

REMOTE INTERNSHIP PROGRAM

1-week Business English Training & 3-week Internship

WEEK 1							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Morning	Opening Ceremony (30 mins)	English Class (1,5 hours)	English Class (1,5 hours)	English Class (1,5 hours)	English Class (1,5 hours)		
	Program Orientation Problem Solving Guidance (2 hours)						
Afternoon	English Training Introduction (1,5 hours)	English Class (1,5 hours)	English Class (1,5 hours)	English Class (1,5 hours)	English Class: Final Presentation (1,5 hours)		
		English Pair Tutoring (1 hour)	English Pair Tutoring (1 hour)	English Pair Tutoring (1 hour)	English Pair Tutoring (1 hour)		
					First week review (30 mins)		

WEEK 2							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Morning	Workshop 1: Vietnam Culture & Language (2 hours)	Internship (7,5 hours)	Weekly Coaching (1 hour)	Internship (7,5 hours)	Internship (7 hours)		
Afternoon			Internship Orientation (Company Induction) (1 hour)				
					Mid-term review (30 mins)		

WEEK 3							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Morning	Workshop 2: Japan - Vietnam Strategic Cooperation (2 hours)	Internship (7,5 hours)	Weekly Coaching (1 hour)	Internship (7,5 hours)	Internship (7 hours)		
Afternoon			Weekly check-in (30 mins)				

WEEK 4							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Morning	Weekly check-in (30 mins)	Internship (7,5 hours)	Weekly Coaching (1 hour)	Internship (7,5 hours)	Final Presentation Closing Ceremony (2 hours)		
Afternoon	Internship (7 hours)		Internship (6,5 hours)				

COMPONENTS' DESCRIPTION

	Component	Details	Objective
	1. Program Orientation (1 hour)	Students meet Program Coordinator to go over program agenda and components	- Students learn general information about FPT Education Global - Students have a good understanding of the program and the experience they will have
	2. Problem Solving Guidance (1 hour)	Students learn what issues they may expect while working virtually	- 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
English Training	1. Communication Business English Class	- Class size: 4 - 6 students - Schedule: 1,5 hours/ lesson	- Students improve English skills in business context - Students practice speaking English, exchange culture with Vietnamese friends
	2. English Pair Tutoring	- Class size: 3 students (2 - 3 Japanese : 1 Vietnamese) - Schedule: 1 hour/ lesson	
Internship	1. Internship Orientation (Company Induction) (1 hour)	Students meet the company representative	Students will: - 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
	2. Weekly Coaching (1 hour)	- Students will share about tasks they are working on, difficulties they are seeking for advices - Coaches will consult students with in-depth knowledges, skills and tips.	Students will: - Share and learn about essential professional tips and techniques for their internship field - Feel responsible, and get motivated everyday
	3. Weekly check-in and check-out (30 minutes/session)	Interns have a meeting with supervisor twice a week	Students will: - Update done tasks, whole-week progress, obstacles or initiatives - Plan for following week - Being evaluated and advised
	4. Remote Internship	- Interns work on tasks and project under online supervision and support of supervisor - Interns correspond with supervisor via instant messenger, video call	Students will: - Delvelop vital skills of remote working global trend - Gain real and international working experience - Broaden valuable networks
	5. Final Presentation (2 hours)	- Interns present their whole project to supervisor and program coordinator	Students will - See their result of the whole internship
Workshop	1. Vietnam Culture & Language (2 hours)	Workshops will be delivered by professional experts in industry, or lecturers from FPT University and other top universities in Vietnam	Students will gain insight about: - Vietnam Culture (religion, belief, values, etc) - Vietnamese language Students practice speaking some basic Vietnamese
	2. Japan - Vietnam Strategic Cooperation (2 hours)		Students will gain insight about: - Vietnam economy - Japan - Vietnam strategic cooperation in different aspects (economy, politics, culture, society, etc) - The reasons why and how Japan and Vietnam has a good relationship
Review Meeting		Students join a meeting with Program Coordinator to review their working progress and ask for support if needed	Students will receive support timely