

FPT's Internship program - Factsheet

General Information	
Time	All year round
Duration	1 month Internship (39days) 6-month Internship
Destination	Da Nang, Vietnam
Content	Internship at host companies Skill workshop Culture Immersion
Internship areas & positions	<ol style="list-style-type: none"> 1. ICT: <ul style="list-style-type: none"> - Software Development - Web Development - Web Design - Testing 2. Business <ul style="list-style-type: none"> - PR & Branding - Marketing - Sales Assisting 3. Education <ul style="list-style-type: none"> - English Teaching Assisting - Japanese Teaching Assisting 4. Hospitality <ul style="list-style-type: none"> - Front Office

Program main language	English
Number of participants	Minimum 3 students Maximum 30 students
Participant eligibility	Learning major: Student's main major and internship field must be relevant Year of study: Any year of study Language requirement: TOEIC 550 equivalent
Program fee	800 USD/student *Accommodation (apartment): 250 USD/month/student
Including	<ul style="list-style-type: none"> - Tuition fee (internship placement and supervision, all program activities) - Airport pick-up and see-off - FPT's arranged bus from accommodation to school and vice versa during Orientation days - Welcome & farewell parties - Excursion tours (Da Nang city tour & Hoi An Ancient Town tour, dinner included) - Certificate of program completion - Administration & coordination costs
Excluding	<ul style="list-style-type: none"> - Two-way airfares - Accommodation - Transportation from accommodation to host companies - Travel insurance - Personal expenses: daily meals, laundry, phone calls, self-entertainment, etc.
Cancellation policy	<ul style="list-style-type: none"> - If FPT is informed about cancellation 30 days prior to the program, 100% program fee from student(s) who cancel will be refunded. - If FPT is informed about cancellation 15 days prior to the program, 50% program fee from student(s) who cancel will be refunded. - If FPT is informed about cancellation less than 15 days prior to the program, program fee from student(s) who cancel is non-refundable.
Cooperation timeline between FPT University and partner university	

Time	Activity	PIC	Note
2,5 months prior to the program	Partner sends FPT a list of student information	Partner	
2 months prior to the program	FPT confirms the participant list and start preparation	FPT	- Internship placement - Accommodation arrangement - Etc.
1 months prior to the program	Students have 2 meetings for internship placement: - 1st meeting: Expectation meeting with FPT Coordinators - 2nd meeting: Interview with host companies	FPT & partner students	
2 weeks prior to program	FPT sends a program guidance with detailed information to partner students	FPT	

GLOBAL INTERNSHIP 2024 - TENTATIVE AGENDA

Duration: 39 days

Destination: Da Nang, Vietnam

Total hours: 204 hours (12 hrs of activities & 192 hrs of internship)

24 working days x 8 hrs working/day

WEEK 01							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning				Airport pick-up Accommodation check-in Welcome party	Program Orientation Campus Tour (2 hrs)	Workshop 1: Practice mindfulness (2 hrs)	Free
Afternoon					Internship Experience Sharing (1 hr)	Workshop 2: Vietnamese working culture (2 hrs)	Danang City tour
Evening					Free		

WEEK 02							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning	Free	Company Induction	Internship at host company (8 hours/day)				Free
Afternoon		Internship at host company					Hoi An Ancient Town tour
Evening		Free				Review Meeting	

WEEK 03							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning	Free	Internship at host company (8 hrs/day)					Volunteer activity (3 hours)
Afternoon							Free
Evening		Free					

WEEK 04							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning	Free	Internship at host company (8 hrs/day)					Free
Afternoon							
Evening		Free				Review Meeting	

WEEK 05							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning	Free	Internship at host company (8 hrs/day)					Free
Afternoon							

Evening	Free	Review Meeting
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WEEK 06							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning	Free	Internship at host company (8 hrs/day)				Final Presentation Closing Ceremony Farewell Party (2 hrs)	Departure
Afternoon							
Evening		Free					

Component's Description			
	Component	Details	Objectives
Orientation	Program Orientation	Students go through: - Life Orientation - Program Explanation - Expectation Settings - Problem Solving Guidance	- Students learn about life in Vietnam & what to notice while living in Vietnam - Students understand program activities and schedule - Students learn how to set the right expectations for their internship - Students get to know some common problems while living and working in Vietnam & how to solve them effectively
	Internship experience sharing	Current or alumni interns (used to participate FPT University's internship program) share about their internship experience	- Students connect and listen to internship experiences shared by former interns - Students gain practical tips and notes when joining internship
Internship	Company Induction	Students meet their host company managers	- Students have general understanding about the company and team - Students gain knowledge about working procedures and policies of the company and team - Students gain general information about the Project they will work on - Students have a good understanding of the expectations for them
	Internship	Students work on tasks and projects under supervision and support of their managers Internship outcome is evaluated by outcome-based evaluation	- Students develop vital working skills in a multicultural environment - Students gain real and international working experience - Students broaden valuable networks
	Final Presentation	Students prepare and present their internship results on the final day. Managers, FPT coordinators and home university faculty members join and give feedback for students	Students see the results of their internship
Workshop	Vietnamese Working Culture	Workshops will be delivered by FPT University lecturers and professionals in industry	- Students learn common etiquette and norms in the Vietnamese workplace - Students learn the tips to work well with Vietnamese colleagues - Students understand the similarities and differences between Taiwanese working style and Vietnamese working style
Extracurricular activity	Danang City tour	Students go on tours with Vietnamese buddies around Danang city	Students visit and explore culture, lifestyle, cuisine and well-known destinations in Danang city
	Hoi An Ancient Town tour	Students visit some famous attractive tourist spots in Hoi An Ancient Town - UNESCO World Heritage Site	- Students visit Hoi An Ancient Town and expand knowledge about Vietnam and Vietnam culture - Students visit traditional village such as pottery village
Review Meeting		Students have a meeting with FPT's Program Coordinator	Students update their working process and ask for support if needed

GLOBAL INTERNSHIP 2024 - TENTATIVE AGENDA

Duration: 6 months

Destination: Da Nang, Vietnam

WEEK 01							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning				Airport pick-up Accommodation check-in Welcome party	Program Orientation Campus Tour	Workshop 1: Practice mindfulness	Free
Afternoon					Internship Experience Sharing	Workshop 2: Vietnamese working culture	Danang City tour
Evening					Free		

WEEK 02							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning	Free	Company Induction	Internship at host company				Free
Afternoon		Internship at host company					Hoi An Ancient Town tour
Evening		Free				Review Meeting	

WEEK 03							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning	Free	Internship at host company					Volunteer activity
Afternoon							Free
Evening		Free					

WEEK 04 - WEEK 25							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning	Free	Internship at host company					Free
Afternoon							
Evening		Free				Review Meeting (once a month)	

WEEK 26							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning	Free	Internship at host company				Final Presentation Closing Ceremony Farewell Party	Free
Afternoon							
Evening		Free					

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