

Internship *Guide Book*

2013 Beijing

【The Purpose of Our Internship】

To be a "Software Creator"

You may have gained a lot of experience in programming. Although, in most of the cases, you probably have noticed that what you need to program or how to program has already been decided by somebody, such as your professors, is and all you have to do apply your existing knowledge and methodology in the most efficient way. This way of programming is, of course, an important way to build your experience and capabilities.

However, during this internship, we would like to ask you "Originality" and "Zero to One". You should consider what the ideal software is. Then, you need to figure out how to fit the idea when you are designing and programming by yourself.

The benefits what you will acquire from this internship is not only the experience which is the whole process of software development called, "plan, design, and development", but also the first step to be a "Software Creator". We hope that you will take this opportunity to challenge yourself and use all of your strength and determination to demonstrate your originality to the max!

Best of luck!!

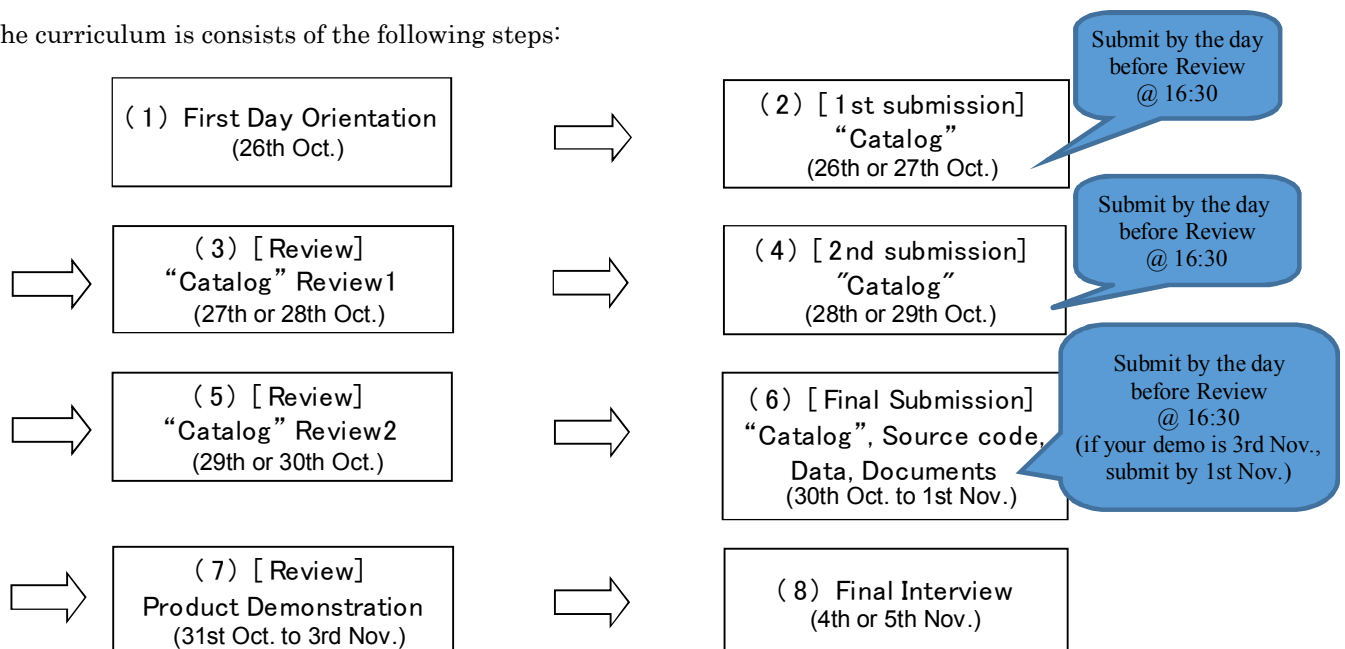
【The Curriculum Contents】

During this internship, you will be required to develop your original software that benefits business-concern group and boosts their profits.

At first, you are expected to make a plan for and draw a design of your software. Then, write it on, "Catalog" (a product brief), and implement your original software.

【Each Step of the Curriculum】

The curriculum is consists of the following steps:



***You can choose the dates for your submissions and reviews.**

How to reserve or change review schedule.

- Make reservations for reviews after the "First Day Orientation".
- To change the review schedule, you need to find the student who let you exchange schedules.
 - *His / her reviewer should be same engineer as yours.
 - *Let us know review schedule changing by handing "Review Schedule Modification", before 16:30 on the previous day of the target date.

【Explanation of Each Step】

(1) First Day Orientation (explanation of the curriculum)

Scheduled about an hour at the beginning of the first day

- On the first day of this internship, we will explain the curriculum, the rule, and details of the Project.
- After the orientation, please write down your attendance plan on the "Attendance Schedule Plan".
 - On the first day of the internship, you MUST submit this sheet to the operations staff by 11:00.
 - If you want to change your plan after submission of "Attendance Schedule Plan", please let us know by handing "Schedule Modification" before 16:30 on the previous day of the target date.

(2) [1st submission] “Catalog”

Deadline: By 16:30 on the previous day of your "Catalog Review 1".

- First, think over the concepts, the purposes and the benefits of the software you will develop and consider what function you should fit. Then write them on the "Catalog".
- Consider thoroughly "what kind of work you support, and how you support it", rather than start thinking about technical reasons and specification.
- Begin programming only after submitting your "Catalog".
After you submit the first "Catalog", you can start programming.

(3) [Review] “Catalog Review 1”

Scheduled as you applied. (20 minutes or more) (Schedule available from Oct. 27th to 28th.)

- One-to-one Review of your "Catalog" with the engineer.
- Give a presentation, using "Catalog" submitted by (2), focused on benefits of your software, its function and differentiation elements. (About 10 minutes)
- Answer questions from the engineer after the presentation. (10 minutes or more)
- Setting situation is : You are an engineer of a software vendor, while we are the area manager of a fast chain stores.
- We do not give a concrete advice, nor make a request to you. Therefore, by receiving questions from us, try to understand them by yourself, "What are the problems?" and/or "What is missing for your software?".

(4) [2nd submission] "Catalog"

Deadline: By 16:30 on the previous day of "Catalog Review 2".

- Improve your "Catalog" by idealizing its contents, on the basis of your past "Catalog Review1".

(5) [Review] “Catalog Review 2”

Scheduled as you applied. (20 minutes or more) (Schedule available from Oct. 29th to 30th.)

(6) [Final Submission] Software (Source Code, Data Files, Documents)

Deadline: By 16:30 on the previous day of Product Demonstration.

*Though if you have Product Demonstration on Nov. “3rd”, submit by 16:30 on Nov. “1st”.

- Programming your software, in which you implement the contents of "Catalog".
- Submit "Catalog", source code, data files and documents by the deadline.

(7) [Review] Product Demonstration

Scheduled as you applied. (about 40 minutes) (Schedule available from Oct. 31st to Nov. 3rd.)

- One-to-One demonstration of your software with the engineer.
- During the demonstration, demonstrate the prime function of your program, which submitted as (6), by executing it, and then show us the execution results.
- After the demonstration, explain the details of your software functions, and the intentions of the coding.
- Then answer questions from the engineer about details of the function, and/or your intentions of implementing it.

(8) Final interview (only selected person) Date: Nov. 4th or 5th

- Only for those who received a high evaluation throughout the internship (step (1) to (7)).
- If you pass the final interview, you will get the job offer !

【Curriculum other than the project 】

(Events)

We have also planned the following events by employees of the company in addition to the "Projects".
We will explain the concrete details of work at WORKS APPLICATIONS.
These details will become the reference from which to help you to consider the career plan of WORKS APPLICATIONS. Therefore, please participate as much as possible.

A: Lecture on the way of "creating project"

Time: Sat., Oct. 26th 10:00- About 30 minutes

Our Engineer explains our way of "creating project" and what are required in this internship.

B: Free talk with WORKS APPLICATIONS employees

Time Available: Sat., Oct. 26th-31st About 30 minutes for each turn.

Please apply at time that is convenient for you. (fill in the application sheet which is put up in the hall).

Speak about the actual conditions and how it is to work at WORKS APPLICATIONS, the atmosphere at work any questions you may have about WORKS APPLICATIONS, etc.

Engineers and HR staff will answer questions also to any individual questions.

However, you are not allowed to consult with employees about the project of the internship.

C: Final Session

Time: Fri., Nov. 1st 17:00- About 1 hour

HR staff will summarize the internship. We hope that you will find your goal to achieve and think deeply about your career with looking back on the internship as a start.

At last, the director of our Shanghai affiliated company will give you a message.

He will share the vision of Shanghai affiliated company and what we require of you there.

D: Party with WORKS APPLICATIONS employees and interns. (For Free)

Time: Fri., Nov. 1st 18:30 - About 2 hours

It is a casual party with evening meal in the company of some employees of WORKS APPLICATIONS.

This is a casual party to have fun with other students and employees. Let's enjoy!!

(Daily report)

Be sure to write and submit a daily report on the days in which come to the internship.

Write down the planned schedule of the PDCA cycle, the actual results and the next actions planned.

Write a daily journal about anything you felt, etc. in "Today" section freely.

Daily-report format: ID_Fullname_DailyReport.xls

Place to submit : ID/Daily_Report (on internet server)

File Names : have to start with "ID_FullName".

e.g. 101_SampleName_DailyReport.xls

(Projects and submission method)

• You can also start and submit the projects at your home or at school by accessing the server.

<How to submit your documents, programs and data files.>

• Use SFTP (SSH File Transfer Protocol) to submit your outputs.

• Location for submission: Please submit your outputs to our server on the network.:

How to connect to the server

(Linux PC)

MenuBar → "File" → "Connect to Server"

Server: intnas.worksap.com

Port: (blank)

Service type: SSH

Folder: /home/Beijing/interns/b(your internship-ID) e.g.: "/home/Beijing/interns/b080"

User Name: b(your internship-ID) → for example: "b080"

Default Password: intern

⇒ "Connect"

(Windows PC)

Use "WinSCP" etc.

<http://winscp.net/eng/download.php>

Your own folder of the server: the folder with the same name as your internship-ID.(e.g."b080")

Sub folders

/1st_submission	is to submit your "Catalog".
/2nd_submission	is to resubmit your "Catalog".
/Final_submission	is to submit your outputs of your project.
/Daily_Report	is to submit your daily report.
/Docs	is to submit documents other than the project.
/Others	is to save your outputs in process of creation.

Folder of the server for documents from us.

/home/Beijing/common_docs

How to change your password. (Please be sure to change your passwords.)

Launcher → "Terminal"

Type in several commands.

(PC)

Type "passwd" → "worksap"(default password)
then type new password twice.

(Server)

Type "ssh (your user name)@intnas.worksap.com" (for example: "ssh b080@intnas.worksap.com")
→ "intern"(default password)
→ "passwd" → "intern"(default password)
then type new password twice.

(Documents in your PC)

desktop/intern/Worksap

(Sub folders)

/docs	Documents for the internship
/javadocs	Java documents
/workspace	is to save your outputs in process of creation.
/China_Interns	Sample CSV data files and sample source codes for I/O of the CSV files.

【Curriculum Model Cases】

※You have to come to the internship **at least 4 times** for the contents as below.

- First day Orientation.
- Catalog Reviews (twice)
- Product Demonstration

Caution!!

On Day 8th and 9th, you can come
only for your demonstration.

(Time Schedule: 1=9:30~11:00, 2=11:10~12:30, 3=13:30~14:50, 4=15:00~16:20, 5=16:30~18:00)

DAY	Session		Model case for all of the dates attendance (usual case)	Model case for 4 days attendance (the shortest period)	Model case for 4 days attendance (using only weekends)	Review Demonstration
1	Sat	1	First day Orientation			
		2・3				
		4・5		【1st submission】 "Catalog"	【1st submission】 "Catalog"	
2	Sun	1・2				<div>↑</div> <div>"Catalog Review1"</div> <div>↓</div> <div>available</div>
		3・4		【Review】 Catalog Review1	【Review】 Catalog Review1	
		5	【1st submission】 "Catalog"			
3	Mon	1・2				
		3・4	【Review】 Catalog Review1	【2nd Submission】 "Catalog"	【2nd Submission】 "Catalog"	
		5		*You can submit from your house	*You can submit from your house	
4	Tue	1・2				<div>↑</div> <div>"Catalog Review2"</div> <div>↓</div> <div>available</div>
		3・4	【2nd Submission】 "Catalog"	【Review】 Catalog Review2	【Review】 Catalog Review2	
		5				
5	Wed	1・2				
		3・4	【Review】 Catalog Review2	【Final Submission】 Software (Source code, Data files, Documents)	Off	
		5		*You can submit from your house		
6	Thu	1・2				<div>↑</div> <div>"Product Demonstration"</div> <div>↓</div> <div>available</div>
		3・4		【Review】 Product Demonstration	Off	
		5				
7	Fri	1・2				
		3・4			*You can submit from your house	
		5	【Final Submission】 Software (Source code, Data files, Documents)	Off	【Final Submission】 Software (Source code, Data files, Documents)	
			(Party)			
8	Sat	1・2				<div>↑</div> <div>"Product Demonstration"</div> <div>↓</div> <div>available</div>
		3・4	Off	Off	【Review】 Product Demonstration	
		5				
9	Sun	1・2	【Review】			
				Off		
10/ 11	Mon/ Tue		Final interview (Only for high performers)			

◆Internship Rulebook◆

This "Internship Rulebook" (hereinafter referred to as "the rulebook") is a handbook written to reference rules which you have to keep during the internship held by WORKS APPLICATIONS Co., Ltd. (hereinafter referred to as "the company").

Applicants who agree to the rulebook will be allowed to participate in the internship.

■About the Rulebook

The goal of this rulebook is to provide the best environment as possible for the interns to fully demonstrate their abilities. In order to achieve the goal, everyone participating in the internship, including staff, should act to generate win-win situations.

These rules are made so that the interns and the company can be in good spirits, and the company can evaluate the interns on a fair and equitable basis.

The rules should be basic standards for members of the business society.

There are small details, but let's create the best internship program by having the same positive mindset and acting as a responsible person for yourself during the internship.

There are Rules 1 through 20. Please read them carefully and understand before the internship.

【General Rules】

Rule 1.

During the internship, you will follow the instructions from the company and not be allowed to act/state anything to damage the company's reputation or to cause disruption at the site.

Rule 2.

By not following the instructions in the rulebook, you will not be allowed to participate in the internship. In this case, you will not have any objections.

Rule 3.

Follow the principles stated below during the internship

- ☐ Follow all the rules given.
- ☐ Do not cause trouble to people who use the site, who work at the site, who live in the neighborhood, who participate in the internship, or who administrate the internship. Also, do not speak or act in such a way that will damage the reputation of the internship.
- ☐ Do your best at the project !

【Schedule】

Rule 4.

■ Internship Term: 26th Oct. to 3rd Nov.

- ☐ Final Interview: You will be invited to the final interview if your performance exceed the standard. 4th Oct. or 5th Nov.

■ Time schedule: 9:30-18:00 (including one hour lunch break).

- ☐ In the case of Rule 9(stated below), you will be allowed to come late, leave early, or be absent.

■ You need to attend at least 4 days.

If you cannot attend more at lease 4 days, you cannot participate in the internship.

■ The site of the internship is available from 9:00 to 18:30.

You will not be allowed to stay the site anytime earlier than 9:00 or later than 18:30. However, there might be exceptions to opening hours due to operational issues.

Rule 5.

Time Schedule

Session	Period Hour
1st	09:30-11:00 (including morning meeting)
2nd	11:10-12:30
3rd	13:30-14:50
4th	15:00-16:20
5th	16:30-18:00 (including end meeting)

- ☐ There might be changes the start or end time depending on the curriculum.
- ☐ 12:30-13:30 will be lunch break.

【Transportation Fee for interns】**Rule 6.**

Interns attending the internship or final interview will receive 100 Renminbi per day as transportation fee.

- ☐ There will be no other money or goods provided.
- ☐ When you come, sign the attendance sheet and when you leave, receive the transportation fee on each day you attend.
- ☐ There will be no payment of transportation fee on absent days.

【Subsidy for interns who come from cities other than Beijing / Shanghai】**Rule 7.**

We will subsidize the transportation fee and the accommodation in Beijing / Shanghai for interns who come from the other cities.

【Attendance Policy】**Rule 8.**

Comply with the following attendance policies.

- ☐ You will be evaluated under the assumption that you attend every session. If you apply to Rule 9, absence, tardiness, and leave early will be approved.

■ **Sign the attendance sheet at the reception booth everyday before your first session.**

- ☐ You are marked absent if you forget to sign in and will not receive the transportation fee or subsidy for that day.

■ **If you have to be absent, come in late, or leave early under unavoidable circumstances, you must turn in the necessary documents to the head office beforehand for approval.**

- ☐ It is your responsibility to catch up when falling behind in your assignments due to absence, tardiness, and leave early.
- ☐ These policies are ineffective during inclement weather or serious accidents.
Please follow the procedures given by the company.

Rule 9.

Comply with the following rules regarding absence, tardiness, and leave early .
The clock equipped in the internship room will be considered the standard time.

(General Rules)

- ☐ In principle, absence, tardiness, and early leave will not be approved if the reason is other than classes, illness, or family circumstances.

■ Write down your attendance schedule in the "Attendance Schedule Plan", which you will turn in on the first day of the internship.

■ As soon as your attendance schedule changes from the one you submitted in the "Attendance Schedule Plan", turn in the "Schedule Modification" to the operations staff by 16:30 on the previous day of target date for approval.

☐ If you are unable to attend at least one session a day, you will not be allowed to attend that day and will be marked absent.

☐ Contact the operations staff when you come late or leave early.

(Definition of Tardiness)

☐ You will be marked tardy if you come under either of the following conditions.

1. Failure to sign the attendance sheet before the first session you attend each day.
2. Failure to be in your seat at the start time of each session which you will attend.

(Unexpected Absence and Tardiness)

☐ Follow the procedure below when you are absent or come late unexpectedly.

1. If you are absent or come late on the day due to unexpected occurrence, contact the internship head office by phone between 8:50 and 9:20.
2. As soon as the time you plan to come in late change from the one you have submitted, contact the operations staff.
3. The next time you attend the internship after being absent, contact the operations staff by person.

(Leave Early on the Day)

☐ Talk to the operations staff when you need to leave early due to unexpected circumstances (e.g. illness).

【Life Attitude at the Site】

Rule. 10

Comply the rules described below at the internship site.

(General Rules)

- ☐ Follow instructions from the operations staff.
- ☐ When new rules are added, you must follow them as well.

(About the Site)

☐ Do not leave the site unnecessarily except for the lunch break.

(Name tag)

- ☐ You must put the name tag on your chest with clear visibility at the site.
Write your name on the nametag both in Pinyin and Chinese.
Do not take the nametag home. Leave it on your desk when you go home.

(Personal Belongings)

- ☐ Do not use anything which does not relate to the internship at the site.
- ☐ You are prohibited from using electrical devices such as personal computers and USB memories, except for cell phones, electrical dictionaries and digital watches.

(Eating)

■ **NO EATING** at the site except during break time.

(Smoking)

■ ***NO SMOKING*** at the site.

【Equipment】

Rule 11.

All equipment at the site, such as computers, are all belong to the company.
Take a good care when you use them and do not take or change them without the permission.

【*Daily Reports*】

Rule 12.

You must turn in the daily report everyday you attend with every section filled in.

Rule 13.

When we arrange a meeting with you, please follow the rules below.

- ☐ When we set up a meeting to know how you are doing, please attend them.
- ☐ If you break the rules or exhibit aberrant behavior, we will either set up personal meetings, or have you compose an essay repenting your misdeed, or not accept your participation in the rest of the internship.

【Divulging of Information】

Rules 14.

The interns shall not, during the internship or after, divulge any classified information obtained through the internship without the permission from WORKS APPLICATIONS Co., Ltd.

Rules 15.

The interns are prohibited from taking out any kind of electronic data from the site, or bringing it in to the site. In case this regulation is found violated, the intern shall be suspended.

■ Precautions

- ✓ All electronic data including visual images taken by electronic devices (e.g., USB drives, digital cameras, cellular phones, voice recorders) are not allowed to be brought in or taken out from the internship site except for the projects.
- ✓ Bringing in or taking out the electronic data, which are necessary for the projects, is permitted only the method that the company specifies. There will not be any exceptions.
- ✓ “Electronic Data” here refers to all the file data on the PC, all the lectures, sessions, visuals, audios, transformed to electronic information.
- ✓ The interns are allowed to bring in and take out the contents if they are in written forms.

【Declination】

Rules 16.

In case an intern wishes to quit, he/she must comply with the following;

1. He / She must consult with the operations staff.
2. He / She will lose the right to attend our internship offered at other timings or other programs.

【Copyright】

Rules 17.

The copyrights relating to all the works done by the interns belong to WORKS APPLICATIONS Co., Ltd.

【Prevention of Infectious Disease】

Rules 18.

In order to prevent disease infections, the interns comply with the directions and the guidelines from the company.

【Disclaimers】

Rules 19.

WORKS APPLICATIONS Co., Ltd. does not accept any liability whatsoever for any events, accidents, disease, injury, property loss, or any problems that occur during the internship.

【Indemnity】

Rules 20.

The interns agree not to demand compensation from WORKS APPLICATIONS Co., Ltd. for any loss or damage caused by their own incaution or natural hazards.

The interns agree to indemnify for loss caused against WORKS APPLICATIONS Co., Ltd. by intent or due to negligence, including cases where the loss is found after the internship.

◆Emergency Contact Number during Internship◆

- Please call the number below, in case of a tardy arrival, absence, natural disaster, or accidents
Tel : [張新元 138-7155-1127] [袁雪玲 186-0271-1771]
- Please e-mail to the address below, if you have some questions.
Mail : [internship_china@worksap.com]

◆List of things to bring◆

Things to bring and submit on the first day	
<input type="checkbox"/>	Photo of your face •Size:40-by-30 mm •Write your name in pinyin, university in English on the back of the photo.
Things to bring everyday	
<input type="checkbox"/>	Guide Book (We will give you a printed document on the first day.)
<input type="checkbox"/>	Writing implements

◆Site Information (Beijing)◆

- Site Name :北京丽亭华苑酒店(Park Plaza Beijing Science Park) 3F
- Site Address :北京海淀知春路25号
- Website :<http://www.parkplaza.com/webExtra.do?hotelCode=chnbjch>

