



INTERNSHIP TRAINING PROGRAM

FPT INTERNATIONAL ACADEMY

PROGRAM OVERVIEW

The overseas internship program enables qualified students to receive firsthand experience, knowledge and confidence they need to become effective professionals ready for global stage, with a position in FPT Corporation- the leading ICT Company in Vietnam. Exposing students to real working environment, the program complements and reinforces what students have learned in International Trade field through encouraging them to apply their classroom knowledge within a structured, real-world organization during their undergraduate career. The internship is expected to provide a more practical view to international business activities in a leading company in Vietnam, while gives a deep inside to industry process and opportunities of doing business in Vietnam.

OBJECTIVES

The internship training program in Vietnam developed by FPT University is aimed to provide participants essential knowledge and experience in both corporate and university environment. FPT International Academy neatly designs this program with purposes of:

- 🌱 Cultivating students' experience of cross-culture, custom and people by enjoying the international environment on campus and in company;
- 🌱 Improving capability of communicating with Vietnamese people, and understanding different colors of Vietnam – the emerging economy in South East Asia;
- 🌱 Enhancing students' English capability for interaction within company;
- 🌱 Providing students the opportunity to test their interest in a particular career before permanent commitments are made;

- 🌸 Developing sharp business skills in the application of theory to practical work situations, as well as aiding them in adjusting from college to full-time employment;
- 🌸 Providing students the opportunity to develop attitudes conducive to effective interpersonal relationships;
- 🌸 Increasing a student's sense of responsibility;
- 🌸 Enhancing students' capability in acquiring good work habit in dynamic working environment like FPT company;
- 🌸 Providing students with an in-depth knowledge of the formal functional activities of a participating organization (FPT Corporation), thus to understand informal organizational interrelationships;
- 🌸 Motivate students to continue their education and a pursuit of working abroad after their graduation;
- 🌸 Understand the operations and business activities in a leading company in Vietnam.

INTERNSHIP PROJECT DESCRIPTION

A. COMPANY INFORMATION

FPT CORPORATION

- 🌸 *Year of establishment:* 1988
- 🌸 *Number of staff:* 17,000
- 🌸 *Company member:* 07
- 🌸 *Business areas:* Software (System integration, IT service, telecommunications, digital content, training service, distribution, manufacturing and retail of IT and telecommunication products), Information System, Online, Trading, Retail, Education
- 🌸 *Oversea offices:* in 17 countries, including the US, Japan, France, Germany, Singapore, etc.
- 🌸 *Consolidated Revenue:* 1.36 billion USD (2013)
- 🌸 *Profit before tax:* 1.2 billion USD (2013)
- 🌸 *General introduction*

Founded 1988, for nearly 26 years of development, *FPT Corporation* has always been the leading ICT company in Vietnam with the revenue of more than VND 28,647 billion, equivalent to nearly USD 1.36 billion (financial statement 2013), creating more than 17,000 jobs for the society. The

company’s market capitalization (as of Feb 28 2014) reached VND 17,608 billion, being one of the largest private enterprises in Vietnam (ranked by Vietnam Report 500).

Through conducting core businesses in the fields of information technology and telecommunications, FPT has been providing services to fifty seven out of sixty three cities and provinces of Vietnam and continued expanding its business to the global market. FPT has had clients or opened representative offices and companies in 17 countries including Vietnam, Laos, Cambodia, America, Japan, Singapore, Germany, Myanmar, France, Malaysia, Australia, Thailand, United Kingdom, Philippines, Kuwait, Bangladesh and Indonesia.

FPT has intensive experience of establishing and implementing large scale business models. After nearly twenty six years, FPT is now the No. 1 company in Vietnam specializing in Software Development, System Integration, IT Services, Distribution and Manufacturing of IT products, and Retails. In telecommunications area, FPT is one of three biggest Internet services providers in Vietnam. In regard to content development, FPT is now the No. 1 online advertising company in Vietnam, owning an e-newspaper with more than 42 million page views per day, which is equal to the number of Internet users in Vietnam. In addition, FPT is one of the best IT training service providers in Vietnam with college and vocational training system, attracting nearly 16,000 students.

🌸 Vision: FPT strives to be a company guided by technological innovations, committed to the highest level of customer satisfaction, contributing to national prosperity and providing its employees with the most favorable work environment possible, enabling them to reach their full potential in their professional careers as well as their spiritual lives”

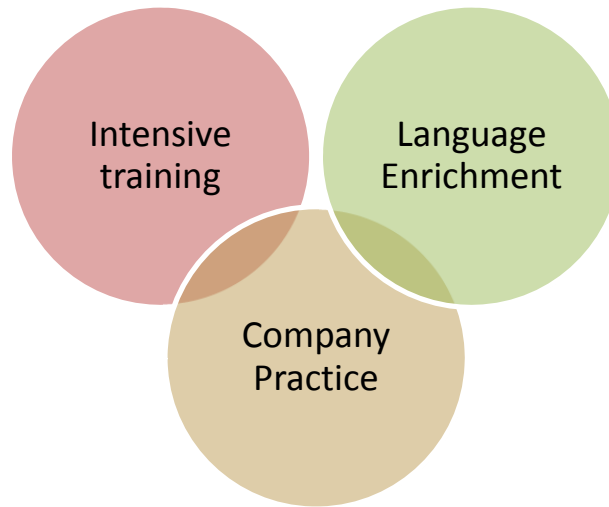
🌸 Website: <http://www.fpt.com.vn/en/>

B. JOB POSITIONS

No	Job Position	Interns’ duties	Field of profession	Requirements of the role
1	Marketing Assistant	The duties for a marketing assistant is included: <ul style="list-style-type: none"> ◆ Supporting marketing team in ongoing marketing campaigns; ◆ Writing articles to be posted in company websites and uploading marketing material to online libraries, internet groups and social media sites such as Facebook or Twitter; 		<ul style="list-style-type: none"> - Major in international business or marketing; - Sound understanding of marketing principles - Strong writing skills and the ability to communicate complex ideas;

Assessment method	The evaluation process includes the followings: <ul style="list-style-type: none"> ▪ Evaluation sheet of the host organization issued at the end of the program. ▪ Intern’s final report/project ▪ Employer’s evaluation
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C. IMPLEMENTATION MODEL



D. TENTATIVE SCHEDULE

Week	Week 1							Week 2						
Day	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14
Date	weekday					Sat	Sun	weekday				A visit to Taiwan Embassy	Sat	Sun
Morning	Arrival Check-in	Life Orientation & Campus Tour	Company Orientation & IT set up	Program Orientation		City Tour	Free	Internship in company				A visit to Taiwan Embassy	Free	Free
Afternoon														

Week	Week 3							Week 4						
Day	Day 15	Day 16	Day 17	Day 18	Day 19	Day 20	Day 21	Day 21	Day 23	Day 24	Day 25	Day 26	Day 27	Day 28
Date	weekday					Sat	Sun	weekday					Sat	Sun
Morning		A field trip to Taiwan Company	Internship in company			City Outreach	Free	Internship in company			VIP Talk		Free	Free
Afternoon										Workshop				

Week	Week 5			
Day	Day 29	Day 30	Day 31	Day 32
Date	weekday			
Morning	Internship in company		Closing Ceremony	Check-out Departure
Afternoon				

Notes

- ✚ Life orientation & campus tour: Provide students with an overview of campus life at FPT (accommodation, food, IT service and access to other facilities) and general life information in Vietnam.
- ✚ Company orientation & IT set-up: Provide students with an on-site training regarding the information about FPT Corporation (history, field of service, operations, corporate culture, etc.), business unit/ department for their internship project and IT support for new staff.
- ✚ Program orientation: students are coached by University staff and supervisors in FPT Corporation about: working skills, project requirements, working schedule, responsibilities, evaluation methods to check intern’s performance, etc.
- ✚ VIP Talk & Workshop: Students have access to a lecture by a policy maker in the international trade field, which aims to provide an inside look to global business context, as well as highlights the business cooperation between Vietnam and Taiwan’s enterprises recent years. Following this topic, the workshop in next session places students in a simulated situation of an international trade negotiation where they conform to reach agreement/ contract.
- ✚ Visit to Taiwan Embassy: students will be updated the economic, trade and investing cooperation between Vietnam and Taiwan from the macro view.
- ✚ A field trip to Taiwan company: to study the business activities of a particular Taiwanese enterprise in Vietnam thus to have a deeper view into the economic partnership between the two countries.
- ✚ City tour, city outreach: The tour around Hanoi – the capital city of Vietnam - brings students with different colors of Vietnam culture and understands life in Vietnam.

FEE & EXPENSES: The program fee is 850 USD/pax

The program fee includes:

- Administration fee (airport pickup, welcome kit, etc.)
- Orientations provided by company and university
- Program development fee
- Training documents and other relevant material
- Coordinating and support by University coordinator
- Mentoring and evaluation during your internship by a supervisor from FPT Company
- Enrichment program embedded (visit ticket, meals and transportation during the trip)
- Certificate of completion of work experience at the end of your internship

The program does not cover:

- Food and accommodation
- Passport and Visa fee
- Two-way airfares
- Personal expenses (Phone call, Laundry, postage, liquor, etc.)

ACCOMODATION

On campus dormitory is available with a price of 150 USD/room/month.

The dorm fee covers electricity, water, and internet service. A room is shared by 3 students.

HOW TO APPLY: Any student of interest should submit their application form to their home universities/organizations/ supervisors or submit directly to our email: exchange@fpt.edu.vn.

The form can be downloaded at the website *international.fpt.edu.vn*

CONTACT PERSON

Mr. Hoang Van Cuong - International Cooperation Director,

FPT International Academy, FPT University

Phone number: +84.168.715.0860

CONTACT INFORMATION: Further information; please contact us via FPT University

Add: Hoa Lac High Tech Park, Hanoi, Vietnam

Email: exchange@fpt.edu.vn.

Website: International.fpt.edu.vn

Tel: +84 4 632 634 38. Fax: +84 4 3768 7718.

