

REMOTE INTERNSHIP AGENDA

GMT+9, Japan Time

WEEK 01							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	February 28	March 1	March 2	March 3	March 4	March 5	March 6
Morning	Opening Ceremony Campus Tour Program Explanation (1,5 hours) 9:00 - 10:30	Workshop 2: Vietnamese working culture (2 hours) 10:00 - 12:00	Internship (4 hours) 10:30 - 16:00	Internship (3 hours) 10:30 - 14:30	Internship (3,5 hours) 10:30 - 15:30	Cultural Exchange (3 hours) 9:00 - 12:00	
Afternoon	Problem Solving Guidance (1 hour) 10:30 - 11:30						

WEEK 02							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	March 7	March 8	March 9	March 10	March 11	March 12	March 13
Morning	Weekly Check-in (30 mins) 10:30 - 11:00	Internship (3 hours) 10:30 - 14:30	Internship (4 hours) 10:30 - 16:00		Internship (3,5 hours) 10:30 - 15:30		
Afternoon	Internship (3,5 hours) 11:00 - 16:00				Virtual Tour: Museum (1 hour) 14:30 - 15:30		

WEEK 03							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	March 14	March 15	March 16	March 17	March 18	March 19	March 20
Morning	Weekly Check-in (30 mins) 10:30 - 11:00		Internship (4 hours) 10:30 - 16:00		Internship (3,5 hours) 10:30 - 15:30		
Afternoon	Internship (3,5 hours) 11:00 - 16:00				Weekly Check-out (30 mins) 15:30 - 16:00		

WEEK 04							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	March 21	March 22	March 23	March 24	March 25		
Morning	Weekly Check-in (30 mins) 10:30 - 11:00	Internship (4 hours) 10:30 - 16:00		Prepare for Final Presentation (1,5-hour Self - Preparation) 10:00 - 11:30	Final Presentation Closing Ceremony (1,5 hours) 10:00 - 11:30		
Afternoon	Internship (3,5 hours) 11:00 - 16:00						

PROGRAM EXPLANATION

	Component	Details	Objectives
Orientation	Program Explanation	Students meet with Program Coordinator to go over program agenda and components	<ul style="list-style-type: none"> - Students learn general information about FPT Education Global - Students have a good understanding of the program and the experience they will have
	Problem Solving Guidance	Students learn what issues they may expect while working virtually	<ul style="list-style-type: none"> - 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
Internship	Company Induction	Students meet with the company representative	Students will: <ul style="list-style-type: none"> - Have general understanding about the company and team - Let company know about their interests and goals for the internship and if there are any question or adjustment they would like to ask about the Job Description
	Weekly check-in and check-out with supervisor	Students and supervisors have an 20-30 minutes check-in and check-out	Students will: <ul style="list-style-type: none"> - Update done tasks, whole-week progress, obstacles or initiatives, following week plan - Adjust workload suitably - Exchange professional knowledge
	Remote Internship	<ul style="list-style-type: none"> - Students work on tasks and project under online supervision and support of supervisor - Internship outcome is evaluated by outcome- based evaluation - Students correspond with supervisor via instant messenger, video call 	Students will: <ul style="list-style-type: none"> - Delvelop vital skills of remote working global trend - Gain real and international working experience - Broaden valuable networks
	Weekly review meeting with Program coordinator	Students have a meeting with program coordinator	Students are consulted and supported timely
Workshops	Vietnamese Working Culture	Students will learn: <ul style="list-style-type: none"> - Common etiquettes at the Vietnamese workplace - Tips to work well with Vietnamese colleagues 	Students will understand about Vietnamese norms for better teamwork with Vietnamese supervisors
	Effective Remote Working	Students will learn: <ul style="list-style-type: none"> - Useful tools (task management, communication) - Tips for increasing productivity while working remotely 	Students will know how to utilise tools and conduct effective communication
Activity	Culture Exchange	Students join events with Vietnamese students to get a taste of Vietnam and exchange culture	Students will expand knowledge about Vietnam, introduce Japan to Vietnamese friends and make friends.
	Virtual Tour	Students go on virtual tours to famous tourism destinations in Da Nang city	