***Organizations note****: For a better understanding of our courses you may visit the following link:*

[*https://blogs.ntu.edu.sg/adminternship/info-for-companies/*](https://blogs.ntu.edu.sg/adminternship/info-for-companies/)*.
For reference of how other organizations have written their requirements, visit:*

[*https://blogs.ntu.edu.sg/adminternship/topics/internship-opportunities/*](https://blogs.ntu.edu.sg/adminternship/topics/internship-opportunities/)

***Students****: If this is for credited internship, please bring company into the internship programme as a* ***self-source option*** *upon successful placement. If this is for* ***self-enrichment****, the school* ***will not*** *intervene and the agreement will be strictly between you and the organization. Please read carefully before committing.*

|  |
| --- |
| **Name of company:** |
| *Insert company logo if available*  |
| **Internship / Freelance work title** |
| *For e.g. Visual design intern / Video production assistant / Photographer / Brand designer*  |
| **About the company**  |
| *Please indicate how many interns you may be taking on.**Brief description of the company.* |
| **Relevant website and links:** |
| *Providing relevant links enable students to find out more about your organization before applying* |
| **Internship job scope and responsibilities description:** |
| *Providing detailed job scope and responsibilities can help attract the right candidate suitable for your organizational requirement.*  |
| **Pre-requisite from candidate (if any):** |
| *Pre-requisite helps avoid unsuitable applications but this field is optional.*  |
| **Estimated time frame/period** |
| Students’ longest holiday period is normally between ***Mid May – Mid August*** (approx. 3 months. The next best timing would be between ***Mid Nov – Mid January*** (approx. 2 months). Any other timing outside of these holiday period will interfere with students’ class schedule and likely to garner less interest. Part-time or freelance basis internship could perhaps be suggested and arranged between the organization and the students themselves in this case.***Example:****15th June – 5th August 2020 (8 weeks)* *Flexible – to be discussed* |
| **Allowances** |
| *NTU recommends $800 - $1000 per month but the final decision can be mutually agreed between company and student.* ***If no remuneration is stated, this field will be stated as ‘none’.*** *Allowance indication will usually garner more interest. Please indicate that whether it is per month/ per 10 weeks / per job etc.. or the budget you have in mind.* ***Examples of allowance indication:*** * *$1500/ job scope*
* *$800 - $1000 / job scope (tbc upon interview)*
 |
| **Reporting instructions** |
| *To work from home or until all CB measures are lifted ?* *Work from office address from 1st June etc.. (as shown in website) ?**To be discussed during interview ?*  |
| **Working equipment / softwares** |
| *Will this be provided by the organization?* *If you wish student to use his/ her laptop and softwares, please kindly clarify and discuss this with student during interview.*  |
| **Contact person / email to respond to** |
| *Let the candidate know who to address and send their application to.*  |
| **Other instructions / comments for applicants** |
| *For e.g. Please email your portfolio or link for viewing of your work* |