



**TRƯỜNG ĐẠI HỌC FPT**



# **GLOBAL INTERNSHIP PROGRAM**

## **FPT UNIVERSITY VIETNAM - 2016**



CONTACT INFORMATION

Further information; please contact us via  
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PROGRAM PURPOSES

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

- Cultivating students’ experience of cross-culture, custom and people by enjoying the life in Vietnam;
- Improving capability of communicating with Vietnamese people, and understanding different colors of Vietnam;
- 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 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 an international working environment;
- 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.

ACCOMMODATION

- University dormitory
- Homestay

HOW TO APPLY

Any student of interest should submit their CV/ Resume to their home universities/organizations/ supervisors or submit directly to our email: [exchange@fpt.edu.vn](mailto:exchange@fpt.edu.vn).  
Free consultant can be made via Skype account: [exchangefu](https://www.skype.com/en/contacts/individual/exchange-fu)  
All inquiries will be replied within 24 hours.

GLOBAL INTERNSHIP PROGRAM

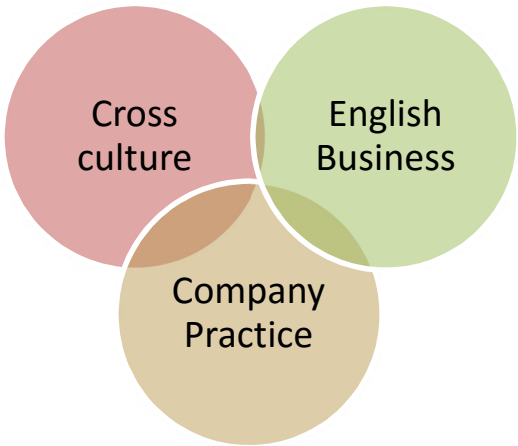
FPT International Student Exchange Center  
FPT University, Vietnam.



PROGRAM OVERVIEW

The Global internship program enables qualified students to receive firsthand experience in the workplace with a position in company. Exposing students to real working environment, the internship complements and reinforces what students have learned through encouraging them to apply their classroom knowledge within a structured, real-world organization during their undergraduate career. The internship opportunities are offered in a range of fields such as Information Technology, Engineering, Business, Media & Communication and English properly placing students in related enterprises/organizations.

CORE COMPONENTS



# COMPANY INFORMATION

## FPT CORPORATION

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- ✿ *Year of establishment:* 1988
- ✿ *Number of staff:* ~ 28,000 (2016)
- ✿ *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 20 countries, including the US, Japan, France, Korea, Germany, Singapore, etc.
- ✿ *Consolidated Revenue:* 39,679 billion VND ~ 1.78 billion USD (2015)
- ✿ *General introduction*

Founded 1988, for nearly 27 years of development, *FPT Corporation* has always been the leading ICT company in Vietnam with the revenue of more than VND 39,679 billion, equivalent to nearly USD 1.78 billion (financial statement 2015), creating more than 28,000 jobs for the society. The company is one of the largest public 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 all 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 20 countries including US, Japan, Korea, France, Germany, Singapore, etc.

FPT has intensive experience of establishing and implementing large scale business models. After nearly thirty 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 17,000 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/>



# INTERNSHIP JOB VACANCIES & DESCRIPTION



## Job Position

## Intern's responsibility

## Major/ Educational Background

### BUSINESS FIELD

**Position:** HR Assistant

**Field of profession:** HR,  
Business, Economy

Under the supervision of the Program Coordinator, HR assistant will participate in the specific tasks as below:

- working closely with departments, increasingly in a consultancy role, assisting line managers to understand and implement policies and procedures;
- Supporting in recruitment process which includes developing job descriptions and person specifications, preparing job adverts, checking application forms, etc.
- developing and implementing policies on issues such as working conditions, performance management, equal opportunities, disciplinary procedures and absence management;
- preparing staff handbooks;
- negotiating with staff and their representatives (for example, trade union officials) on issues relating to pay and conditions;
- administering payroll and maintaining employee records;
- interpreting and advising on employment law;
- developing with line managers HR planning strategies which consider immediate and long-term staff requirements;
- Analyzing training needs in conjunction with departmental managers

Enrolled in Bachelor level program in Business Administration, HR, or other related fields.  
GPA at least 2.8/4

**Position:** Marketing Assistant

**Field of profession:**  
Business, marketing

Marketing assistant will be responsible for:

- Researching a targeted market
- Analyzing questionnaires
- Writing reports, company brochures and similar documents
- Organizing and hosting presentations and customer visits
- Assisting with promotional activities
- Visiting customers/external agencies.

They may work closely with employees in other functions, such as advertising, market research, production, sales, and distribution.

Enrolled in Bachelor level program in BA, marketing, or other related fields.  
Have good team working skills, as well as have skills in Communication, IT and numeration.

**Position:** Quality Assurance

The intern will assist the QA Manager in his/her duties:

Enrolled in Bachelor level

**(QA) Assistant**

*Field of profession: QA,  
English language, Business*

- Understand QA's process and its implementation in FPT Head Office
- Scheduling meetings and organizing the calendar
- Taking and typing the minutes of meetings
- To prepare and type letters for students and employees on behalf of the QA department
- To establish and maintain appropriate files and records to assure accuracy
- To facilitate the creation of reports, forms and graphs for the QA department
- To support the implementation of QA policies at FPT
- Any other task given at the discretion of the Management Intern should have full knowledge of Microsoft Office & Internet, Good time Management skills, Ability to communicate with people of different cultures.

program in English language.  
Knowledge of business and QA in Business is preferred

**Position: Internal Communication & Corporate Event Assistant**

*Field of profession: communication, event management, business, media communication, English language, social science*

The intern will assist the QA Manager in his/her duties:

- Producing content for the organization's website and updating the website,
- Using social media to promote awareness,
- Assisting in the production of a newsletter and other print materials, monitoring media coverage of the organization and maintaining a photo library.
- Supporting the communications department in maintaining staff calendars, scheduling events and even processing invoices.

Enrolled in Bachelor level program in Communication or English. Knowledge of business is preferred

**Position: International Program Assistant**

*Field of profession: education studies, English studies, Japanese language studies, marketing*

Under the supervision of the Program Coordinator, the intern will participate in the specific tasks as below:

- Market research and develop the international partnership network
- Launch marketing campaign: prepare marketing materials (leaflet, poster, brochure), launch the campaign both online and offline
- Take care international students by organizing international events on campus
- Others as required by the Management during the program

Enrolled in Bachelor program in Business Administration, International Relations, or other related fields.  
GPA at least 3.2/4

**Position: Customer care assistant**

*Field of profession: IT, marketing, English language, Japanese.*

The intern will participate in the specific tasks as below:

- take care, coordinate and set up meeting,
- involve in market research,
- prepare marketing materials, launch marketing campaign
- Others as required by the supervisor.

Enrolled in Bachelor level program in IT, Business or English language.  
GPA at least 2.8/4

**Position: Media & PR assistant**

*Field of position: Media, communication, English language*

The intern will work in the Corporate Communication Department of FPT Corporation or being a reporter of VnExpress (the biggest online newspaper in Vietnam which belonging to FPT) and participate and some of the specific tasks as below:

- Collect, translate and edit the news from World newspapers,
- Making media materials (video clip, posters, etc.)
- Others as required by the supervisor

Enrolled in Bachelor level program in Business, Social Sciences or English language.  
GPA at least 2.8/4

# IT FIELD

<i>Position: Project Assistant</i>	<p>The intern will participate in the specific tasks as below:</p> <ul style="list-style-type: none"> <li>• Joining with middleware, infrastructure building project for large systems of Japanese customers.</li> <li>• Working in the phases of Design, Building, Unit test and integration test.</li> <li>• Having opportunities to work as BrSE for this project in Japan</li> </ul>	<p>Understanding about Infrastructure and one of these products: Linux, Oracle, JBOSS or equivalents</p> <p>Experienced candidates in Infrastructure/Middleware building for IT systems are preferred. Nimble, intelligent and willing to learn</p>
<i>Position: Project Assistant</i>	<p>The intern will participate in these projects:</p> <ul style="list-style-type: none"> <li>▪ iOS based translation application development + access admission and budget management of a well-known Japanese customer;</li> <li>▪ Android Smart TV development for a big Japanese customer;</li> <li>▪ Joining into coding, testing process of these projects;</li> <li>▪ Helping team in comprehensive reading of JP test cases;</li> <li>▪ Helping team members to improve Japanese and understand about Japanese culture.</li> </ul>	<p>English capability user is preferred.</p> <p>Intelligent and willing to learn. Android, Nimble and iOS understanding is an advantage</p>
<i>Position: Project Assistant</i>	<p>The intern will participate in these projects:</p> <ul style="list-style-type: none"> <li>▪ Camera, driving devices development for a leading Japanese TV production company.</li> <li>▪ Building car navigator systems for a leading company in Japan.</li> <li>▪ Join in coding process</li> </ul>	<p>Nimble, intelligent and willing to learn.</p> <p>Having passion in coding and understand about C/C++ or embedded on Linux</p> <p>Having knowledge oin MFC, QT is an advantage</p>
<i>Position: Project Assistant</i>	<p>The intern will participate in these projects:</p> <ul style="list-style-type: none"> <li>▪ Cloud development of a well-known Japanese customer.</li> <li>▪ FQA and RSS system development.</li> <li>▪ Having knowledge to develop on spring framework or J2EE 7, 8; SQL</li> <li>▪ Having understanding about backbones framework is an advantage.</li> </ul>	<p>Having knowledge about Java web, Java Script and a good mindset of programming.</p> <p>Having knowledge and skills about Struts 2, MVC, Hibernate, Java script, RSS,CSS, HTML5 is an advantage</p>
<i>Position: Project Assistant</i>	<p>The intern will participate in these projects:</p> <ul style="list-style-type: none"> <li>▪ Participating in educational books development with a well-known Japanese customer.</li> <li>▪ Designing documents creating support.</li> <li>▪ Implement code of core functions</li> <li>▪ Report rate of progress to Project Manager</li> </ul>	<p>Having knowledge about programming language of HTML5/JavaScript/CSS and a good mindset of programming.</p> <p>Nimble, intelligent and willing to learn.</p>
<i>Position: Project Assistant</i>	<p>The intern will participate in these projects:</p> <ul style="list-style-type: none"> <li>▪ Participating in research and development project of photo/video/audio editing software.</li> <li>▪ Lunching study of Japanese customers.</li> <li>▪ Creating related designing documents.</li> <li>▪ Implementing required functions.</li> <li>▪ Verifying completed products</li> </ul>	<p>Having knowledge of software development, understanding about customer-oriented programming. Having done some group exercises in college or other projects.</p> <p>Having responsible with entrusted jobs.</p>
<i>Position: Project Assistant</i>	<p>The intern will participate in these projects:</p> <ul style="list-style-type: none"> <li>▪ Mobile testing project.</li> </ul>	<p>Nimble, intelligent, hard-working and willing to learn</p>

- Function testing in test cases.
- Report to direct manager

Having responsible with entrusted jobs.

<i>Position: <b>Project Assistant</b></i>	<p>The intern will participate in these projects:</p> <ul style="list-style-type: none"> <li>▪ Involving in E-commerce management system maintenance for a leading e-commerce company in Japan.</li> <li>▪ Working directly with Japanese customers; communicating, negotiating, receive and analyze their requirements.</li> </ul>	<p>Nimble, intelligent, hard-working and willing to learn Having knowledge about Java programming and a good mindset of programming. 1-year experienced in Java programming is preferred. Understanding about MS SQL Server</p>
<i>Position: <b>Project Assistant</b></i>	<p>The intern will participate in:</p> <ul style="list-style-type: none"> <li>▪ Participating in tracing image project (bitmap to vector converter)</li> <li>▪ Making photo editor</li> </ul>	<p>Nimble, intelligent, hard-working and willing to learn Skilled about Photoshop, Corel draw, Illustrator, Magic Tracer Having knowledge about Bimap, vector</p>
<i>Position: <b>Project Assistant</b></i>	<p>The intern will participate in:</p> <ul style="list-style-type: none"> <li>▪ Participating in iPad-based application development for a Japanese customer</li> <li>▪ Involving in technologies co-ordinate requirement: IoT, bluetooth, cloud synchronize, barcode reader, credit card reader, etc.</li> </ul>	<p>Nimble, intelligent, hard-working and willing to learn Understanding about iOS Application Development. Understanding about web service, XML is an advantage</p>
<i>Position: <b>Project Assistant</b></i>	<p>The intern will participate in:</p> <ul style="list-style-type: none"> <li>▪ Communicating skill training for Comtor team</li> <li>▪ Tasking for Comtor: joining with Comtor team in projects (meeting support, Japanese review)</li> </ul>	<p>Nimble, intelligent, hard-working and willing to learn Having responsible with entrusted jobs.</p>
<i>Position: <b>Project Assistant</b></i>	<p>The intern will participate in:</p> <ul style="list-style-type: none"> <li>▪ A 100-engineer project, using trendy technologies: Cloud computing, satellite, broadcasting companies, set-up box...</li> <li>▪ System development project of IoT, M2M direct on customer's devices (from Firmware =&gt; Application layer)</li> </ul>	<p>Nimble, intelligent, hard-working and willing to learn Having responsible with entrusted jobs. Understanding about programming languages: Java core or C/C++</p>
<i>Position: <b>Project Assistant</b></i>	<p>The intern will participate in:</p> <ul style="list-style-type: none"> <li>▪ Participating in Firmware and MiddleWare systems for Communication &amp; Surveillance scheme of a big customer in Japan</li> <li>▪ Participating in Cloud Ebook System</li> </ul>	<p>Nimble, intelligent, hard-working and willing to learn Having responsible with entrusted jobs. Understanding about programming languages: Java core or C/C++</p>
<i>Other requirements</i>	<p>Participants must be 2<sup>nd</sup> year student on ward. Post-graduates are also qualified for this program; Participants should be preferably between 18 and 35 years of age; Participants should have good command of communication in English based on TOEFL or IELTS score or English Language Certificate issued by their home university; Japanese competency (N3 onward) is required.</p>	

Working schedule

40 hours/ week

Assessment method

The evaluation process includes the followings:

- Evaluation sheet of the host organization issued at the end of the program.
- Intern's final report/project
- Employer's evaluation

## SAMPLE AGENDA FOR THE ONE MONTH PROGRAM

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	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Morning	Arrival	Orientation	Internship in company			City	Free	Internship in company			Embassy	visit	Free	City
Afternoon	Check-in	& company Tour				Tour								

Week	Week 3							Week 4						
Day	Day 15	Day 16	Day 17	Day 18	Day 19	Day 20	Day 21	Day 22	Day 23	Day 24	Day 25	Day 26	Day 27	Day 28
Date	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Morning	Internship in company					Ha Long Bay (World Heritage)		Internship in company					Closing ceremony & farewell	Check out & departure
Afternoon														

## ENRICHMENT PROGRAM

- **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.
- **Embassy visit:** students will be updated the economic, trade and investing cooperation between Vietnam and their home country from the macro view.
- **City tour, city Outreach & Vietnam Excursion:** The tour will bring students with different colors of Vietnam culture and understands life in Vietnam.
- **Tutoring center:** The tutoring group in the campus provides in need supports and access to both working and communication, to make sure that international students make integration and adapt well to life and new environment.

## FEE & EXPENSES

The full-package program fee, starting from 850\$/ student/ month covers:

- Airport pick-up and see-off;
- Administration fee (logistics, visa application support, 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;
- Commuting fee (public bus);
- 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 fee does not cover:

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

If students do not want to choose a full-package service, the minimum program fee will be charged is 500\$/ pax which cover the internship placement, administration, orientation, tutor support, airport transportation and certificate upon completion of the program.



## ACCOMODATION

University dormitory

Homestay can be arranged when students register.

Average cost: 150US\$/ month for shared dorm; 300 - 450 US\$/ month for private dorm room. Inclusive of water, electricity and wifi internet usage.

## CONTACT INFORMATION

FPT University International Student Exchange Center

Add: FPT City, Da Nang, Vietnam

Email: [exchange@fpt.edu.vn](mailto:exchange@fpt.edu.vn)

Hotline: +84 97 146 3936

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