## FPT's Online Internship program for Hosei University students Program dates: August 7 - September 1, 2023 Mode: Online

## **TENTATIVE AGENDA**

	WEEK 01								
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday		
	7-Aug	8-Aug	9-Aug	10-Aug	11-Aug	12-Aug	13-Aug		
Morning	Program Explanation Problem Solving Guidance (2 hours)	Workshop 2: Vietnamese Working Culture (2 hours)	Internship		Internship	Workshop 3: Remote Communication in Industry (2 hours)	Free		
Afternoon	Workshop 1: Tips for successful remote internship (2 hours)	Internship Orientation: Company Introduction (1 hour)			Weekly Check-out First week review	Free			

	WEEK 02								
	Monday	Tuesday	Tuesday Wednesday Thursday		Friday	Saturday	Sunday		
	14-Aug	15-Aug	16-Aug	17-Aug	18-Aug	19-Aug	20-Aug		
Morning	Weekly Check-in		Internship			Workshop 4: Career Navigation (2 hours)	Free		
Afternoon	Internship				Weekly Check-out	Free			

	WEEK 03								
	Monday	Tuesday	Tuesday Wednesday Thursday			Saturday	Sunday		
	21-Aug	22-Aug	23-Aug	24-Aug	25-Aug	26-Aug	27-Aug		
Morning	Weekly Check-in				Internship				
Afternoon	Internship		Internship			Free	Free		
Alternoon	internship				Weekly Review				

	WEEK 04							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
	28-Aug	29-Aug	30-Aug	31-Aug	1-Sep	2-Sep	3-Sep	
Morning	Weekly Check-in	Intern	Internship		Free			
Afternoon	Internship			Free				



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

No.	Company	General Introduction	Position	Tentative JD
		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	Marketing	<ul> <li>Market research: conducting research and analysing data to define potential clients;</li> <li>Join with the Media team to develop marketing materials;</li> <li>Run digital marketing campaign to promote the company's products in targeted markets</li> </ul>
1	FPT Group (https://fpt.com.vn/en)	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 it leading position in the technology revolution.	PR & Branding	<ul> <li>Design and develop the company's branding kit;</li> <li>Manage and maintain the companies' social media channels;</li> <li>Develop media products (website, video clips, posters, flyers, etc.)</li> </ul>
			Software Development	Join the software development projects in different fields.
2	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> <li>Understand targeted students' need and behaviors towards choosing international higher education.</li> <li>Implement market research and give an analysis on potential markets for higher education all over the world.</li> <li>Build PR/marketing content for website/social media channels of the organization.</li> </ul>

3	FPT International Student Exchange Center (FISEC) (http://international.fpt.edu.vn/)	<ul> <li>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.</li> </ul>	Business Development	<ul> <li>Understand the targeted markets for study abroad</li> <li>Evaluate the possibility to propose mobility programs to the partnes from targeted markets</li> <li>Conduct researchs by using search engines, analyze all data to know the potential and possibility to set partners in new markets</li> <li>Use business writing skills to report to supervisor and simulated pitching email to client</li> </ul>
			Marketing	<ul> <li>Understand about the business: core value, big picture</li> <li>Understand and review and propose initiatives for mobility programs offering for targeted Market</li> <li>Research potential ways to promote mobility programs for targeted market</li> <li>Prototype and test marketing plans</li> </ul>
		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;	Marketing	<ul> <li>Approach clients in at least one international market.</li> <li>Comprehend some marketing tools: Website, survey, graphic design</li> <li>Applying them into practice.</li> </ul>
4	FE Agency		Social Healthcare	- Support in social healthcare projects; COVID-19 related projects; Technology in healthcare projects
5	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> <li>Market research: conducting research and analysing data to define potential clients;</li> <li>Join with the Media team to develop marketing materials;</li> <li>Run digital marketing campaign to promote the company's products in targeted markets</li> </ul>
			PR & Branding	<ul> <li>Manage and maintain the companies' social media channels;</li> <li>Develop media products (website, video clips, posters, flyers, etc.)</li> </ul>

		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 tranformation services for developed markets like Japan, Europe & America.	Marketing	<ul> <li>Market research: conducting research and analysing data to define potential clients;</li> <li>Join with the Media team to develop marketing materials;</li> <li>Run digital marketing campaign to promote the company's products in targeted markets</li> </ul>
6	(https://www.cmcglobal.com.vn/)		Employment branding	<ul> <li>Employment market research: conducting research and analysing data to understand the employment trends of company's targeted group of employees;</li> <li>Run marketing campaign to develop the company employment brand to the potential employees</li> </ul>
			Recruitment	<ul> <li>Support the HR department in screening applicants' CV and join the interview (online);</li> <li>Set selection criterias for the company's main positions;</li> <li>Promoting the company's job vacancies to different channels</li> </ul>
	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> <li>Understanding marketing in general</li> <li>Apply knowledge in Facebook posts: content, design, videos</li> <li>Apply knowledge in presentation skills</li> </ul>
7			IT/Business Analyst	<ul> <li>Make improvements website's UI design to improve website functionality, customer's ToS and decrease application's churn rate. Make improvements based upon market competitors and insights on customer behaviour when using application.</li> <li>Research on suitable market for expansion based upon data statistics on market size, local customer behaviour and potential competitors.</li> </ul>
8	Cloudy Hair Collection Co., Ltd.	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> <li>Market analysis</li> <li>The basic steps to build a marketing online strategy via social media.</li> <li>Manage page (contents, pictures)</li> </ul>
9	Phynig House (https://phynighouse.com/en/hom e/)	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	Market research: - Complete website content in Japanese - Understand the potential of Japanese market

		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	Branding	<ul> <li>Creating identification/impression and generating brand awareness of CoXplore's products and services</li> <li>Ensure alignment of key branding messages for CoXplore's products and services to drive internal and external consistency</li> <li>Support digital marketing campaigns by creating unique designs based on the brand's identity</li> </ul>
			Digital Marketing & Social Media Management	<ul> <li>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</li> <li>Increase traffic: Generate more visits to CoXplore's online channels (social media, blog, websites) by increasing engagement with existing and potential customers and partners.</li> <li>Increase sales and improve conversion rates: Attracting more people to buy or work with CoXplore as partners.</li> </ul>
10	CoXplore (https://coxplore.co/)		Operation 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.
			Business Development	<ul> <li>Support the sales and business development team to ensure smooth execution of the experience for all stakeholders (investors, sponsors, partners, customers)</li> <li>Support the sales and business development team in expanding CoXplore's ecosystem of partners</li> </ul>
			Multiple positions in IT field	<ul> <li>Planning &amp; Data Collection</li> <li>Design &amp; Training AI model</li> <li>Deployment</li> <li>Prepare for presentation</li> </ul>

11	MercTrans (https://merctrans.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> <li>Understand what localization is, how important it is for software development. Learn about the workflow of localization and some of its technical aspects</li> <li>Learn about website development and SEO for copywriting</li> <li>Deliver attractive contents about localization on MercTrans' website</li> </ul>
			Market research	<ul> <li>Understand the localization workflow and the implementation of Computer-assisted Translation (CAT) tools</li> <li>Understand how to approach potential clients and how to cater to their needs</li> <li>Improve marketability for localization services</li> </ul>
12	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	<ul> <li>Project: Analysing the markets for products in Japan.</li> <li>Understanding the customers insight, competitors, establishing the marketing strategy and marketing plans</li> <li>Design the real product which suits the market</li> <li>The product must be released at some online platforms</li> </ul>
		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> <li>Code the platform using PHP, or code the embedded system using C++ and Python;</li> <li>Support clients with technical issues of the products</li> </ul>
13	Ohi (https://ohi.vn/)		Marketing	<ul> <li>Project: Market expansion</li> <li>Approach clients in at least one international market.</li> <li>Comprehend some marketing tools: Website, survey, graphic design</li> <li>Applying them into practice.</li> </ul>
14	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> <li>Complete website content.</li> <li>Understand the potential of Japanese market.</li> <li>Connect QTA with Japanese tourism agencies.</li> </ul>

15	DesigniZi (https://designizi.com/)	DesigniZi is a young and creative agency based in Hue, Vietnam since 2017. We specialize in brand development, graphic design, and visual content creation. We would love to make our clients' design work easier by providing brand identity design services and effective communication plans that help build a strong brand. With an enthusiastic, fast working style, DesigniZi always ensures sophistication, and high applicability in every product created.	Design & Branding	<ul> <li>Understand what branding is and what our clients need.</li> <li>Necessary skills and materials for a graphic designer.</li> <li>Create a whole branding design - Fixing design, giving feedback</li> </ul>
16	IZI English Community(https://izi	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	<ul> <li>Social media: Write, produce and disseminate IZI English Community to all IZI social media platforms</li> <li>Media relation: press release, monitor media database</li> <li>Prepare marketing &amp; promotion materials for IZI upcoming projects.</li> </ul>
17	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	<ul> <li>Give feedbacks to our local tours.</li> <li>Do research on culture &amp; history of your place in Japan.</li> <li>Calculate cost &amp; price of a potential local tour in Japan.</li> <li>Connecting agencies to Hue local tour.</li> </ul>
18	Song Han Incubator	Songhan Incubator - Songhan Incubator (SHi) was established in early 2017. SHi is one of the first private incubators in Vietnam, operating in the field of promoting the construction of Startup Ecosystem; Innovation and Incubation; Accelerate Startups.	Marketing	<ul> <li>Reaching potential customers through the main social channel Facebook; increase customer awareness of the brand.</li> <li>Increase engagement and traffic for the main social channel (Facebook).</li> <li>Market research, analyze data related to potential customers in Central Vietnam (proportion of people who have used similar products, data of potential customers, and other figures which is useful for the project)</li> <li>Develop a plan for a marketing campaign to create a mark for the brand, and at the same time reach the target customers.</li> <li>Design a social post (Facebook) based on the brand's identity to increase brand awareness or reach target customers.</li> </ul>

19	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	<ul> <li>Explain and practice the process of developing software projects.</li> <li>Demonstrate Agile / Scrum concept and execute the project in this model</li> <li>Get familiar with CMMI, ISO standard templates and make use of them</li> <li>Proficiently perform one of the back-end technologies such as: Java, C #, PHP, Python and Front-end technologies such as:</li> </ul>
20	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	<ul> <li>Analyze the current stage of the stored data</li> <li>Design and build a system to clean and transform data to a usable structure and format</li> <li>Design and build analytical features to bring out insights about the business</li> <li>Train the staffs to get most value from the system</li> </ul>
21	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.		<ul> <li>LearnWordPress and create aWordPress demo theme</li> <li>Analyse Basic web layout and analyse Detailed of website design table</li> <li>Code landing page Navy, landing white, code Service/ AC wallet, code Service/ Debit card</li> </ul>
22	Zaly Co. (https://zaly.me)	Zaly is a Creator Economy platform to help creator build link bio and monetize their fans	Multiple positions in IT field	<ul> <li>Adjustable profile analytics date range</li> <li>Improve transparency &amp; detail in consumer legal documents</li> <li>Add Option for Email Change</li> <li>Add Option for Email Notifications</li> <li>Improve custom domain setup process</li> </ul>

23	Enouvo IT Solutions Ltd (https://enouvo.com/)	ENOUVO is a GROUP of INNOVATORS who desire to improve the quality of life through Technology and Continuous Innovation. After 10 years, ENOUVO has expanded its expertise in many fields, consisting of Enouvo IT Solutions and Enouv8: Digital Product development (Including scalable web and mobile solutions), Enosta Agency - Integrated product launching services (Landing web development, Design, Branding, and Digital Marketing), Enouvo Space - Coworking Space & Cafe, and Enouvo Hub - Knowledge sharing and career orientation channel. We grow ourselves to become experts in areas we involve so that we can help our clients with outstanding products, as well as contribute to the development of the community.	Multiple positions in IT field	<ul> <li>Have a good understanding about company projects as well as working processes.</li> <li>Javascrip</li> <li>Typescript</li> <li>ReactJS</li> </ul>
24	Kiu Global (https://www.kiuglobal.com/)	Kiu means "Bridge." Kiu is a digital bridge connecting people, communities, countries, and banks with SMEs and MSMEs to help businesses to access apital in Asia. Kiu started over 5 years ago as a project to identify the issues faced by farmers, MSMEs and SMEs. After interviewing over 600 business owners; Kiu Founders identified that access to finance and digitization are the key needs of these business owners. With high financial institution rejection rates, non-existent credit histories and no collateral to put up to qualify for loans being the most common problems that these small business owners face.	Multiple positions in IT field	<ul> <li>Explore the Odoo 14 and Odoo Project management system</li> <li>Explore the Scrum &amp; Agile Project Management Extension for Odoo - Add Public Portal to the Extension, allow portal user (customer) to see their task progress</li> <li>Deploy an Install of Odoo 14 with Scrum &amp; Agile Project</li> <li>Management Extension for Odoo</li> </ul>
25	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	<ul> <li>Research on people having problem with behavior disorders/trauma</li> <li>Giving solution to support company's activities.</li> </ul>
26	Cadeaux Education and Psychological Support Center (https://www.facebook.com/Taml yGiaoducCadeaux)	Understand and share with your teenage children; Treatment of trauma, stress, behavior disorders; Evaluate the child's intellectual ability through WISC-IV	Mental Healthcare	<ul> <li>Support Kids having problem with language and communication</li> <li>Do research proposal</li> </ul>

27	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, HR	<ul> <li>Be an English teaching assistant.</li> <li>Check students ability and arrange to the suitable courses.</li> <li>Prepare lesson plan, included 20 different topics.</li> <li>Take care of academic activities.</li> </ul>
28	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.		<ul> <li>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.</li> <li>Increase student's interaction on social media.</li> </ul>
29	GrandM (https://grandm.vn/)	GrandM is a Japanese IT company. I n today world, many great IoT products and services are being developed daily.Based on the analysis and research of such IoT products and services, Grand M proceeds to exploit and develop new values based on that IoT products platform.	Software Development	<ul> <li>Learn the process of software development</li> <li>Get familiar and make use of tools in software project development</li> <li>Setup Software design pattern in project</li> <li>Develop &amp; Distribute app on multiple environment</li> </ul>
30	INFOdation (https://infodation.com/)	We are develop the IT product and outsource from Nertherland.	Quality Assurance	<ul> <li>Deploy in training and create manual test</li> <li>Deploy in training and create automation test</li> <li>Performace test</li> </ul>
31	Vina Nha Trang (https://vinanhatrang.vn/)	We are a company specializing in consulting, designing, manufacturing, mechanical processing, supplying and installing from single equipment to complete chain systems in the coffee, agricultural and food processing industries.	SEO	<ul> <li>Introduce about the way that SEO works, the main factors that impact to SEO, and how to do a quick keyword research</li> <li>How to expand an interesting idea to infinity</li> <li>Write 2 SEO articles that are relevant together</li> </ul>

32	IZI Community (https://izi.community)		Content Associate	<ul> <li>Create and distribute marketing content for including but not limited to iZi's Facebook Fanpage, Facebook</li> <li>Group and Discord Server (i.e. drafting, formatting, or editing content for each platform).</li> <li>Perform seeding content campaigns on various communities.</li> <li>Creating assets for a number of online projects including social media and emails.</li> <li>Join the team to build and manage Marketing campaigns, contribute creative content ideas to campaigns.</li> </ul>
			Content Operations Associate	<ul> <li>Ensure quality of content on the platform via the content verification process.</li> <li>Create, curate, source, edit, and publish content on iZi platform under the guidance of direct report</li> <li>Acquire &amp; maintain quality working relationships with content partners. Support creators and partners to create new content on iZi.</li> <li>Label existing content based on hashtags and topics</li> <li>Suggest new ideas to make the question bank of iZi more diverse and fun</li> </ul>
33	Purr creative (https://purrcreative.vn/)	Purr creative is a marketing agency providing branding strategies and marketing consultation .	Marketing	<ul> <li>Understanding the current market overview, competitor strategies, targeted customers</li> <li>Analysing social media platform marketing technics.</li> </ul>
34	Cai Mep Trading (https://caimepcontainers.com/)	Cai Mep main business is focus on cool chain storage and import export.	Marketing	<ul> <li>Understanding the market overview, competitor landscape, investment sizes, prices, sources of import and product highlight</li> <li>Data Research for imported product &amp; new dairy (butter) product</li> </ul>
35	THYC (https://thyc.vn/en/home-english/)	THYC was established with the mission to be a pioneer in taking world-class marine services to the yachting community and enthusiasts in marine-sport activities in Vietnam. We create community-building programs on a national scale, with the vision to be one of the largest communities of yacht and boat sailors in Vietnam.	Marketing	<ul> <li>Increase traffic by generating more views to THYC's website and social media channels (Youtube, Instagram, Facebook)</li> <li>Creating short videos and designs based on the brand's identity</li> <li>Increase awareness of THYC to the Japan market</li> </ul>

36	DataHouse Asia (https://datahouse.asia)	DataHouse Asia is a member of 'ike Group, a growing group of innovators, technologists, and entrepreneurs, owning the biggest and the longest information technology consulting firm, our sister company, DataHouse Consulting founded in 1975 in Hawaii, US.	Multiple positions in IT field	<ul> <li>Proactive towards problems, motivated, good self-learning skills and motivated</li> <li>Proficiency with design tools as: Figma, Sketch App, Photoshop, AI and prgramming languages</li> <li>Proficiency with research methodology</li> <li>Good verbal and written communication skills in English</li> <li>Great if you have a portfolio of previous UI/UX, developing projects</li> </ul>
37	Ubisoft (https://www.ubisoft.com)	Ubisoft Entertainment SA is a French video game company headquartered in Saint-Mandé with development studios across the world.	Multiple positions in game development	<ul> <li>Conceptualizing, designing, building, and scripting bespoke levels;</li> <li>Designing and implementing areas of the game including layout, character placement, objectives, and other gameplay- related entities;</li> <li>Collaborating with the Lead Designer and Game Designers to contribute engaging ideas towards all aspects of game design;</li> <li>Collaborating with other Level Designers to define and refine level layouts, creating a fun, satisfying, and polished level design flow;</li> <li>Working closely with the narrative and art departments to conceive and design environments that are innovative and visually impressive;</li> <li>Collaborating with the engineering team to develop and enhance the development of tools and processes used in building our levels.</li> </ul>