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| **School of Art, Design & Media (ADM) Internship**  Self-source placement application  *Updated: 1 Nov 2023* | |
| **This section is for official use only:** | |
| **Received date:** | **Approved date:** |
| **Coordinator comments:** |  |

**Students**: Please revert form in original MS word document, not a PDF.

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| **1. ORGANIZATION DETAILS**  To be completed by the organization. |

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| **Internship Organization Name:** |  |
| **Nternship Organization UEN:** |  |
| **Organization workplace address:** |  |
| **Organization website/URL:** |  |
| **Industry classification:**  *E.g., film production, creative agency, e-commerce, finance, shipping, charity, etc.* |  |
| **Internship allowance**  *(Suggested range of $1,000 - $1,500 per* ***month*** *or above, CPF can be exempted with a letter from the institution. Upon starting the internship, the company can request a letter from the school. If this field is left blank, it will be stated as non-paying.)* |  |
| **Brief description of the organization’s business activities:** |  |

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| **2. ORGANIZATION CO-ORDINATOR DETAILS**  Main contact person for the internship arrangement. |

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| **Name of organization’s internship coordinator/HR personnel:** |  |
| **Designation:** |  |
| **Department:** |  |
| **Email:** |  |
| **Contact Number:** |  |

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| **3. INTERNSHIP SUPERVISOR DETAILS**  Student’s direct reporting supervisor information. |

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| **Name:** |  |
| **Designation:** |  |
| **Art/Design/Media background:** |  |
| **Remarks on Art/Design/Media background (if any):** |  |
| **Department:** |  |
| **Email:** |  |
| **Contact Number:** |  |
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| **4. INTERNSHIP DETAILS**  To be completed by the organization.  These details provide the school and the student an understanding of the internship job scope and expectations.  Please note that this application is subject to approval by the student's school and NTU's Career & Attachment Office. | |

***We (the organization) would like to offer the following internship opportunity to the above student for the period from*** ***13 May – 19 July 2024 (10 weeks).***

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| **INTERNSHIP TITLE -** *e.g., user experience intern, visual designer, photography intern, visual designer, video production, etc.* |
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| **NUMBER OF INTERNS –** *1, 2, 5, etc.* |
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| **INTERNSHIP JOB SCOPE:** *Please briefly describe the main work area(s) which the student(s) will be involved in and the objective(s) or target(s) for student(s) to achieve.* |
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| **PRE-REQUISITE/REQUIREMENTS OF STUDENT(S)** |
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| **INTERNSHIP LOCATION ADDRESS** *(if different from the organization workplace address):* |
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| **WORKING EQUIPMENT / SOFTWARES** |
| *Please state whether these will be provided by the organization. If the organization wishes for students to use his/her laptop and software, please clarify and discuss with the student before the finalization of the internship offer. Do take note of licensing and other confidentiality issues arising from students’ own equipment/software usage.* |
| **REPORTING INSTRUCTIONS** |
| **Name of reporting Officer on 1st day of reporting:**  **Official date of reporting:**  **Time of reporting:**  **Working hours:**  **Internship end date**:  **Dress code**:  **Special Instructions to students, if any:** Click or tap here to enter text.  **Other remarks to school, if any:** Click or tap here to enter text.   * *Please note that the official internship period for students is 13 May – 19 July 2024* * *The first date of reporting should ideally be on the 13 May 2024 (Monday)* * *An internship that starts before 13 May 2024 will not be endorsed for credit-bearing* |

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| **5. ORGANIZATION PROFILE AND DECLARATION**  This provides the school a better idea of the organization our students are interning for and are not necessarily deal breakers criteria. Please indicate X accordingly. | **Yes** | **No** |
| The number of employees in our organization is at least 3. |  |  |
| The student will be attached to a proper office setup and not one that operates from home or virtual office. |  |  |
| Our organization has a paid-up capital of at least $10,000. |  |  |
| Our organization has been in operations for at least two years. |  |  |
| Our organization is **NOT** an independent financial consultancy/insurance agency. |  |  |
| Our organization has at least one full-time staff who possesses the competencies/experience, and commitment to providing guidance to the student. |  |  |
| Our organization can provide supervision and conduct assessments on the student during the attachment according to NTU's internship assessment system. |  |  |
| The student is not associated with our organization and has no immediate family members, close relatives, or friends either working in the organization or is/are director(s) or substantial shareholder(s) of the organization or otherwise which may give rise to conflicts of interest. |  |  |
| If you had chosen “NO” to any of the above, please elaborate: Click or tap here to enter text. | | |

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| **I declare that the above information provided is true and accurate.**  **NAME OF ORGANIZATION INTERNSHIP CO-ORDINATOR**:  **DATE**:  **SIGNATURE**: Click or tap here to enter text.  *Menu > Insert > Picture > Picture from file*  ---------------------------------------------------------  ORGANIZATION INTERNSHIP COORDINATOR |

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| **1. STUDENT DETAILS**  To be completed by the student |

**Dear students,**

Please take note to ensure and check that both you and the organization **have filled in all the fields** to the best of knowledge. Any missing fields will result in further correspondences and may delay the approval process.

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| **Student registrar name:** |  | **Matriculation No.:** |  |
| **Course pathway: Design Art /Media Art** |  | | |
| **Year of Study:**  If you are not in your 3rd year, please elaborate further to assist in the approval process |  | | |
| **Contactable number:** |  | | |
| **NTU email address:**  *You must be contactable through your NTU email address for all matters related to the internship* |  | | |
| **Alternate email address:** |  | | |
| **Date of form submission:** | Click or tap here to enter text. | | |
| **If this self-source is submitted only after the 31st of March, please provide us a reason for the delay.** | *Please provide as much information as possible for the delayed submission to assist in the approval process.* | | |
| **How did you know of the organization and secure the placement?** |  | | |
| **Please provide advert link/screengrab** *(where possible):* |  | | |
| **Any other information that can support this self-sourced application?** |  | | |

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| **2. DECLARATION BY STUDENT** |

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| **Please indicate X accordingly** | **Yes** | **No** |
| I am **aware** that no immediate family members, relatives, and friends are working in the organization, or is/are director(s) or substantial shareholder(s) of the organization, and/or I am not associated with the organization in any way that may give rise to conflict of interest. |  |  |
| I **accept** that the decision for me to take up this internship placement secured is subject to the final approval by my School and CAO. If I have accepted another offer, this self-sourced application will be voided. |  |  |
| I **understand** that any false declaration made by me will lead to disciplinary action (including, and not limited to, failing my internship, suspension or expulsion from NTU) regardless of whether it is found out before, during or after the internship. |  |  |
| I am **aware** that I should not start the above internship until the internship is approved by the school through an email notification. |  |  |
| I am **aware** of the above-stated allowances by the organization. If allowances are below the  recommended $1000 / minimum $800 per month range, please elaborate further in the box below. |  |  |
| If you had answered “NO” to any of the above, please elaborate on as much information as possible:  Click or tap here to enter text. | | |

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| **3. IMPORTANT NOTES FROM CAREER & ATTACHMENT OFFICE (CAO) FOR STUDENTS** |

1. Please send this completed self-source form to the right person, otherwise, the approval procedure may be delayed. Please email the form **directly** to Ms. Nur Saienahof CAO @ [CAO\_ADM@ntu.edu.sg](mailto:CAO_ADM@ntu.edu.sg)
2. The approval procedure is on an on-going basis, but the typical turnaround time is about 2 weeks (or less). If you have not heard anything on your self-sourced after 1.5 weeks, please get in touch with Ms. Nur Saienah again.
3. Self-source internship approval will come through email from the **Career and Attachment office (CAO)**. Students are reminded to check their email often.
4. **Upon receiving approval** of your self-sourced internship through email, you **must** upload your self-source form onto the online internship portal for the system to register your internship. Please note that if you do not upload your approved self-sourced form onto the internship portal upon email approval, the system is unable to record any internship attached to your name and may create complications on your internship administration.
5. Please note that the official internship period for students is 13 May – 19 July 2024. **The official week count for a credit-bearing internship will only start from the 13 May 2023 with a minimum of 10 weeks commitment ending on 19 July 2024.** An internship that starts earlier than 13 May 2024 cannot be counted as part of a credit-bearing internship. Should you wish to start earlier, it will be at discretion between you and the organization.
6. Extensions of internship beyond the 10 weeks requirement are also at discretion between you and the organization and there will be no faculty mentoring or school intervention after 19 July 2024.

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| **I declare that the above information provided is true and accurate and that I have read the notes from CAO.**  **NAME OF STUDENT**:Click or tap here to enter text.  **DATE**: Click or tap here to enter text.  **SIGNATURE**: **Please insert signature**  *Menu > Insert > Picture > Picture from file*  X  ---------------------------------------------------------  Student signature |