



# VIRTUAL INTERNSHIPS

*Applied from 1<sup>st</sup> April 2020 to Aug 2021*

## Program Description

Virtual internship activities are designed to give students necessary structure and mentorship to have an effective remote internship and enhance cultural understandings. Activities will be tailored to suit specific needs of student cohorts and programs.

### 1. Placements:

#### 1.1. Relevant Majors:

Marketing, Communications, Business, International business, Finance, IT, Computer Science, Data Science, Arts & Design, Social Work, Community Development, Social Sciences.

#### 1.2. Duration:

- Internship duration: 8 to 24 weeks
- Working hours: 30 - 40 hours per week (varied depending on applicants and positions)

#### 1.3. Program Orientation:

There will be two orientation sessions held prior to internship start date to prepare students professionally and culturally for the program. Each orientation last approximately 2 hours. Timing will be decided upon based on student's schedule and onsite team's local time.

Topics to be covered in orientation sessions include:

- Orientation 1: Overview about Vietnam and the Program
- Orientation 2: Guides on working remotely and working with Vietnamese organization





#### **1.4. On-going evaluation:**

- Weekly Check-in: At least once per week, host organization supervisor meets virtually with students and program coordinator/ coach if applicable, to review their job and answer questions from the interns.
- Work progress report: Student and supervisor will come up with a tentative work plan after week 1. After that, the work plan will be updated weekly and be shared among supervisor, intern, and the coach/program coordinator
- Final evaluation: At the end of program, a virtual evaluation session will be hold with the participation of student, supervisor, and program coordinator to evaluate student progress, achievements and reflect upon how the internship experiences can be incorporated in student's career development moving forward.

## **2. Professional Development & Cultural Sessions:**

### **2.1. Expert sharing sessions:**

ABROADER will invite experts for a live sharing session with international students on selected topics. The topics will be decided based on the current group of students' interests and needs. Examples include:

- How to start your marketing career (for a group of marketing students)
- How to set up a productive routine working remotely
- Working effectively with the Vietnamese
- Being entrepreneurs – what would you need?
- Open a business in Vietnam? Or abroad? What you should know

### **2.2. Cultural exchange sessions:**

These are semi-casual, facilitated sessions that gather Vietnamese students and international interns to share ideas, opinions on selected topics. The session is the platform for them to connect, exchange ideas and see how their lives and ideologies can look different and similar. There will also time for a casual talk at the end where international interns and Vietnamese students can share freely about what they are currently doing. For international interns, they can share their experiences working with





Vietnamese colleges, asking Vietnamese students about cultural differences they notice during work or how to respond to certain circumstances they are not sure about.

## Dates & Tentative Schedule

### Program Dates:

Virtual internships are open all year round. Program starts monthly on the last Thursday of the month and internship starts on the next Monday. For example:

<b>Program Start Date</b>	<b>Internship Start Date</b>	<b>Internship End Date</b> (8 weeks duration)
28 <sup>th</sup> May 2020	1 <sup>st</sup> June 2020	24 <sup>th</sup> July 2020
25 <sup>th</sup> June 2020	29 <sup>th</sup> June 2020	21 <sup>st</sup> Aug 2020
30 <sup>th</sup> July 2020	3 <sup>rd</sup> August 2020	25 <sup>th</sup> Sep 2020

Application is reviewed on a rolling basis and expected to be submitted at least 1 month prior to desired start date.

### Tentative Schedule:

<b>Date</b>	<b>Activity</b>
Thursday (2-3hrs)	Program Orientation (1). Topics covered: <ul style="list-style-type: none"><li>• Vietnam Overview</li><li>• Program overview</li></ul>
Friday (2-3hrs)	Program Orientation 1. Topics covered: <ul style="list-style-type: none"><li>• Guides on working remotely</li><li>• Vietnamese working culture</li></ul>
Monday (2 hrs)	First working day. Activities: <ul style="list-style-type: none"><li>• Induction with host organization supervisor</li><li>• Get oriented and prepare work plan</li></ul>





Week 1 and Week 7 - Wednesday (2 hrs)	Cultural sessions
Week 4 - Wednesday (2 hrs)	Expert Sharing
Weekly – Thursday (2 hrs)	Check-ins with host supervisors (and program coach/ coordinator)
Weekly – Friday (2 hrs)	Back up time for meeting with host/program coordinator to discuss on work
Week 8 – Friday	End-of-program Evaluation

Each session will last approximately 2- 3 hours live and be recorded for whom not being able to attend. Live sessions will be conducted at U.S Evening time – Vietnam daytime. This is to accommodate the time differences and students’ other commitments during the day.

## Program Fee & Scholarship

### Program Fee

990 USD/placement/ student.

### Fee Inclusion

- Guaranteed internship placement relevant to your major and skill set
- Pre-program orientation: Our onsite staff will guide you through 02 online, interactive orientations that focus on Vietnam and Vietnamese culture, how to navigate cross-cultural communications, how to work remotely effectively.
- Career mentorship: Resume coaching, real interview with international employers, virtual expert sharing session.
- Cultural sessions: Facilitated social exchanges with local peers, cross-cultural debriefs with local staff and fellow international interns.





- On-going internship support: We monitor your progress and offer cross-cultural communications or work-related supports as needed.
- Weekly check-ins with host company (and program coach/ coordinator)
- End-of-program evaluation
- E-certificate upon successful completion (upon request)

## Scholarships

- **FRESH Scholarship - US \$250**

We believe it is never too early to gain work experiences. The earlier you start doing an internship, the more prepared you are for your career. This grant is awarded to freshmen students who have finished at least 1 school year.

- **Vietnamese Heritage Scholarship - US\$ 350**

We want to encourage Vietnamese-descent students to connect with their heritage. This scholarship is awarded to students of Vietnamese descent.

- **ABROADER's INFLUENCERS - US\$ 500**

This scholarship is awarded for high-achieving students who can bring positive impacts to the local community and inspire their peers to step out of comfort zones and explore the world of work virtually.

