

**FPT's Online Internship program for Hosei University students**  
**Program dates: February 26 - March 22, 2024**  
**Destination: Da Nang, Vietnam**

**TENTATIVE AGENDA**  
(SUBJECT TO CHANGE BASED ON REAL SITUATION)

WEEK 01							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	26-Feb	27-Feb	28-Feb	29-Feb	1-Mar	2-Mar	3-Mar
Morning	Program Explanation Problem Solving Guidance (2 hours)	Workshop 2: Vietnamese Working Culture (1,5 hours)	Internship		Internship	Workshop 3: Remote Communication in Industry (1,5 hours)	Free
Afternoon	Workshop 1: Tips for successful remote internship (1 hour)				Internship Orientation: Company Introduction (1 hour)		
					First week review		

WEEK 02							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	4-Mar	5-Mar	6-Mar	7-Mar	8-Mar	9-Mar	10-Mar
Morning	Weekly Check-in	Internship			Internship	Workshop 4: Career Navigation (1,5 hours)	Free
Afternoon	Internship				Weekly Check-out		

WEEK 03							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	11-Mar	12-Mar	13-Mar	14-Mar	15-Mar	16-Mar	17-Mar
Morning	Weekly Check-in	Internship			Internship	Free	Free
Afternoon	Internship				Weekly Check-out		
					Weekly Review		

WEEK 04							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	18-Mar	19-Mar	20-Mar	21-Mar	22-Mar	23-Mar	24-Mar
Morning	Weekly Check-in	Internship			Final Presentation Closing Ceremony		
Afternoon	Internship						

**PROGRAM EXPLANATION**

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