycle is 12th May.)**

Student viewing/application period:

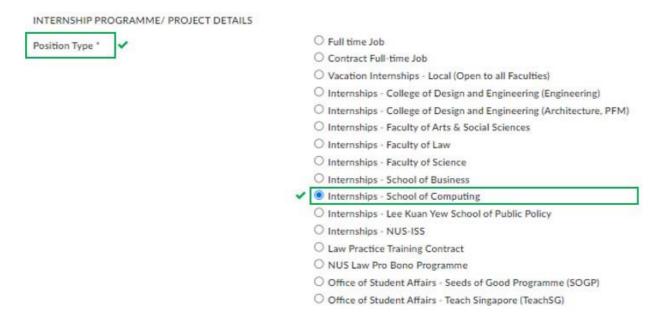| SIP	13 Feb – 11 April 2025

Posting an Internship Position on NUS TalentConnect

Please take note of the following steps to submit an internship posting for our Computing students:

1. Login to the NUS TalentConnect portal.

2. Click on *"Jobs & Internships"* and select *"Postings"*

3. Click on *"Create A Job/ Internship"*.

****PLEASE DO NOT LEAVE ANY FIELDS EMPTY****

4. Complete the internship form, and remember the following **7 key** fields:

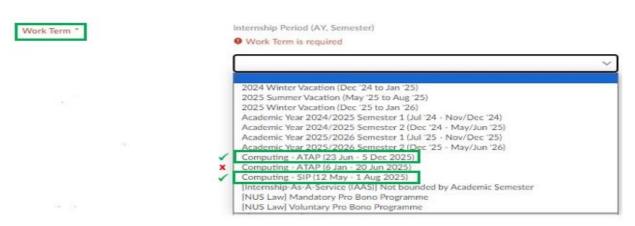- *(1) Position Type*: **Please select "Internships – School of Computing"**

INTERNSHIP PROGRAMME/ PROJECT DETAILS

Position Type * ✔

- ○ Full time Job
- ○ Contract Full-time Job
- ○ Vacation Internships - Local (Open to all Faculties)
- ○ Internships - College of Design and Engineering (Engineering)
- ○ Internships - College of Design and Engineering (Architecture, PFM)
- ○ Internships - Faculty of Arts & Social Sciences
- ○ Internships - Faculty of Law
- ○ Internships - Faculty of Science
- ○ Internships - School of Business
- ✔ ◉ Internships - School of Computing
- ○ Internships - Lee Kuan Yew School of Public Policy
- ○ Internships - NUS-ISS
- ○ Law Practice Training Contract
- ○ NUS Law Pro Bono Programme
- ○ Office of Student Affairs - Seeds of Good Programme (SOGP)
- ○ Office of Student Affairs - Teach Singapore (TeachSG)

Restrict Applications / Activate Screening: Select *"Yes"*. [**This allows only eligible computing students to apply.**]

- *(2) SoC Experiential Learning Placement Type* [**Please select applicable programme, Advanced Technology Attachment Programme ATAP or Student Internship Programme SIP. Do note that Industry Internship Programme IIP is NOT currently available**]:

- *(3) Work Term*
  - **Please select Computing – ATAP (23 Jun to 5 Dec 2025) for ATAP or Computing – SIP (12 May – 1 Aug 2025).**

- *(4) Estimated Internship Start Date* and *Estimated Internship End Date*: [**This field denotes the entire internship duration**.]

Official internship period(s):

ATAP (Min **24** weeks)	23 Jun – 5 Dec [*Earliest start 12 May| Latest start 7 July*]
SIP (Min **12** weeks)	12 May – 1 Aug [*Earliest start 12 May | Latest start 19 May*]

For any variance on these dates, please write to internship@comp.nus.edu.sg to check. For ATAP, the latest end date would be 9th Jan 2026. For SIP, the latest end date would be 8th Aug 2025. Internships are NOT allowed to conflict with the start of the subsequent academic semester.
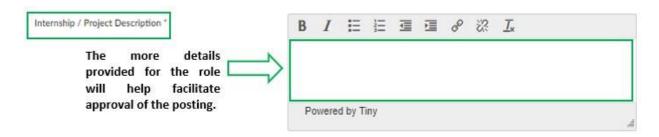
[SIP]

- *(5) Internship / Project Description* [**This field needs to provide detailed descriptions on what the intern will be doing.**]

  For Computing unit-bearing internships, the School requires greater technical details on what the intern will be tasked to do.

  Eg:
  This project has two main aims:
  1) Develop automatable tools (using programming language / technical tool) and environment for ....
  2) Develop Data Processing Algorithms to ….

- *(6) Compensation* [**Note that Computing internships have a minimum requirement of $1,200. Please input the values as indicated.**]

- *(7) Internship Programme / Project Proposed by:* [**This field cannot be blank. It <u>MUST</u> be filled with a relevant point of contact. If the reporting supervisor is not confirmed, <mark>a HR contact's information can be provided in the interim</mark>.**]

Other points to note:

- Kindly ensure that **ALL** the above fields are filled in correctly, otherwise the posting will not be routed to School of Computing for approval / be rejected and will result in delays.
- Vetting and processing of postings are done <mark>**fortnightly**</mark>.
- Only **NEW** submissions created **from 16 Dec 2024** will be accepted. Edits on postings submitted before **16 Dec 2024 will not be accepted**.
- Only internship offers that meet the following criteria will be recognised by the school as unit-bearing:
- **Must be approved under School of Computing's internship programmes [ATAP/SIP]**
- **Student(s) have to formally accept the internship offer on TalentConnect (Offer Status should state "Offer Accepted.")**
- This will help the School efficiently manage student placements as we **DO NOT ALLOW** students to withdraw and switch internships after accepting an offer from an Employer. If you would like to record student applications in your company's recruitment system, we would greatly appreciate if you could ensure that a formallyaccepted offer is recorded on TalentConnect.

Additional Information

Further details of the internship programmes can be found here.

Queries on the internship programmes (eg: internship programmes, dates, employment, etc.) **ATAP and SIP,** may be channeled to internship@comp.nus.edu.sg.

Queries regarding the **NUS TalentConnect portal** (eg: Portal access, password reset,submission issues etc.) may be channeled to talentconnect@nus.edu.sg.