

**SYLLABUS**

**1. Course name:** Internship

**2. Course code:** GRPR314463

**3. Credits:** 2 (4/0/8)

Duration: 4 weeks (0 theories + 2 laboratories + 4 self-studying/week)

**4. Instructors:**

1- Nguyen Thanh Hai, PhD

2- Nguyen Dinh Phu, MEng

**5. Course conditions**

Prerequisites: All courses

Corequisites: All courses

**6. Course description**

This course helps students become familiar with the real working environments and manufacture chains in the companies in the fields related to electric and electronics. It also helps students consolidate both professional knowledge and professional skills.

**7. Course Goals**

| <b>Goals</b> | <b>Goal description</b><br><i>(This course provides students:)</i>  | <b>ELOs</b> |
|--------------|---|-------------|
| <b>G1</b>    | An ability to realize the economic situations, the technological level, and working environments in real companies.     | 09(H)       |
| <b>G2</b>    | An ability to test and repair available systems based on both knowledge and tools which are acquired in the university. | 10(M)       |
| <b>G3</b>    | An ability to read professional documents and communicate with foreign companies in English.                            | 05(L)       |
| <b>G4</b>    | An ability to take part in researching projects in the internship companies.  | 06(M)       |
| <b>G5</b>    | An ability to understand ethic codes and rules when working in real environments.                                       | 08(M)       |
| <b>G6</b>    | An ability to write reports and make presentations  | 04(M)       |

\* Note: High: H; Medium: M; Low: L

**8. Course Learning Outcomes (CLOs)**

| <b>CLOs</b> | <b>Description</b><br><i>(After completing this course, students can have:)</i>         | <b>Outcome</b> |
|-------------|---|----------------|
| G1.1        | The ability to realize the development of the company through its development progress. | 09             |
| G1.2        | The ability to realize the technological devices used in the company                    | 09             |

|           |      |   |    |
|-----------|------|---|----|
|           | G1.3 | The ability to realize the professional working environments about times, sanitations, and disciplines.               | 09 |
|           | G2.1 | The ability to verify the functions of the designed systems.  | 10 |
|           | G2.2 | The ability to repair devices required by the company.  | 10 |
|           | G3.1 | The ability to read documents of devices and facilities in the company in English.                                    | 05 |
|           | G3.2 | The ability to communicate with foreigner in the multi-national companies.  | 05 |
| <b>G4</b> | G4.1 | The ability to take part in group researching to conduct small projects required by the company.                      | 06 |
| <b>G5</b> | G5.1 | The ability to understand the safety regulations, disciplines, and rules in conducting small projects in the company. | 08 |
|           | G5.2 | The ability to understand the rules to communicate with colleagues in the company.                                    | 08 |
| <b>G6</b> | G6.1 | The ability to write the report according to the required format.   | 04 |
|           | G6.2 | The ability to arrange and present ideas in presentation slides.  | 04 |

### 9. Study materials

- **Textbooks:** Nguyen Thanh Hai, the instruction of conducting the graduate practice reports, 2016.

- **References:** All documents in the previous courses

### 10. Student Assessments

- Grading points: 10

- Planning for students assessment is followed:

| Type                                       | Contents  | Linetime | Assessment techniques     | CLOs   | Rates (%) |
|--|---|----------|---------------------------|--|-----------|
| <b>Assessment of intership supervisors</b> |   |          |                           |  | <b>50</b> |
| Test 1                                     | The direct supervisor in the company supervise the internship students during their period in the company in order to evaluate their abilities based on the rubrics provided by the department. | Week 4   | Rubrics                   | G2.1<br>G2.2<br>G3.1<br>G3.2<br>G4.1<br>G4.2 | 50        |
| <b>Final presentation</b>                  |   |          |                           | <b>50</b>                                    | <b>50</b> |
| Test 1                                     | The contents of the reports have to cover all requirements approved for each student.   | Week 5   | Reports and Presentations | G1.1<br>G1.2<br>G1.3<br>G6.1<br>G6.2         | 50        |

### 11. Course details:

| Weeks | Contents | CLOs |
|-------|----------|------|
|-------|----------|------|

|   |  |  |
|---|--|--|
| 1 | <b>Content 1: &lt;FINDING OUT THE INTERSHIP COMPANY&gt; (0/2/4)</b>  |  |
|   | <b>A/ Contents and teaching methods: (2)</b><br><b>Contents:</b><br>1.1 General introduction about the intership company<br>1.2 Communication with related people in the company<br>1.3 Contacting with devices and facilities in the company<br>1.4 Training about the safety regulations in the company<br>1.5 Deviding the working groups<br><b>Teaching methods:</b><br>+ Presentation<br>+ Discussion | G1.1   |
|   | <b>B/ Self-study contents: (4)</b><br>1.6 Reading the documents relating to the company  | G1.2<br>G1.3   |
| 1 | <b>Content 2: &lt;PRACTICES THE OPERATION AND REPARING THE FACILITIES IN THE COMPANY&gt; (0/2/4)</b>   |  |
|   | <b>A/ Contents and teaching methods: (4)</b><br><b>Contents:</b><br>2.1 Surveying the producing chains and technological devices<br>2.2 Operating the producing chains and devices<br><b>Teaching methods:</b><br>+ Discussion<br>+ Presentation<br>+ Questioning  | G2.1<br>G2.2<br>G3.1<br>G3.2<br>G4.1<br>G4.2         |
|   | <b>B/ Self-study contents: (8)</b><br>2.6 Read the documents delivered by the supervisor   | G3.1<br>G3.2   |
| 1 | <b>Content 3: &lt;CONDUCTING THE PROJECT – WORKING DIRECTLY WITH SUPERVISORS&gt; (0/2/4)</b>   |  |
|   | <b>A/ Contents and teaching methods: (2)</b><br><b>Contents:</b><br>3.1 Surveying the producing chains and technological devices<br>3.2 Operating the producing chains and devices<br>3.3 Repairing the devices if required<br><b>Teaching methods:</b><br>+ Presentation<br>+ Discussion  | G2.1<br>G2.2<br>G3.1<br>G3.2<br>G4.1<br>G5.1<br>G5.2 |
|   | <b>B/ Self- study contents: (4)</b><br>3.5 Read the documents delivered by the supervisor  | G3.1<br>G3.2   |
| 1 | <b>Content 4: &lt; REPORT ASSESSMENTS &gt; (0/2/4)</b>   |  |
|   | <b>A/ Contents and teaching methods: (2)</b><br><b>Contents:</b><br>4.1 Surveying the producing chains and technological devices   | G2.1<br>G2.2<br>G3.1<br>G3.2                         |

|  |  |                      |
|--|--|----------------------|
|  | 4.2 Operating the producing chains and devices<br>4.3 Repairing the devices if required<br>4.4 Write the report<br><b>Teaching methods:</b><br>+ Presentation<br>+ Discussion<br>+ Questioning | G4.1<br>G5.1<br>G5.2 |
|  | <b>B/Self- study contents: (4)</b><br>4.4 Writing the report and making presentations  | G6.1<br>G6.2         |

**12. Learning ethics:**

All pictures, diagrams, flow charts, and tables in the report must not be copied from other official documents without clearly referenced. The results of each student project have to be conducted by his own. During the internship period, students must collect the proofs about the activities they conducted. If there are any violation detected from the project, this project will be evaluated zero mark for the final result.

**13. First approved date:**

**14. Approval level:**

**Dean**

**Department**

**Instructor**

**15. Syllabus updated process**

|   |                                 |
|---|---------------------------------|
| <b>1<sup>st</sup> time:</b> Updated content dated | Instructors<br>Nguyen Thanh Hai |
| <b>2<sup>st</sup> time:</b> Updated content dated | Head of department              |