



# Graduate Rotational Internship Program

# About Us

## TSF

The Sparks Foundation is a not-for-profit organization registered in India and Singapore and operating globally.

We inspire students to innovate and help them integrate to build a better humankind.

## GRIP

The Graduate Rotational Internship Program is a unique offer for students and recent graduates to experience and join TSF. This program aims to enable students to be professionally capable, and entrepreneurial. Apart from skill specific tasks, we encourage interns to build a credible professional profile.

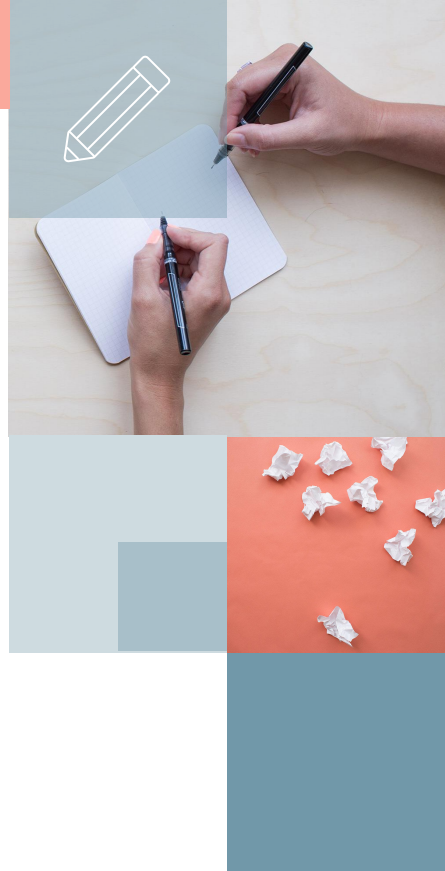


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## Benefits

- **Completion Certificate** provided after successful completion of one month of internship.
- **Recommendation Letter** provided to top performing interns based on various assessment parameters.
- **Opportunity to be a part of TSF** is given to best candidates and they are hired on a special hiring plan.
- **Workshops/guidance** for personality insights, Resume & LinkedIn profile building, Scrum training session, interviews skills, further education, etc.
- **Networking Opportunity** as a global, multicultural & rare diverse working environment is available for interns.



## Good to know.....

Virtual Internship | Unpaid | Flexible | 5-6 Hours per week

### Unpaid Internship

This is an unpaid internship of a month during which you'll be trained, mentored and observed for future role.

### Flexible working hours

During the course of the internship you will be expected to work from home with the flexibility to manage your time. The tasks assigned are easy and can be finished in your extra time.

### Own computers and internet

You'll use your own computers with internet connections and coordinate with your team members through Whatsapp or Google Hangout calls, etc.



# Guidance and Mentoring

- **Scheduled Calls:** Regular contact with core team members via live online sessions.
- **Mentor Support:** Our mentors are there to guide and support you at any time. You can reach the mentors through email or whatsapp.
- **Discussion Forum:** You will be asked to join The Sparks Foundation Network group on LinkedIn. Here, your mentors and facilitators will answer your task queries.
- **On Demand Support:** If you feel the need, you can mail us for help. We will guide you to the correct resources.







## Next Steps

To obtain GRIP Selection Certificate, **please**  
**read the document carefully and follow**  
**EXACTLY as instructed step-by-step.**

## Step 1: Confirm Your Internship Function

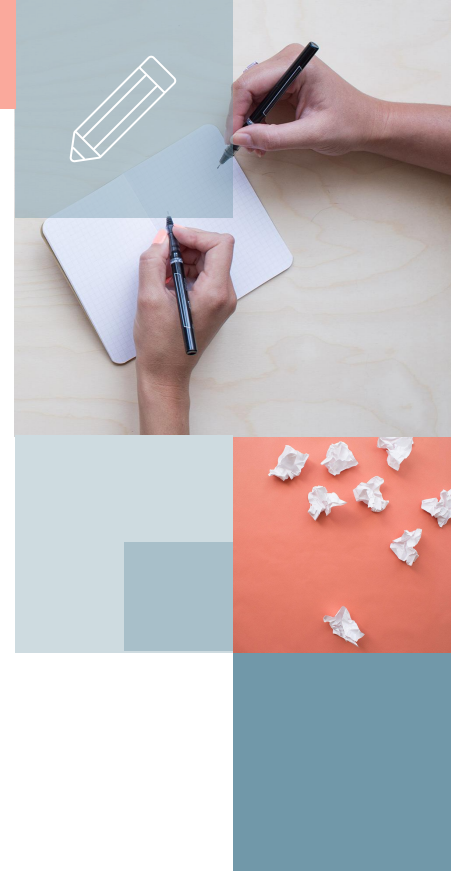
- Go through the brief JD of the available internships below to make sure you have applied or are applying for correct one.
- The Internship Function will be mentioned on your GRIP Selection Certificate.
- Job descriptions:
  - Web Development: <https://lnkd.in/eGX4wR8>
  - Mobile App Development: <https://lnkd.in/eqsxE5Y>
  - Data Sc. & Business Analytics: <https://lnkd.in/eJ6JYyY>
  - Content Development: <https://lnkd.in/ebw7xfG>
  - Campus Ambassador: <https://lnkd.in/enEpJDN>
  - Digital Marketing: <https://lnkd.in/eknpUqX>
  - Talent Acquisition: <https://lnkd.in/e5-xkQY>
  - IoT & Computer Vision: <https://lnkd.in/gqY7nty>





## Step 2 : Join TSF Network

- Join our discussion forum - The Sparks Foundation Network group on LinkedIn.
- Send a joining request to the group using this link: <https://www.linkedin.com/groups/10379184/>
- It may take up to 2-3 days to approve your request.
- This group will be used for important announcement from our team, post task related queries from interns and query resolutions from mentors.
- If you do not have a LinkedIn profile, please create one. One of your tasks will be related to improving your personal brand online.



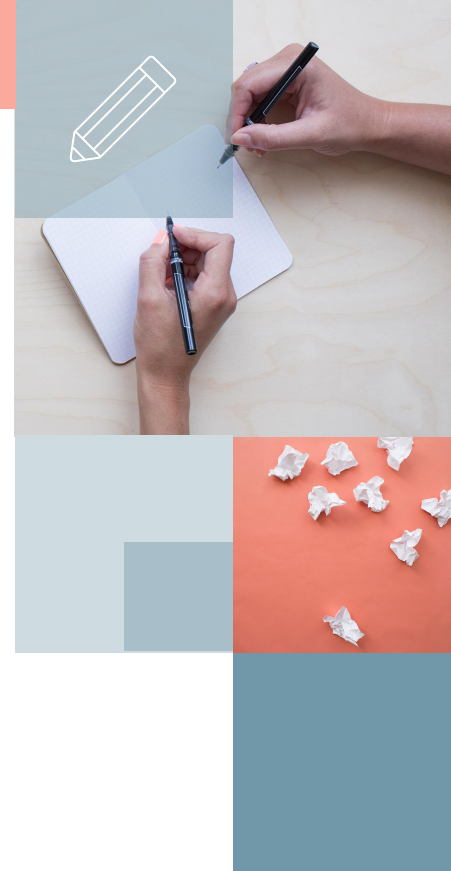
## Step 3 : Share your Preferred Internship Function

- Open **Interest Form : GRIP@TSF** to share your interest and skills: <https://lnkd.in/gNKqiuM>
- The option you select in **Preferred Internship Function** will be printed on your GRIP Selection Certificate.
- If you were hired for Content Development, but select Digital Marketing in Interest Form, then you will get Selection Certificate and tasks for Digital Marketing only.
- Do not change the pre-filled Form Code at bottom, is any.
- You will receive response receipt of the form after submission in your email. Open the email and simply FORWARD it to [grip@thesparksfoundation.sg](mailto:grip@thesparksfoundation.sg) and [tech@thesparksfoundation.sg](mailto:tech@thesparksfoundation.sg) WITHOUT changing the subject.



## Step 4 : Background Information & Verification

- First, please open this **Form Guidelines** document in a new tab: <https://lnkd.in/gzrdtKN> and read it completely.
- Now, open this Form in another tab and fill the details: <https://lnkd.in/ggfAMGF>
- In case of a doubt, **read the Form Guidelines** document again. It answers 95% of the common doubts.
- Do not change the Access Code in the Form, if pre-filled.
- If your query is not covered in the Form Guidelines, write us to [grip@thesparksfoundation.sg](mailto:grip@thesparksfoundation.sg)
- FORWARD the form response you get on your email to [grip@thesparksfoundation.sg](mailto:grip@thesparksfoundation.sg) & [tech@thesparksfoundation.sg](mailto:tech@thesparksfoundation.sg) WITHOUT changing the subject.



## Step 5: Wait for the GRIP Selection Certificate

- GRIP Selection certificates are sent in the **last week** of each month after evaluating your profile.
- You must fill both forms to get the Selection Certificate.
- We may choose to verify any or all details of yours at random.
- Read the FAQs to understand the GRIP's timeline and structure: <https://lnkd.in/gnGiBbb>
- All announcements will be made in TSF Network as mentioned in Step 1.
- There may be **no communication** or acknowledgement email from our end between your application and us sending you the selection certificate.



## Step 6 : Steps completion checklist

- By now, you should have completed these:
  - Joined TSF Network group on LinkedIn
  - Filled Form 1 - Interests Form : GRIP@TSF
  - Filled Form 2 - Background Information & Verification
  - Forwarded the response of above forms on the two email IDs mentioned in previous steps
  - Aware that the GRIP Selection Certificate will be sent by the **last day of the month** and your internship starts on the **1st day of next month**.
- Again, for Form related queries, refer to Form Guidelines document and for GRIP related queries, refer to FAQs.
- If you have a question not covered in above two documents, write us on the given email.





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

## Application & Selection

- We hire you through job/internship portals and send a Selection Email
- Share your details as instructed in the email to get joining details & GRIP Selection Certificate
- **Deadline:** 2 days prior to the internship start date

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## Internship Starts – 1<sup>st</sup> day of the month

- If you have got a selection certificate, your internship will start on the 1<sup>st</sup> day of the month you have been hired for.
- You will receive an Orientation email with tasks.
- Follow the instruction from email and start your tasks.
- For any doubt, read the FAQs on Tasks & Submission
- If there is a delay, it will be communicated through TSF Network

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## GRIP Session Feedback

- GRIP Session Feedback form is sent only to those who have submitted Task Submission Form
- Fill this form and wait for internship Completion Certificate to arrive within a week.
- **Deadline:** As instructed in the email of Session Feedback

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## GRIP Selection Certificate

- If you have filled two forms as instructed in the Selection Email, we will send you a GRIP Selection Certificate & joining details
- Those applying through LinkedIn/FB will directly get the certificate upon selection
- **Timeline:** Latest by 1 day prior to internship start date
- Stay updated in TSF Network group on LinkedIn

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## Task Submission Form

- Task Submission Form will be shared a few days before submission deadline
- Submit the tasks EXACTLY as instructed
- **Deadline:** As instructed in the Orientation email
- Wait for GRIP Session Feedback form

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## Completion Certificate

- Certificate is issued to only those who submit tasks and fill GRIP Session Feedback form.
- **Timeline:** Last week of your internship month
- If you miss any deadline or make mistake in submitting details, your certificate issuance will be with next batch

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1. Timeline is subject to changes as per internship requirements  
2. Important information on each stage related to your batch will be communicated through The Sparks Foundation Network group on LinkedIn. Please join it.

Thank you!

Glad to have you in **TSF**  
**Family**

Follow us: <https://www.linkedin.com/company/13625083>

