



DATALOGIC VIETNAM SUMMER INTERNSHIP PROGRAM 2015 FOR THE UNIVERSITIES

1. Purpose:

- ✓ Help students to understand how produce activities, technology and gain professional experience as well.
- ✓ Introduce & popularize Datalogic VN to students so whereby we can attract the students for hiring right people.

1. Participant:

- 4th –year students with background in Electrical – Electronics, Mechanical, Mechatronics, Computer Science Engineering/ Information Technology, Financial Accounting, Business Administration, Industrial Management from HCMC University of Technology, HCMC University of Technical Education, HCMC University of Natural Sciences, Foreign Trade University, etc.
- The students who were received Datalogic Vietnam Scholarship 2014-2015 and the 3rd year student joined the internship program in 2014 is preferred.

2. Internship period:

The schedule will be 02 months **from June 29th to August 28th, 2015**

- o from **Monday to Friday (8:00 ~ 16:30)** including lunch time: 30mins.

3. Internship requirements:

- Good planning & co-ordination skill, creativity & can work independently, strong problem solving & analytical skill.
- Has interest in pursuing a career in the related internship assignment.
- Willing to learn & quick learner
- High Responsibilities
- Disciplinary person
- Creative person
- Good at English and computer

4. Internship quantity:

- ✓ Please refer to the proposed intern's quantity in 2015:

Proposal 2015			
Dept.	Function of Department	Q'ty.	Requirements/Background
Quality Assurance	Evaluate suppliers Sampling inspection: + Incoming + Product audit Process audit Lab testing	2	4th year student from the faculties: -Mechanical -Electronics
Manufacturing Engineering	Design machines, tools & fixtures to support production Design manufacturing processes to maximize output Implementing Lean, TQM, TPM, etc...	3	4th year student from the faculties: - Electronics engineer, - Mechanical engineer, - Software engineer (PC programming, not embedded engineer)
Logistics	Import-Export Document, Process	1	4th year student from the faculties: Economics, Foreign Trade, Industrial Management
Planning	Check capacity Check material stock Make general production plan Create Production Order	1	Economics, Industrial Management
Purchasing	Create Purchase Order Schedule & track delivery plan Deal price & check payment term Purchase raw material and equipment	1	Economics, Foreign Trade, Industrial Management

Facilities Control	Environment Policy, ISO14000	1	4th year student from the faculties: Environment Management
Total		9	

5. Internship benefit:

- ✓ Company will provide transportation at the designated stations. In case the company can't arrange transportation for the trainees, they will get transportation allowance: 270,000vnd/month.
- ✓ Lunch & extra meals for the trainees who work full day.
- ✓ Internship allowance: 150,000 VND/ day/ person. Except for the working time mentioned above, the trainees' overtime will be applied according to current practice of Labor Code, Company rules & regulations. In there, the trainees will pay PIT, obligatory insurances for the Government.
- ✓ Can participate in Datalogic ADC VN activities and events: sporting day, monthly team building, etc.
- ✓ Will be entitled to have Accident Insurances 24 x 24 during the internship period.
- ✓ Will be provided necessary equipment/tools/stationery based on work requirement.
- ✓ Internship will have a mentor selected between our Senior Engineer and an Administrative responsible person; they can answer about problems during internship and students will have also a mail support if they need.

6. Internship program:

The training program is designed to equip full skills for student to strengthen their next steps on the career path, detail as following:

- ✓ Orientation program:
 - The program to give trainees necessary knowledge to join well the Company and the Department where they will make functional practice.
- ✓ Understand Italian culture and American culture:
 - The programs will be conducted by Italian and American expert who work in Company. Working culture, the life, the typical habit, countries history...will be showed to be able to give Internships a good view about how to work well with Italian and American Colleagues
- ✓ Soft-skills (Communication, Time Management, Presentation):
 - These are very important soft skills for young engineers ensure good cooperation with their superiors and peers on the way of joining a working environment and catching up their goals.
 - The three training courses will be conducted by Company experts in this field. Modern training method will be applied that help trainees joining actively to research the content and get the learning objectives.
- ✓ Functional training program.
 - After getting above basic trainings, students will enter the professional training content. It is designed separately by each department in the Company.
 - Most practice time will be spent for this program. It is on the job training for Internships. They will be trained about the working procedure as well as practice at workshop to get experience.
- ✓ Report:
 - Internships are request to submit weekly report to mentor and HR coordinator. It is one of the good ways that help to observe the training effect and ensure the learning processes are smoothly run. Obstacles if any will be removed immediately to be able to give the best result to Internships.
- ✓ Projects
 - It is the final step of the Internship program. Internship will be required to present what they will have learnt, what will need be improved to help Company be better.
 - A committee including functional experts, mentor, and manager will be examiners and give feedback for the presentation as well as advices to the presenter to help them understand clearer about the topic or any inquiries.



7. Selection process:

Steps	Timing	Description
Collect the application form	May 11 th ~ May 22 nd , 2015	Send the application form to email address: thao.doan@datalogic.com
Screen the application form	May 23 rd ~ May 27 th , 2015	-
Interview at Datalogic ADC Vietnam	May 28 th ~ June 05 th , 2015	The candidate who is selected will be contacted to interview (IQ, English and Professional Test)
Inform the result	June 08 th ~ June 10 th , 2015	Will be posted up the University's notice board.

8. Contact information

For further inquiries, please contact with Human Resource & Administration Department:

- Ms. Nguyen Thao – HR Officer at 08-3730 8481 ext. 5264 or email thao.doan@datalogic.com

