

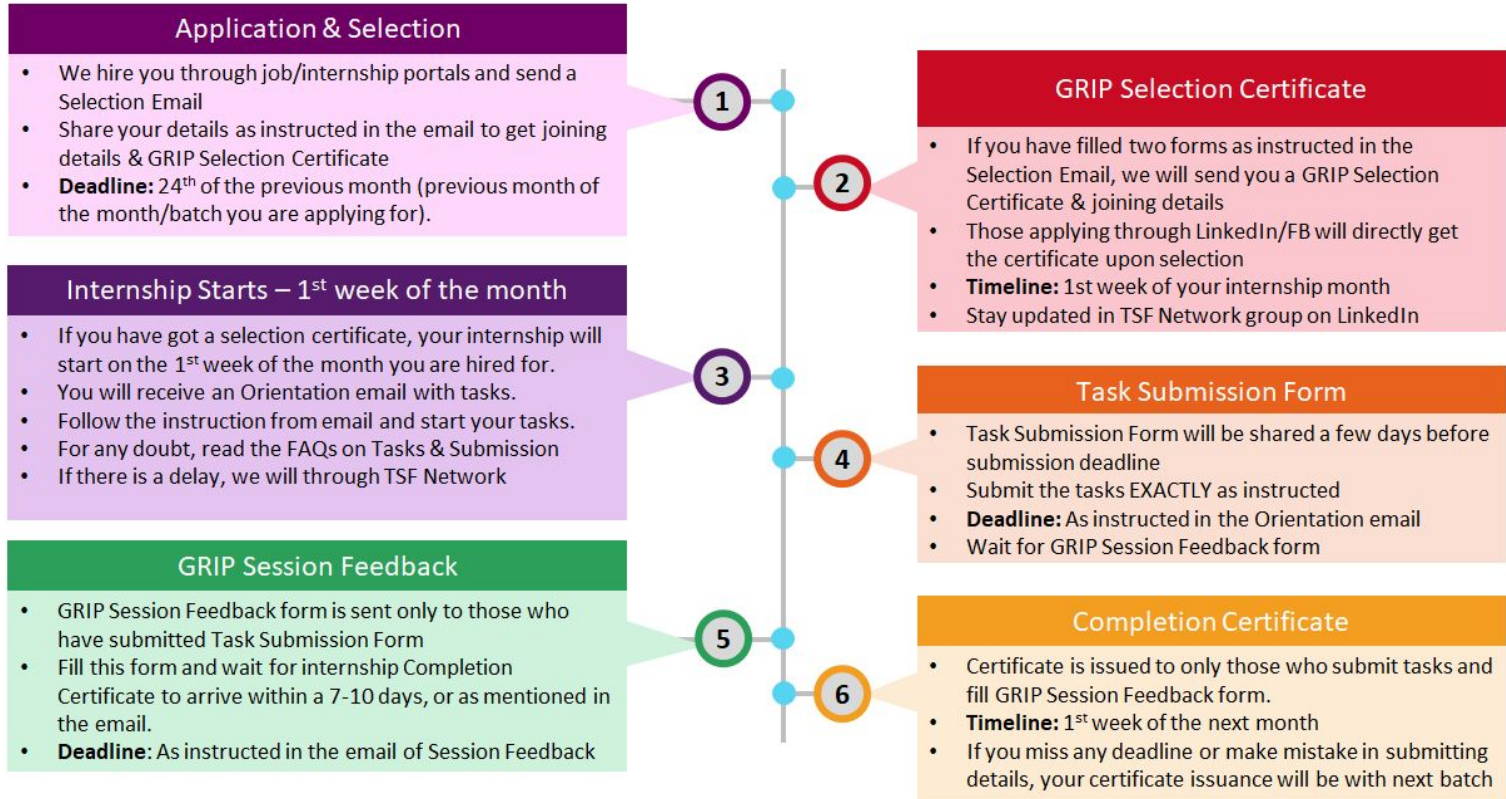
# Frequently Asked Questions

## Graduate Rotational Internship Program (GRIP), TSF

(Subject to modification as per changing requirements and new updates)

### Summary of GRIP Timeline

#### GRIP's Timeline (Format: 1-Month, Virtual/Remote)



#### Important to Note:

- About GRIP and application process: <https://lnkd.in/gMV8BKF>
- Queries Background Verification form: <https://lnkd.in/gzrdtKN>
- Queries related to internship status, format, duration, certificate etc: <https://lnkd.in/gnGiBbb>
- Queries related to tasks and asking queries: Scroll down to Point# 9.
- Please DO NOT post task videos, reviews, selection certificates, completion certificates in TSF Network group. It is only for task related queries and important announcements.
- Information information in this document may get updated. Such changes will be informed via TSF Network group: <https://www.linkedin.com/groups/10379184>

# **Before Internship Starts**

- 1. I have been marked ‘Shortlisted’ or ‘Hired’ on a job/internship portal (Internshala, Frapp, Naukri etc.). What’s next?**

Please check the **chat/message tab on the job portal you applied on**, or an email from us (check spam/promotions tabs as well). You must have received a link or GRIP document (<https://lnkd.in/gMV8BKF>) with certain guidelines and two Forms to fill. Please read everything carefully and **follow exactly as mentioned**.

- 2. I have received a message/email with a GRIP document/link with some instructions. What should I do next?**

Please read the document carefully and do EXACTLY as instructed in it step-by-step. You will find links for two Forms –

**a. Interest Form** – Share your interests/preferred specialization of internship. If you fill this form between 1st to 24th day of this month, you will be admitted into the GRIP’s batch starting next month.

**b. Background Information & Verification Form** – This will ensure the verification code on your internship certificate will remain valid. If you do not fill this form, your certificate may get rejected.

**Before filling up the Forms, please open the Form Guidelines link** (<https://lnkd.in/gzrdtKN>) shared in the document. If you have any questions related to the Forms, please read the Guidelines link once. If your query is not mentioned in the it, write us on [grip@thesparksfoundation.sg](mailto:grip@thesparksfoundation.sg)

- 3. I am applying to GRIP via a post on LinkedIn/Facebook page. Link/QR scan in the post is redirecting me to a document. What to do? Will I receive any status message/email?**

Please do as mentioned in point# 2, above.

Your profile will directly be evaluated from your responses in the Form and will receive a GRIP Selection Certificate, if selected, as stated in the timeline of GRIP at the top.

- 4. Will I get any Offer Letter or Selection Certificate?**

If you have filled the two forms as instructed in the GRIP document, you will receive a **GRIP Selection Certificate** after we evaluate your profile. You can share this certificate on your

social media profiles. This certificate will contain the name of the domain/team you are hired for. Separate offer letters will not be provided.

**5. I need an offer letter to show to my college and submit as proof of my selection for the summer internship.**

GRIP is a virtual internship program with an idea to help students and professionals learn ‘extra’ than what they usually do; and to help them network with aspiring minds with common interests. The tasks in GRIP are of mixed levels and require just 5-6 hours per week to complete. This cannot be considered as a substitute of your traditional summer/winter internships. Hence, **we do not provide any offer letter** in this format or get involved with any individual documentation with your college. However, your GRIP Selection Certificate will be an official proof of your acceptance in the internship program.

**6. I have received a GRIP Selection Certificate. What next? When internship starts?**

In the 1st week of your internship month, you will receive an orientation email along with tasks. Please **wait till the 7th day** for the email to arrive. Necessary updates will be posted in The Sparks Foundation Network group on LinkedIn.

## **Internship Period & Tasks**

**7. I have received an Orientation email and tasks. How and when can I submit the tasks?**

Your mentor will share with you a Task Submission form through which you can submit your tasks. If you have not received the form in onboarding email, please continue working on your tasks. **Task Submission form will be shared before the deadline** giving you ample time to submit your responses. For any unforeseen reason, if there is a delay in sharing the Task Submission form, your deadline will be adjusted accordingly. However, there has never been such a situation before.

**8. I have received the tasks. How many do I need to complete?**

Please refer to the instructions given in the orientation email. Usually, the **1st task (LinkedIn profile) is mandatory for all interns**, to make them have a better online presence and credibility during job search. Read the tips given in the PDF shared on the task slide and try to create an awesome and attractive LinkedIn profile. You can also Google on how to create a great LinkedIn profile and work accordingly.

In addition to this, you must complete at least one task from the remaining tasks in your domain. The deadline is the same regardless of the number of tasks you take up. The LinkedIn task can be done on a daily basis till the deadline. For domain specific tasks, you can dedicate 5-6 hours per task depending on your skills. If you are a beginner, you can work on an easier task and complete it first to feel confident. Upon completion of these two tasks, you are eligible to get an internship completion certificate. Now, you can focus on doing some more tasks for extra exposure, to challenge yourself and be eligible for a Letter of Recommendation (LOR). Read the last point to know more on LOR.

## 9. How to ask queries related to tasks?

Such instructions are provided in the Orientation email. When you have **doubt in a task**, please post it with complete clarity. DO NOT post it saying you 'have a query and who to contact'. Your post will be reviewed by one of the admins and **approved if your query is unique and in the given format**. Before posting any query, please scroll down to make sure there is no already answered similar query.

You should use the below given **format to post the queries** in the TSF Network group (<https://www.linkedin.com/groups/10379184/>):

#function - (webdev / app dev / Comp. Vision / DSBA / HR / DM / CA)

#griptask - (task name)

#query - (write detail of the doubt. Mention 'what' and 'where' of the issue). Please share a screenshot as well, if needed.

One of our mentors will reply within a few hours to clear your doubt. Also, if your query is related to web dev., app dev., or any coding related to technology domain, please first follow the guidelines mentioned in the Orientation email.

## 10. I have completed the task(s). Where to upload the output videos, codes or dashboards?

1. Upload the codes (**technology tasks**) on any free repository platform such as GitHub. In the post, share the GitHub link of your codes. **Non-tech interns** can post their articles/posters on any article, blogging website or LinkedIn.
2. Upload the video/screen-recording of your codes/output on **YOUR LinkedIn profile**, not in the TSF Network. **You can also upload on Youtube as well (optional) and then share its link in a LinkedIn post.** You get more visibility by recruiters and your network if you share on **your profile**. Task videos will not be posted in TSF Network unless it's a query.
3. Write a short description of your task when you post it on LinkedIn. It's always a good practise to tell the readers about your content and what you learnt.

4. Add hashtags - Please add **#GRIPDEC20** (mandatory) in each of your task video postings on LinkedIn, if you're in Dec'20 batch. Our mentors will search your tasks with this tag only for evaluation. **If #GRIPDEC20 is not found, your task may not be evaluated.** Additionally, you can also add hashtags such as #tsf #grip #internship #webdevelopment, #datascience, #campusabmasador etc depending on your internship domain for more reach and visibility.
5. Please tag The Sparks Foundation (company) in your post. You can do it by typing **@The Sparks Foundation** and then select the '**company**' from displayed options. This way, your mentors and fellow colleagues following the TSF company page will be notified of your posts.
6. You can also tag and thank the individuals and resources which helped you such as your mentors, fellow interns/friends and any software company.
7. Business Analyst interns working on Tableau can upload their dashboards on their Tableau Public profile, share its link on **their LinkedIn profiles** as suggested above.
8. When the Task Submission Form is shared with you, you can copy the link from your LinkedIn profile and GitHub/Tableau Public, unless stated otherwise in the Form, and paste it in the Task Submission Form.

## 11. What is Peer Evaluation?

We have started Peer Evaluation from Nov'20 batch. In the Peer Evaluation, you are required to evaluate and share your opinion on at least 5 task submissions from your fellow interns or peers. Please follow the below instructions for this:

- Peer Evaluation encourages interns to evaluate and comment on the tasks by their fellow interns and colleagues, promoting learning from one another.
- Please search on LinkedIn - **#GRIPDEC20**
- Open the results (task videos) which are not already evaluated by 5 interns.
- You are required to share your comments, suggestions and appreciations on at least 5 tasks.
- Your comments could be related to the task quality, content and improvement scope.
- The evaluation comments should be of at least in 20 words.
- You need to share links of 5 such evaluated tasks in the Task Submission Form.
- Your tasks should also be evaluated at least 2 peers or fellow interns

## **Completion & Certificates**

### **12. I have completed my tasks well before the deadline. When will I get a certificate?**

You can submit your tasks through the **Task Submission form** if you have received it or wait for it to be shared and then submit your responses.

After you submit the tasks, you will receive a **GRIP Session Feedback Form** in which you can share your experience and share with us your feedback. Meanwhile, we will evaluate your submitted tasks.

Within 10-15 days after submitting the Session Feedback Form, you will receive your internship completion certificate. If you miss a deadline, the certificate will be issued in the next month or with the next batch.

To improve your professional profile and online presence, you can showcase your technical skills on TSF Network group or on your LinkedIn profile as suggested in the previous question. You can also collaborate with your fellow interns on any independent project of your choice which can give you better learning experience.

### **13. I have completed the internship and received the completion certificate. What to do next?**

Congratulations! Feel proud to showcase your certificate on LinkedIn and thank those who helped you during the internship such as your fellow interns and mentors. Stay connected with us and help us grow by communicating our mission and vision with your network.

### **14. Why are there common certificates? How recruiters will know which specialization I have done the internship in?**

GRIP is designed in a way that it can benefit academic students as well as professionals of any business domain or skills. Many times, our interns take up tasks from multiple specializations for learning purposes. Due to such a mixed learning format, we provide a common certificate to all.

You can mention your skills and specialization under the internship experience section on your resume or LinkedIn profile. The GRIP Selection Certificate which you get from us mentions your internship domain/specialization.

### **15. I want to get a Letter of Recommendation (LoR) from TSF. What to do to get it?**

Letter of Recommendation is NOT an on-demand document. GRIP's Program Leaders and Mentors observe overall performance and activities of interns during the internship. Upon the completion of the internship, they select a few interns based on their quality of tasks and proactiveness in helping other interns; and invite them as volunteer Student Mentors.

To be eligible to for an LoR invitation, you are required to do the below activities:

- **LINKEDIN:** Resolve at least 10 queries from interns posted in TSF Network.
- **TASKS:** Have completed more tasks than fellow interns delivering best quality. There is no upper limit on tasks. More the tasks you do, the better are your chances for LoR invitation. You can also take up tasks from other functions/domains.  
Technical interns are suggested to do at least one non-technical task. This will help them improve their creativity. Non-technical interns can take up additional tasks from a non-technical domain different from the one they have registered for.
- **Peer Evaluation:** Evaluate 10+ tasks posted by different interns.
- **TSF OUTREACH:** Do at least 1 task from a non-technical category.
- **OTHERS:** Any other way you have helped TSF or TSF Students.
- **OPTIONAL:** Promoting TSF's social media pages.

After your tasks are evaluated and you are eligible for LoR, we will share a form to apply for LoR. Thereafter, you will be enrolled for a 2-months' mentorship program during which you will be under the guidance of the GRIP Program Leader and resolve interns' queries related to tasks working as a Student Mentor.

Successful Student Mentors will get a Letter of Recommendation to help them in career and academic progression.