

INTERNSHIP PROGRAM BOOKLET



INTRODUCTION

Dear friends,

Every year, AIESEC offers **Internship Program** for young people to be provided with powerful learning **experiences**.

Working abroad through our program, you will have chances to challenge your **worldview**.

It is not just the absence of the natural bonds with home (family, friends, culture, etc.) but also the **opportunity** to stand by oneself, to face the day to day challenges outside of the “**comfort zone**”, to question your own thinking, the way things are or the way things work, both at **personal and professional level**.

This booklet will explain clearly about this program as well as the process for you to become our **Exchange Participant**.

Hope you enjoy it 😊

CONTENT

1. Introduction
2. Overview:
 - What is AIESEC?
 - What is GCDP?
 - What is GIP?
3. What are the destinations?
4. What are the benefits?
5. How to apply?
6. FAQs
7. Contacts
8. Ending.



WHAT IS AIESEC?

What is AIESEC?

AIESEC is a
global

non-political

independent

not-for-profit

run by students

Organization

Its members are interested in
world issues, leadership and management.

AIESEC does not discriminate on the basis
of race, color, gender, sexual orientation, creed,
religion, national, ethnic or social origin.



AIESEC IN NUMBER

60,000
Members

+110
Countries

>20,000
Internships

470
Conferences
annually

20,000
Leadership
roles



64
Years
old

GCDP OVERVIEW

GCDP stands for “**Global Community Development Program**”. In general, this program aims to involve YOU – young people participating in activities in order to improve community issues.

Where do you work?

- NGO (non-government organizations)
- Universities.
- Social projects

Who do you work with?

- AIESEC members.
- International friends.

What areas can you work in?

- Every area related to social issues such as:

Women Right, **Children**, **Education**,

Environment, **HIV/AIDs**, **Culture**,

ENTREPRENEURSHIP, **Rural Development**

...

GCDP OVERVIEW

How much do you have to pay?

- Administration fee: **150USD**.
- Air fares.
- Visa and insurance (if any).
- Travelling cost.

What is the internship duration?

- Minimum: 6 weeks.
- Maximum: 8 weeks.

What is your JD (Job Description) ?

- Each project will have specific JDs, usually are:
 - Market research.
 - Prepare presentations for workshops.
 - Organize interactive trips.
 - Represent your own country in Global Village.
 -

**GLOBAL
CAUSES**

GCDP OVERVIEW

Requirements:

- Being a student or graduate (no more than 2 years).



- Good command of English.

- Under 30 years-old.

- Be available to take internship abroad in the next **6** months.



- Have financial capability to go abroad.

- Motivation and a positive outlook on life.

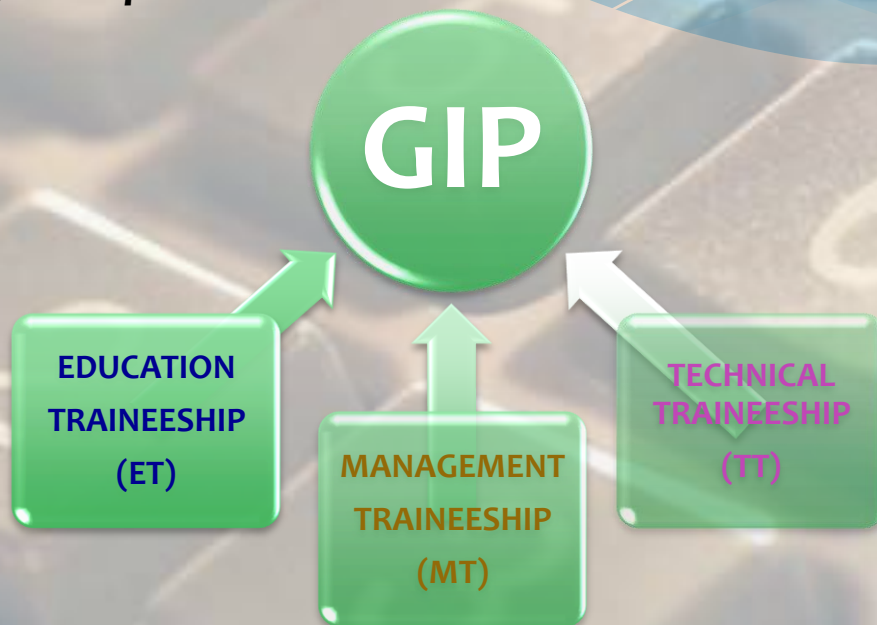


- Flexible thinking

- Basic knowledge of **AIESEC** and an interest in what the organization does.

GIP OVERVIEW

GIP stands for **Global Internship Program**. In general, this program gives **YOU** – Young people opportunities to gain professional experiences through working in foreign companies.



Education

(Internships related to promotion, curriculum development, teaching, and counseling in the education sector)

Management

(Internships related to finance, accounting, marketing, project management, organizational management or human resources)

Technical

(Internships related to management and development in web, software, networks, and databases, plus some engineering)

GIP OVERVIEW

Where do you work?

- A company in that foreign country.

Who do you work with?

- Your boss and your colleges 😊
- AIESEC members will support you.

How much do you have to pay?

- Administration fee: **250USD**.
- Air fares.
- Visa and insurance (if any).
- Travelling cost.

What is the internship duration?

- Minimum: 12 weeks.
- Maximum: 78 weeks.

What is your JD (Job Description)?

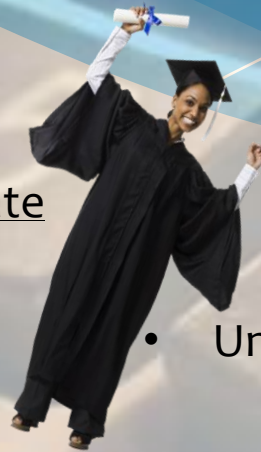
- Each type (ET, MT, TT) will have specific JDs.



EXCHANGE
=
EXCELLENT
CHANGE

GIP OVERVIEW

Requirements:



- Last year student or graduate (no more than 2 years).
- Under 30 years-old.
- Good command of English, have professional working experiences.
- Have financial capability to go abroad.
- Be available to take internship abroad in the next **9** months.
- Flexible thinking
- Motivation and a positive outlook on life.
- Basic knowledge of **AIESEC** and an interest in what the organization does.

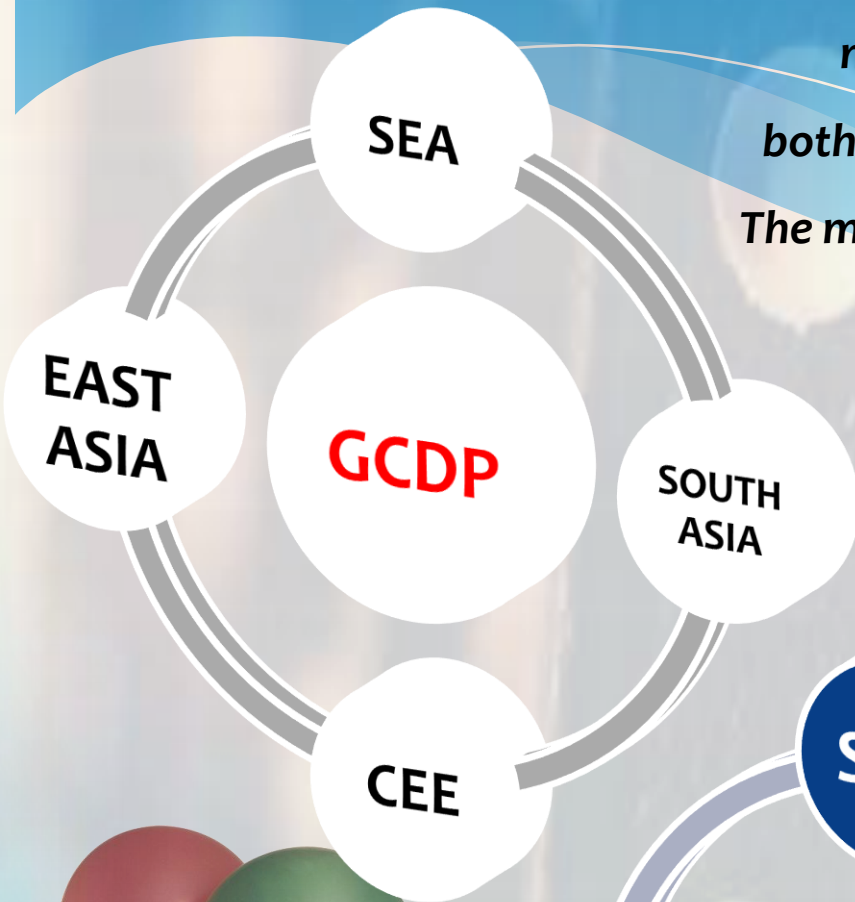


DESTINATIONS

From 2006, we have been sending

more than **356** students in both programs: **GCDP** and **GIP**.

The most common destinations are countries from SEA (South East Asia), East Asia, South Asia and CEE (Central & Eastern Europe).



BENEFITS

WIDEN NETWORK

- ✓ Valuable working experience abroad
- ✓ Developing your language skills
- ✓ Creating a global network
- ✓ Being open-minded, social responsible

- ✓ Different culture, values & attitudes experiences
- ✓ Life changing experience and adaptabilities
- ✓ Brightening your CV



APPLICATION PROCESS

Deadline:
31.01.13

Date:
~1st week of April

Date:
~2nd week of April

Application
Form

Pre-
interview

Student
Review
Board

Application
form is
available in
Application
Package.

Candidates
will be
checked for
more
information
by
interviewers

Candidates will
take part in group
discussion or be
interviewed to
check their skills
and competencies

Internship FAQs

1. What is the aim of Internship Program?

- * An AIESEC internship is a practical working and learning experience for the intern to develop academic knowledge, personal and professional skills. An internship must aim to provide the intern with:
- * A positive learning experience.
- * Practical skills and knowledge in a foreign environment to complement the intern's higher educational background or field of career aspirations.
- * Interaction with a different social and cultural environment with a view to gaining intercultural competencies.
- * Development of theoretical and practical leadership skills.
- * Opportunity to apply personal and professional skills, knowledge, attitudes and values to work for the organization as well as the host communities.
- * Develop awareness and knowledge of social issues and different practices of the sending and hosting country.
- * Opportunity to contribute to personal and professional life goals.
- * The internship cannot aim to:
 - * Solely provide an opportunity for the intern to earn money.
 - * Provide a holiday.
 - * Act as a permanent career placement or recruitment opportunity in the host country.
 - * If the organization decides to extend the internship on a permanent basis, AIESEC will have no role in facilitating this.

Internship FAQs

2. I am graduated. Can I join the program?

- * You can take internship abroad in case as long as you are not longer than 2 years after obtaining any study course, but may not be older than 30 years old.

3. I am first year students; can I join this program?

- * All of students can join in Internship Program as long as you meet all the criteria above and pass through 3 recruitment rounds. However, the most suitable for the 1st and 2nd year students are Development Internship Program. It usually takes you around 6-8 weeks.

4. How much I have to spend for my internship?

- * - For Development Internship Program (DIP):
- * + You shall pay 150USD to AIESEC for Administration Fee. You should cover your airfare, Visa fee and travelling. Those fees depend on which country you are going to take internship in.
- * + You are usually covered food and accommodation or may have stipend.
- * - For Corporate Internship Program (CIP):
- * + You shall pay 250USD to AIESEC for Administration Fee. You should cover your airfare, Visa fee and travelling. Those fees depend on which country you are going to take internship in.
- * + You will have monthly salary which can cover your food, accommodation and transportation..

5. When I have to pay money?

- * You will pay 50USD for deposit right after being official Exchange Participant of AIESEC (in the first Outgoing preparation Seminar). 100USD (for Development Internship) or 200USD (for Corporate Internship) will be paid one week before you start your internship

Internship FAQs

6. Why does AIESEC ask for payment?

- * 1. This is, in fact, quite standard procedure in this industry as well as many others. Think of going to a concert or buying a plane ticket - the concert might not run or the flight might be canceled but you buy the ticket because you want to go and you trust that it will be an amazing concert or a successful flight. We believe that our 60 years of experience and reputation for delivering incredible opportunities around the world should give you the assurance you need to ensure that you have a fantastic experience.
- * 2. The question is, do you really want to go? Many people who register their interest are not really committed to going away and usually end up not taking advantage of the opportunity. We can separate those who are committed and those who are not at the payment stage. What this means is that we have to spend less time working with people who will never do an internship, which reduces our costs. If we were not to do this, we would have to charge everyone else higher prices to make up for the higher level of dropouts!

7. Can Exchange Participants work as members?

- * For graduate and students who do not have much time, you can be supporter of AIESEC in each function. For the students, you can apply to work as members in functional team as other members and you are recognized as full member.

8. What document I should prepare?

- * You should prepare all Certificates of your backgrounds (CV), GPA and languages certificate to submit to AIESEC.

Internship FAQs

9. What can I gain being EPs of AIESEC?

- * - You can access to myaiesec.net which is unique and most useful tool of AIESEC.
- * - You can access to the worldwide internship database of AIESEC which you can find nowhere else.
- * - You receive support of AIESEC member: introduction to AIESEC, training of finding and match with a suitable internship, training of intercultural and cultural shock.
- * - You can attend almost all activities of AIESEC as well as attending conference locally and globally.
- * - You can take internship abroad.
- * - You also receive the support of AIESEC in the country that you take internship in reception and get you familiar with the living environment there.
- * - You can join in AIESEC activities in the country you take internship.

10. After my realization and returning to Vietnam, I want to take another internship, do I have to apply to be an EP of AIESEC again?

- * If you are a CIP EP, and you want to take other internship regardless the type, you just need to sign new contract and pay the Administration Fee.
- * If you are a DIP EP, and you want to take another DIP, you do not have to apply to be an EP. However if you want to go CIP you should apply again. However, the process is shorter than the 1st time. You just need to pass the Interview Round to go on CIP.

11. Being an EP of AIESEC, surely I will successfully go for exchange?

- * If you apply for DIP in one of the targeted countries, you can easily take the internship.
- * It also depends on your commitment and your flexibility in choosing internship.

Internship FAQs

12. What difference between taking exchange through AIESEC and taking exchange through others organizations and companies?

- * - AIESEC internship has cheaper price as we are non-profitable organization.
- * - AIESEC provide you with a perfect process called AIESEC flow
- * - You have price to Right to involve in activities of AIESEC
- * - You will be prepared with AIESEC knowledge, intercultural, ambassadorship and some professional skills.
- * - AIESECers are not only your service provider but your supporter, your friends.

13. Will I receive a salary during my internship?

- * It is usual for corporate internship (CIP) to be paid in a manner that allows you to cover the living costs in the destination country. For the development internship (DIP) you will be usually provided with accommodation and/or food or an allowance enough to cover all those expenses.

14. What kind of contract will I have to sign?

- * There will be an exchange participant contract that you are obligated to. For further information about the contract, please contact us.

15. Do I receive a refund if I cannot find any internship?

- * If you are a bit flexible concerning place, time and job description, there should not be a problem in finding an interesting internship. However, if you cannot find any, refunding is subjected to term and condition in the exchange participant contract.

Internship FAQs

- * Those who accept an internship and cancel without giving strong reasons are excluded from our program without any refund. Such a regulation is necessary if we want to be fair towards everyone and because the organization or company's concern was prepared to receive the intern.

16. Who will help me in my host country?

- * All the internships are based on a local committee nearby, which is there to help you during your internship. More concretely, the members of this local committee organize your accommodation, pick you up from the airport/ station, show you around in the city and accompany you to work on your first day. In addition, they will integrate you into their activities, organize events for you and the other interns and help you get to know the people and culture of your host country. You can always find someone to help you if you have problems. They are AIESECers in your host country or in the home country. We will keep in contact with you and support you in every possible way.

CONTACTS

Ha Noi Region

If you are student from 5 Universities:

FTU HN, DAV, AJC, AOF, Law University

→ Contact AIESEC FTU HN local chapter via email
ftu.hanoi@aiesec.vn

* If you are student from the rest Universities:

→ Contact AIESEC HN local chapter via email
hanoi@aiesec.vn

HCM Region

* If you are student from 5 Universities:

FTU HCM, UEL, Banking, FPT, Saigon Tech

→ Contact AIESEC FTU HCM local chapter via email
ftu.hcmc@aiesec.vn

* If you are student from RMIT HCM University

→ Contact AIESEC RMIT HCM local chapter via email
rmit@aiesec.vn

* If you are student from the rest Universities:

→ Contact AIESEC HCMC local chapter via email
hcmc@aiesec.vn



Da Nang region

→ Contact AIESEC DANANG local chapter via email

→ danang@aiesec.vn



YAY !

It's the end of the booklet

but

it's the START of your adventure.

Be fulfilled

through the challenges ahead !!!