NTU 20-WEEK PROFESSIONAL INTERNSHIP (PI) PROGRAMME 2019/2020

Dear Industry Partner,

NTU 20-WEEK PROFESSIONAL INTERNSHIP (PI) PROGRAMME 2019/2020
13 JANUARY 2020 TO 30 MAY 2020

I am delighted to invite you to participate in the NTU's 20-week Professional Internship (PI) scheduled from **13 January 2020 to 30 May 2020** for our **Engineering students** from:

- School of Civil & Environmental Engineering (CEE)
- School of Electrical & Electronic Engineering (EEE)
- School of Mechanical & Aerospace Engineering (MAE)
- School of Computer Science & Engineering (SCSE)
- School of Materials Science & Engineering (MSE)
- School of Chemical and Biomedical Engineering, Division of Chemical & BioMolecular (CBE)
- School of Chemical and Biomedical Engineering, Division of BioEngineering (BIE)

Internship programmes are purposed to provide real-world workplace exposure and experience to students, allowing them to apply and reinforce what they have learned in the classroom. Internships may be offered locally or overseas. The schedule of key activities for this Professional Internship can be referenced **HERE.**

We appreciate your submission of the programme details to us on or before **15 October 2019** via our new internship portal, Inplace at https://inplace.ntu.edu.sg. **Please see attachment for guide on online submission procedure.** For new user, please click **HERE** to sign up for an account.

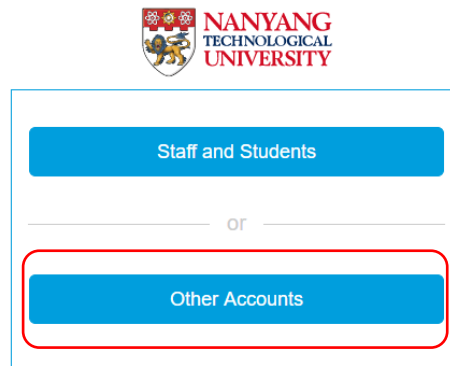If you have any queries, please contact Azlina, Trixia or Bee Hong at aims@ntu.edu.sg.

Thank you very much. I look forward to your continued partnership.

Yours sincerely

Ethan Pang
Deputy Director
Career & Attachment Office
Nanyang Technological University
Website: http://www.ntu.edu.sg/cao

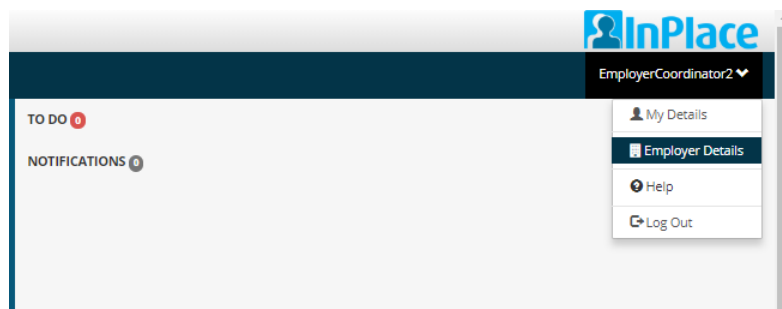**Steps to input Programmes/Opportunities in InPlace**

- **Login to InPlace (https://inplace.ntu.edu.sg)**
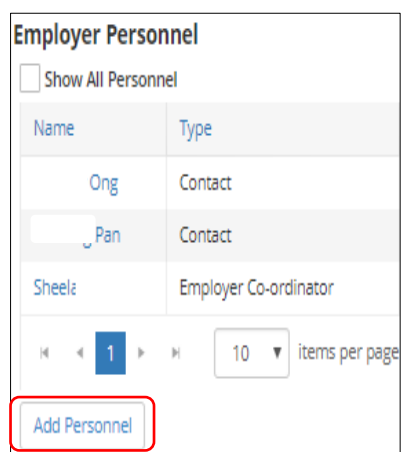   1) Click on "Other Accounts" to input your login details sent to you earlier.

- **Amending/Creating Supervisor's details**

    (Supervisor's details need to be created first)

    1) Click on "Employer Details" on the top right of the screen.

    2) Scroll down the page till "Employer Personnel" to view supervisor details. Click on "Add Personnel" to create a new supervisor's details.

3) Fill in the Supervisor's details accordingly and for the following fields:
   a. Select "Employer Supervisor" under "Personnel Type".
   b. Tick 'Permit View' for the selected School/Discipline.
   c. Click on the "Save" button once completed.

Personnel ✕

Personnel Type

Employer Supervisor ▾

Title ▾

Given Name

Surname *

Other Details

Email

Business Phone

Mobile Phone

Fax

Experience 🔍

Personnel Details 🔍

Active ✓

Discipline	Permit View	Receive Correspondence	Student Contact
School of Computer Science and Engineering	✓	☐	☐
School of Electrical & Electronic	☐	☐	☐

✕ Cancel   Save

- **<u>Submitting Programmes/Opportunities</u>**

    1) Under the Home page, click on "Respond" for the relevant internship programme.

    Opportunities

    ⚑ Internship Request

    Engineering PI AY 2019 SEM 2 (20 Weeks) - 13 Jan 2020 to 30 May 2020

    13/01/2020 - 31/05/2020
    Closing date for responses: 01/01/2020

    Respond

    2) Fill in the fields accordingly and select the relevant specialisation(s) or course(s) for this internship programme/opportunity.

    Add Internship for Engineering PI AY 2019 SEM 2 (20 Weeks) - 13 Jan 2020 to 30 May 2020

    Please complete the form below in order to provide us with the details of the Internship you are offering. To add a new supervisor first create the supervisor record by adding the record in the per: sg.inplacesoftware.com/employer/agency

    Internship Overview

Name *	[Please enter a name for the Internship]
Description	[Please enter a description of the Internship being offered]
Attachments	Select file(s)

    Internship Details

Employer	United Overseas Bank Limited ✕
Start/End Dates	Start 13/01/2020 📅 12:00 AM 🕐 End 30/05/2020 📅 11:59 PM 🕐
Specialisation	Select the Specialisation for this Internship 🔍

    Computer Engineering
    Aerospace Engineering
    Bioengineering
    Civil Engineering
    Electrical & Electronic Engineering
    Materials Science and Engineering
    Chemical & Biomolecular Engineering
    Environmental Engineering
    Mechanical Engineering

Allowance	Monthly ▼ ☐ Display to students
Number of Places	Max 1 - +

    Application Details

Application Instruction	...ur C.V. with your application.

    3) Search and add supervisor under the "Contact Information". Check the "Supervisor" button.

    Contact Information

Internship Coordinator					🔍 Add Me
	Name		Email	Phone	Supervisor
	Mike Tan		mic@abc.com		☑ ✕

    4) Click on [Submit] button once done.

    ✖ Cancel   Save As Draft   **Submit**   Preview