

SYLLABUS

1. Course name: Graduation Practices

2. Course code: GRPR314463

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

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

4. Instructors:

1- Phan Van Ca, PhD

2- Phạm Ngọc Sơn, MEng

5. Course conditions

Prerequisites: All courses

Co-requisites: 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

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

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

8. Course Learning Outcomes (CLOs)

CLOs		<i>Description (After completing this course, students can have:)</i>	Outcome
G1	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	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	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
G4	G4.1	The ability to take part in group researching to conduct small projects required by the company.	06
G5	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
G6	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 (%)
Assessment of intership supervisors					50
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 G2.2 G3.1 G3.2 G4.1 G4.2	50
Final presentation				50	50
Test 1	The contents of the reports have to cover all requirements approved for each student.	Week 5	Reports and Presentations	G1.1 G1.2 G1.3 G6.1 G6.2	50

11. Course details:

Weeks	Contents	CLOs
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1	Content 1: Finding out the intership company (0/2/4)	
	Contents: (2) 1.1 General introduction about the intership company 1.2 Communication with related people in the company 1.3 Contacting with devices and facilities in the company 1.4 Training about the safety regulations in the company 1.5 Deviding the working groups Teaching methods: + Presentation + Discussion	G1.1 G1.2 G1.3
	Self-study contents: (4) 1.6 Reading the documents relating to the company	
2	Content 2: Practices in the company (0/2/4)	
	Contents: (4) 2.1 Surveying the producing chains and technological devices 2.2 Operating the producing chains and devices Teaching methods: + Discussion + Presentation + Questioning	G2.1 G2.2 G3.1 G3.2 G4.1 G4.2 G3.1 G3.2
	Self-study contents: (8) 2.6 Read the documents delivered by the supervisor	
3	Content 3: Conducting the project – working directly with supervisors (0/2/4)	
	Contents: (2) 3.1 Surveying the producing chains and technological devices 3.2 Operating the producing chains and devices 3.3 Repairing the devices if required Teaching methods: + Presentation + Discussion	G2.1 G2.2 G3.1 G3.2 G4.1 G5.1 G5.2 G3.1
	Self- study contents: (4) 3.5 Read the documents delivered by the supervisor	G3.2
4	Content 4: REPORT ASSESSMENTS (0/2/4)	
	Contents: (2) 4.1 Surveying the producing chains and technological devices 4.2 Operating the producing chains and devices 4.3 Repairing the devices if required 4.4 Write the report Teaching methods: + Presentation + Discussion + Questioning	G2.1 G2.2 G3.1 G3.2 G4.1 G5.1 G5.2 G6.1 G6.2

	Self- study contents: (4) 4.4 Writing the report and making presentations	
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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

1st time: Updated content dated	Instructors Phan Van Ca
2st time: Updated content dated	Head of department