

REMOTE INTERNSHIP - GENERAL AGENDA

WEEK 01							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning	Program Explanation & Vietnamese Class & Problem Solving Guidance (2 hours)	Workshop 1: Vietnamese Working Culture (2 hours)	Internship		Internship	Workshop 2: Remote Communication in Industry (2 hours)	
Afternoon	Tips for successful remote internship (2 hours)	Internship Orientation: Company Introduction (1 hour)			Weekly Check-out		First week review
WEEK 02							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning	Weekly Check-in	Internship			Internship	Workshop 3: Career Navigation (2 hours)	
Afternoon	Internship				Weekly Check-out		
WEEK 03							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning	Weekly Check-in	Internship			Internship		
Afternoon	Internship				Weekly Check-out		
					Weekly Review		
WEEK 04							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning	Weekly Check-in	Internship			Final Presentation Closing Ceremony (2 hours)		
Afternoon	Internship						

PROGRAM EXPLANATION

	Component	Details	Objectives
Orientation	Program Orientation	Students meet with Program Coordinator to go over program agenda and components	<ul style="list-style-type: none"> - Students learn general information about FPT Education Global - Students have a good understanding of the program and the experience they will have
	Problem Solving Guidance	Students learn what issues they may expect while working virtually	<ul style="list-style-type: none"> - Students can expect what challenges they may face while interning and working virtually and how to overcome the problems - Students learn to overcome cultural differences while working with a foreign company
	Vietnamese Class	Students learn some basic Vietnamese in daily life	<ul style="list-style-type: none"> - Students learn some Vietnamese to communicate basically in daily life
Internship	Company Induction	Students meet with the company representative	Students will: <ul style="list-style-type: none"> - Have general understanding about the company and team - Gain knowledge about working procedures and policies of the company and team - Gain general information about the Project they will work on - Have a good understanding of the expectations for them and Job Description
	Weekly check-in and check-out with supervisor	Students and supervisors have a 20-30 minutes check-in and check-out	Students will: <ul style="list-style-type: none"> - Update done tasks, whole-week progress, obstacles or initiatives - Plan for following week - Being evaluated and advised
	Remote Internship	<ul style="list-style-type: none"> - Students work on tasks and project under online supervision and support of supervisor - Internship outcome is evaluated by outcome- based evaluation - Students correspond with supervisor via instant messenger, video call 	Students will: <ul style="list-style-type: none"> - Develop vital skills of remote working global trend - Gain real and international working experience - Broaden valuable networks
	Review meeting with Program coordinator	- Students have a meeting with program coordinator	Students are consulted and supported timely
Workshop	Tips for successful remote internship	Workshops will be delivered by professional experts from leading companies, or professors from top-tier business schools in Vietnam	<ul style="list-style-type: none"> - Students understand the characteristics of remote working and factors that affect the success of remote working - Students understand the pros and cons of remote working in regards to in-person working (e.g. flexible timing, virtual collaboration, etc.) - Students learn the tools and tips to improve efficiency and productivity in remote working (time & task management, etc) - Students learn common problems they may face during a remote internship and how to overcome them.
	Vietnamese Working Culture		<ul style="list-style-type: none"> - Students learn common etiquettes and norms at the Vietnamese workplace - Students learn the tips to work well with Vietnamese colleagues - Students understand the similarity and difference between JP working style and VN working style
	Remote Communication in industry		Students will: <ul style="list-style-type: none"> - Understand why effective communication is important for work, especially for remote work - Learn useful tips to improve proficiency of communication in remote work - Practice cases/problem-solve situations related to remote work communication
	Career Navigation		Students will: <ul style="list-style-type: none"> - Learn how to design a career path that fits personal values, interests, personality, and skills. - Gain industry insights like actual working environment, essentially professional skills, career ladders, career management issues - Navigate future potential pathway: new trends in industry, career opportunities, tips to grow in the industry.



FPT EDUCATION GLOBAL

FPT UNIVERSITY VIRTUAL INTERNSHIP PROGRAM - LIST OF HOST COMPANIES (UPDATING)

No.	Company	General Introduction	Position	Tentative JD	Project Description Sample
1	FPT Group (https://fpt.com.vn/en)	Established in 1988, FPT Group is the leading IT company in Vietnam with nearly 40,000 employees, operating in 40 countries. FPT Group has 4 main business sectors: IT, Telecom, Distribution - Retail and Education. With revenue over 1.3 Billion USD (2019) and 450 clients in the Top Fortune 500 (Boeing, Airbus, Hitachi, Panasonic, etc.), FPT has affirmed its leading position in the technology revolution.	Marketing	<ul style="list-style-type: none"> - Market research: conducting research and analysing data to define potential clients; - Join with the Media team to develop marketing materials; - Run digital marketing campaign to promote the company's products in targeted markets 	https://bit.ly/3rYduy1
			PR & Branding	<ul style="list-style-type: none"> - Design and develop the company's branding kit; - Manage and maintain the companies' social media channels; - Develop media products (website, video clips, posters, flyers, etc.) 	
			Software Development	Join the software development projects in different fields.	https://bit.ly/3bUIIBV
2	Lotus QA (https://www.lotus-qa.com/)	LQA is the 1st Vietnam based Independent Quality Assurance Firm, a globally trusted partner in QA outsourcing especially in Japan & Korea markets	Marketing	<ul style="list-style-type: none"> - Market research: conducting research and analysing data to define potential clients; - Join with the Media team to develop marketing materials; - Run digital marketing campaign to promote the company's products in targeted markets 	https://bit.ly/2Qe6Qpv
			PR & Branding	<ul style="list-style-type: none"> - Manage and maintain the companies' social media channels; - Develop media products (website, video clips, posters, flyers, etc.) 	
3	CMC Global (https://www.cmcglobal.com.vn/)	CMC Global is a member of CMC Group, one of the biggest IT companies in Vietnam. CMC Global's core services are to offer software development & digital transformation services for developed markets like Japan, Europe & America.	Marketing	<ul style="list-style-type: none"> - Market research: conducting research and analysing data to define potential clients; - Join with the Media team to develop marketing materials; - Run digital marketing campaign to promote the company's products in targeted markets 	https://bit.ly/3bUm0J1
			Employment branding	<ul style="list-style-type: none"> - Employment market research: conducting research and analysing data to understand the employment trends of company's targeted group of employees; - Run marketing campaign to develop the company employment brand to the potential employees 	

			Recruitment	<ul style="list-style-type: none"> - Support the HR department in screening applicants' CV and join the interview (online); - Set selection criterias for the company's main positions; - Promoting the company's job vacancies to different channels 	
4	Ecovision Tech	Ecovision Tech is a start-up company specialized in developing and maintaining IoT platforms and AI products	Software Development	<ul style="list-style-type: none"> - Code the platform using PHP, or code the embedded system using C++ and Python; - Support clients with technical issues of the products 	https://bit.ly/3qSfE0N
			Marketing	<ul style="list-style-type: none"> - Market research: conducting research and analysing data to define potential clients; - Join with the Media team to develop marketing materials; - Run digital marketing campaign to promote the company's products in targeted markets 	
5	Ecombamboo (http://ecombamboo.com/)	Enable manufacturers doing business online effortlessly. eComBamboo brings your products to everywhere, multiplatform: from ecommerce to retail	Marketing	<ul style="list-style-type: none"> - Market research: plan, implement & measure scalable optimisation strategies across multiple markets. - Join with the Media team to develop marketing materials; - Run digital marketing campaign to promote the company's products in targeted markets 	
6	OSLA Company Limited (https://myosla.com/)	OSLA is an educational platform connecting mentors and mentees in scholarship hunting, career advising, and school enrolments. OSLA also manages 3 sub-projects related to our core business values: OSLA IVY, Summer camp, and Saigon On motobike	Marketing	<ul style="list-style-type: none"> - Understanding marketing in general - Apply knowledge in Facebook posts: content, design, videos - Apply knowledge in presentation skills 	https://bit.ly/30QwzpZ
			Software Development	Join development team to develop internal applications.	
7	Cloudy Hair Collection Co., Ltd. (https://www.facebook.com/cloudyhair)	Founded in 2019, Cloudy Hair Collection is a young company in the wig style industry, yet we have been able to deliver quality products that match industrial standards. Ambition is to bring the high standar products to different regions/markets around the world.	Research & Development	<ul style="list-style-type: none"> - Market analysis - The basic steps to build a marketing online strategy via social media. - Manage page (contents, pictures...) 	https://bit.ly/3louhb6
8	Phynig House (https://phynighouse.com/en/home/)	Phynig House is a multi-business in one with an incubator, a co-working space, and a cafe. We aim to create a space for startups to materialize their ideas, businesses to meet and connect while serving quality drinks. Phynig House is a business unit of EMIC Hospitality and CETA Consulting.	Marketing	<p>Market research:</p> <ul style="list-style-type: none"> - Complete website content in Japanese - Understand the potential of Japanese market 	https://bit.ly/3qVayAT

9	FPT Global Office (http://international.fpt.edu.vn/)	As a unit of FPT Education Group, FPT Global Office takes charge of recruiting international students for degree programs of FPT Education units including FPT University, University of Greenwich Vietnam, Swinburne University of Technology Vietnam, and online degree (Software Engineering Program).	Marketing	<ul style="list-style-type: none"> - Understand targeted students' need and behaviors towards choosing international higher education. - Implement market research and give an analysis on potential markets for higher education all over the world. - Build PR/marketing content for website/social media channels of the organization. 	https://bit.ly/3cD3nII
11	FPT International Student Exchange Center (FISEC) (http://international.fpt.edu.vn/)	FISEC is responsible for the development of student exchange programs and short-term training courses for international students coming to Vietnam. The organization maintains close relationships with nearly 70 universities in 20 countries and annually receives 1,000 foreign students to study and do short-term internships in Vietnam. The notable countries include Japan, South Korea, Taiwan, Thailand, Brunei, Indonesia, Australia, France, Germany, USA, etc.	Business Development	<ul style="list-style-type: none"> - Understand the targeted markets for study abroad - Evaluate the possibility to propose mobility programs to the partners from targeted markets - Conduct researches by using search engines, analyze all data to know the potential and possibility to set partners in new markets - Use business writing skills to report to supervisor and simulated pitching email to client 	http://bit.ly/3qSLoDa
			Marketing	<ul style="list-style-type: none"> - Understand about the business: core value, big picture... - Understand and review and propose initiatives for mobility programs offering for targeted Market - Research potential ways to promote mobility programs for targeted market - Prototype and test marketing plans 	http://bit.ly/38OFJb2
			Branding	<ul style="list-style-type: none"> - Creating identification/impression and generating brand awareness of CoXplore's products and services - Ensure alignment of key branding messages for CoXplore's products and services to drive internal and external consistency - Support digital marketing campaigns by creating unique designs based on the brand's identity 	http://bit.ly/30QGBYd

12	CoXplore (https://coxplora.co/)	CoXplore is a remote management service provider, with the vision to empower global remote work anywhere. Services they provide: - Remote Management - Remote Coworking - Remote Retreat	Digital Marketing & Social Media Management	<ul style="list-style-type: none"> - Lead generation: Reaching out to local and international target markets to stimulate and capture interest in CoXplore's products, services, and events via multiple touchpoints - Increase traffic: Generate more visits to CoXplore's online channels (social media, blog, websites) by increasing engagement with existing and potential customers and partners. - Increase sales and improve conversion rates: Attracting more people to buy or work with CoXplore as partners. 	http://bit.ly/3bQI333
			Operations Assistant	As the CEO's Virtual Assistant, you are expected to multitask in cross-functional remote projects within our ecosystem. Your daily role will extend throughout the department of marketing, sales, tech, administration, operations, etc. This position will be suitable for people who want to focus on overall management skills, rather than any single field specifically. This means that you will get to acquire and learn different skills and knowledge across these business functions.	http://bit.ly/3vzfBus
			Business Development	<ul style="list-style-type: none"> - Support the sales and business development team to ensure smooth execution of the experience for all stakeholders (investors, sponsors, partners, customers) - Support the sales and business development team in expanding CoXplore's ecosystem of partners 	http://bit.ly/3eNBBvv
13	MercTrans (https://mercctrans.vn/)	MercTrans specializes in the translating and localizing. They offer offer a wide range of localization services including: software localization, website localization, game localization, voice over, subtitling, etc.	Copywriting	<ul style="list-style-type: none"> - Understand what localization is, how important it is for software development. Learn about the workflow of localization and some of its technical aspects - Learn about website development and SEO for copywriting - Deliver attractive contents about localization on MercTrans' website 	http://bit.ly/38OMnhq
			Market research	<ul style="list-style-type: none"> - Understand the localization workflow and the implementation of Computer-assisted Translation (CAT) tools - Understand how to approach potential clients and how to cater to their needs - Improve marketability for localization services 	http://bit.ly/30QW0rw

14	QIQ Vietnam (www.qiq.vn)	QIQ Vietnam is the first bike sharing system provider and operator in Vietnam. Their mission is To build a green, sustainable, shared transportation system for Vietnam. They are running the service in Hanoi, Hoi An & Ecopark.	Operations	<ul style="list-style-type: none"> - Understand the current operations of QIQ Vietnam - Re-create the operations procedure of QIQ Vietnam - Identify inefficiency of the current procedure and propose improvement 	http://bit.ly/3vJynPY
			Social Media	<ul style="list-style-type: none"> - Understand the customer persona of QIQ Vietnam - Identify QIQ Vietnam brand image and message - Create an social media accounts for QIQ Vietnam - Manage the social media accounts 	http://bit.ly/3bRXV5k
15	AIO (http://aiogroup.com.vn/)	AIO JSC is a start-up fund which is supporting new-born companies surviving in the early stage in the market. Since they met the difficulties at the beginning such as lacking of financial supports, labour force and the outcome of the products	Marketing/ Market research	<p>Project: Analysing the markets for products in Japan.</p> <ul style="list-style-type: none"> - Understanding the customers insight, competitors, establishing the marketing strategy and marketing plans - Design the real product which suits the market - The product must be released at some online platforms 	http://bit.ly/2OKdYcC
16	Ohi (https://ohi.vn/)	OHI specializes in information technology including high quality web design, professional online marketing. We always try to perfect our service step by step to bring the best products and services to the market for the purpose of increasing sales and brand awareness for our clients.	Software Development	<ul style="list-style-type: none"> - Code the platform using PHP, or code the embedded system using C++ and Python; - Support clients with technical issues of the products 	
			Marketing	<p>Project: Market expansion</p> <ul style="list-style-type: none"> - Approach clients in at least one international market. - Comprehend some marketing tools: Website, survey, graphic design - Applying them into practice. 	http://bit.ly/30Uy8Da
17	Quang Nam Tourism Association (www.qta.org.vn)	Quang Nam Tourism Association, a voluntary social-professional organization of enterprises with legal status, operating in the field of tourism and other fields related to tourism in Quang Nam province.	Marketing	<ul style="list-style-type: none"> - Complete website content. - Understand the potential of Japanese market. - Connect QTA with Japanese tourism agencies. 	http://bit.ly/3qSDpFV
18	Thread & Needle Agency (Kim Chi) (www.kimchiagency.com)	Thread & Needle is an Integrated Marketing Agency. They specialize in developing made-to-order Marketing and Communications Campaigns that deliver relevant, bottom-line results to our clients.	Marketing	It depends on current projects so students can work in Market Research, Copywriting, SEO&SEM...	http://bit.ly/2NrZ7aX

19	FE Agency	FE Agency is a social enterprise with the vision and mission that supports startups and other small social enterprises in Vietnam to increase their Marketing engagement and help them to create stronger brands; support in social healthcare for children and women.	Marketing	- Approach clients in at least one international market. - Comprehend some marketing tools: Website, survey, graphic design - Applying them into practice.	http://bit.ly/3lqKqgo
			Social Healthcare	- Support in social healthcare projects; COVID-19 related projects; Technology in healthcare projects....	
20	Family Psychological Research and Counseling Company (http://tamlyfamily.com/)	Understand and share with your teenage children; Treatment of trauma, stress, behavior disorders ...; Evaluate the child's intellectual ability through WISC-IV	Mental Healthcare	- Research on people having problem with behavior disorders/trauma... - Giving solution to support company's activities.	
21	Cadeaux Education and Psychological Support Center (https://www.facebook.com/TamlyGiaoducCadeaux)	Understand and share with your teenage children; Treatment of trauma, stress, behavior disorders ...; Evaluate the child's intellectual ability through WISC-IV	Mental Healthcare	- Support Kids having problem with language and communication	
22	VTI (https://www.vti.com.vn/)	VTI supports offshore development and evaluation for customers in various field of software development as finance, insurance, e-commerce, manufacturing and internet services. VTI provides businesses with the most appropriate resources and reasonable costs.	Multiple positions in IT	- Explain and practice the process of developing software projects. - Demonstrate Agile / Scrum concept and execute the project in this model - Get familiar with CMMI, ISO standard templates and make use of them - Proficiently perform one of the back-end technologies such as: Java, C #, PHP, Python and Front-end technologies such as:	http://bit.ly/2NrqcGH
23	Codegym (https://codegym.vn/)	CodeGym is an EdTech company where all activities are based on IT systems. We have more than 12 software systems, with billions of records of data. At this time, we have the requirement to build an analytics system to explore the stored data and bring values to the decision-making process.	Multiple positions in IT	- Analyze the current stage of the stored data - Design and build a system to clean and transform data to a usable structure and format - Design and build analytical features to bring out insights about the business - Train the staffs to get most value from the system	http://bit.ly/2NtpX8

24	Digital Unicorn (https://digitalunicorn.fr/)	Digital Unicorn is a mobile app development company based in France, offering our full range of service including design, development and web SEO and web marketing for digital projects all over the world.	Software Development	Join development team to architect, build and maintain excellent applications with clean code.	
25	Robot3T (http://robot3t.com/en/)	Robot3T Group under 3C Machinery Co, LTD is one of the leading research and manufacturing group in robotics and automation areas. Located in Hochiminh City, Vietnam. The Robot3T Group designs, develops and manufactures high-precision robotics, motion control and integrated solution for the industrial automation.	Software Engineer	- Research, design and code automatic system and robotics	
26	DSA (https://dsatech.vn/)	DSA is a startup in the field of enterprise data analysis and artificial intelligence application for Vietnamese businesses. Helping business smarter by getting to know the business itself more instantly. Improving business processes with artificial intelligence helps businesses reduce costs and increase business efficiency	IT	<ul style="list-style-type: none"> - Build a system of management reports, business reports, operation reports, production reports, ... for the organization. - Research / apply new technologies to provide valuable analysis for the organization's business - Assist relevant departments in data mining to ensure data consistency and integrity - Find out about customer needs of BI application and propose solutions for projects (if any). 	
			Marketing	<ul style="list-style-type: none"> - Planning marketing campaigns - Carry out the implementation of the approved plans - Support SEO website, run Fanpage ads, ... - Support for content management and customer care on social networks - Implementing a number of programs and activities of the company 	

27	Neolab Vietnam (https://neo-lab.vn/)	Although ideas and financial conditions are available, the severe shortage of software human resources together with high labor costs are major problems for Japanese IT companies. And the solution is to find a new market with young, potential and qualified workforce. That is why Neolab has chosen Vietnam - a country with a young, dynamic population, with a growing IT industry as its headquarters and planing for a long term development.	Multiple positions in IT: - Developer - BOD Assistant - QC	- Analyze the current stage of the stored data - Design and build a system to clean and transform data to a usable structure and format - Design and build analytical features to bring out insights about the business - Train the staffs to get most value from the system	
28	IRTech Viet Nam (http://www.irtech.com.vn/)	IRTech is a startup company in Vietnam, we assist in providing Robotic System to optimize work for businesses; IRCRM system for customer relationship management; The IRPOS system manages supermarkets and restaurants. We provide our customers with different information technology solutions.	IT	- Join the software development projects. (in PHP) - Reading descriptive documents of user requirements - Participate in coordinating to support the operating units in monitoring operations and overcoming problems arising from application systems when required.	
			Marketing	- Data Analyst - Market research/ Expand the market. - Writing content for posts	
29	Hue Grit Tour (Huegrit.com)	A local tour guide who wants to share his love of Hue and passion, experience in tourism industry. The original concept behind Grit tour is to give visitors a guided yet more authentic perspective on modern-day Vietnamese society. Our blog gets you out of the tourist traps and show you how we enjoy some of our favourite places to visit.	Market research/ Business Development	- Give feedbacks to our local tours. - Do research on culture & history of your place in Japan. - Calculate cost & price of a potential local tour in Japan. - Connecting agencies to Hue local tour.	https://bitly.com/vn/cvschn
30	VNext (https://vnext.vn/vi-vn/vnext-da-nang.html)	VNEXT HOLDINGS, formerly known as VNEXT Joint Stock Company, was established in January 2008. The company specializes in providing software development services for the Japanese market and Asian countries. With more than 12 years of development, with a team of high quality, enthusiastic and talented personnel, we have gradually increased our level of stability with customers. Currently, to expand our services, we have established member companies, including: VNEXT SOFTWARE; VNEXT JAPAN, and joint venture companies specialize in providing modern technical services in Hanoi, Da Nang and Tokyo.	Web development	- LearnWordPress and create aWordPress demo theme - Analyse Basic web layout and analyse Detailed of website design table - Code landing page Navy, landing white, code Service/ AC wallet, code Service/ Debit card	
31	IZI English Community (https://izienglish.net/)	IZI English Community in Vietnam is a non-profit organization with mission to help Vietnamese people use English better through practical and useful activities, and contribute to their better lives in the Globalization age.	Marketing	- Social media: Write, produce and disseminate IZI English Community to all IZI social media platforms - Media relation: press release, monitor media database - Prepare marketing & promotion materials for IZI upcoming projects.	https://bitly.com/vn/vbgkd0

32	WEUP English Academy (https://weupenglish.com/)	WEUP specialized in English communication and Toeic in a very unique way. The course is organized by a main teacher and supporting mentors for the purpose of increasing English interaction almost every day.	Education	<ul style="list-style-type: none"> - Get to know teaching materials, especially for online teaching and hands-on interaction. - Using apps and tools for remote teaching and gaining more student's involvement. - Increase student's interaction on social media. 	https://bit.ly/3vtBQRw
33	A Better Vietnam (https://abettervietnam.org/home)	A Better Vietnam (ABVN) was founded in 2017 with the ambition of bringing a better future to Vietnamese Youth, especially students, by providing them the opportunity to practice English for free with volunteer native English speakers through online one-on-one lessons. We believe "Better English – Better Future".	Education	<ul style="list-style-type: none"> - Be an English teaching assistant. - Check students ability and arrange to the suitable courses. - Prepare lesson plan, included 20 different topics. - Take care of academic activities. 	