

SYLLABUS

(Issued together with Decision No 219/ QĐ-ĐHCNĐA, 15/11/2021)

1. Overall Information

OBJECTIVES AND COURSE LEARNING OUTCOMES					
1	Title and Code	BM4201 Internship 3			
2	Number of Credits	03 credits			
3	Time Allocation	Theory <0 periods>	Exercise/ Discussion < 15 periods>	Practice <90 periods>	Self-study <90 periods>
4	Prerequisites	Complete all major course of BBA program			
5	Course Description	The Internship 3 allows students in the second year to gain practical experience in the workplace before receiving their undergraduate degrees. The internship is a required academic course. The student identifies companies willing to hire him/her on a part time basis for an 8-week period (minimum required), usually in the summer. The Internship Program 3 supervises the students and awards academic credits upon successful completion of all the required assignments.			
6	Course Learning Outcomes	<p>M1. Establish and implement a self-study and self-research plan to enhance professional expertise.</p> <p>M2. Deploy, orient, and seize career development opportunities, adapt quickly to environmental changes.</p> <p>M3. Effectively plan and perform professional work in the field of Business Administration.</p> <p>M4. Demonstrate the ability to successfully complete internship assignments.</p> <p>M5. Communicate effectively in a professional environment in English orally and in writing</p>			

7	Assessment Methods	Assessment components: Final assessment Assessment activities: Internship report Assessment form: Report (PPDG7)							
8	Textbooks	Speakout Pre-intermediate, Second Edition. Antonia Claire & JJ Wilson. Pearson. (Unit 1-7)							
9	Reference Books	<ul style="list-style-type: none">- Vocabulary in Use. Michael McCarthy & Felicity O'Dell. Cambridge University.- English Grammar in Use, 2nd edition. Raymond Murphy. Cambridge University.- Listen carefully. Jack C. Richards. Oxford University Press.- Basic Tactics for Listening, 3rd edition. Jack C. Richards. Oxford University Press.							
10	Objective - Course Learning Outcomes Matrix								
	Objectives	Course Learning Outcomes							
		C1	C2	C3	C4	C5	C6	C7	C8
	M1	X	X	X		X			
	M2	X	X	X					
	M3					X	X	X	
	M4				X	X	X		
	M5								
11	Course Distribution to the Program Learning Outcomes								
	Course Code and Title	Program Learning Outcomes							
		1	2	3	4	5	6	7	8
	Internship 3	●	●	●	●	●	●	●	●

2. Teaching Plan

Content	Time Allocation			Teaching and Studying Activities <Presentation/Exercise/Group Discussion/Practice>
	Theory (Periods)	Exercise/ Discussion (Periods)	Practice (Periods)	
Part 1: Introduction about the company				
Introduction about the company			45	Lecturer: Guide students to write part 1 Students: Self-study Intern in the company Do part 1
Part 2: Internship results				
2.1. Job description 2.2. Internship diary 2.3. Internship results 2.4. Recommendation			90	Lecturer: Guide students to write part 2 Students: Self-study Intern in the company Do part 2

3. Practical Exercises (Discussions)

4. Approval Date

Dean
(Signature and Full name)

Compiler
(Signature and Full name)

APPENDIX

Project

Your English report should consist of two parts:

Part I of the report should include an introduction of the company.

Part II of the report includes your internship plan, summarizing works and these results when you intern in your chosen organization.

Progress Reports

Your portfolio consists of weekly progress reports. The reports are to be submitted in English only.

Employer's Evaluation

The work done during the internship is evaluated according to the following criteria:

- The quality of your work
- Your skill level at the beginning of your internship and your ability to learn new skills
- Your oral and written communication skills
- Your ability to follow instructions
- Your attitude, and your overall performance.

You should write this report under your employer's supervision and guidance.

Meeting Deadlines & Responsiveness

You will also be evaluated based on how well you will meet your deadlines for the progress reports and for the final report. Additionally, your responsiveness to your internship academic supervisor and to the International program correspondence will be evaluated and graded. The responsiveness grade is a simple average of two responsiveness grades given by the academic supervisor and the internship unit. It is your responsibility to check your email and the internship web site regularly for any announcements.