MINISTRY OF EDUCATION AND TRAINING

**LAC HONG UNIVERSITY** 

**COURSE OUTLINE**

**<22222 – GRADUATE INTERNSHIP REPORT >**

**1. GENERAL INFORMATION**

| Course name (Vietnamese): | Báo cáo thực tập tốt nghiệp |
| --- | --- |
| Course name (English): | Graduate internship report |
| Course ID: | 22222 |
| Types: | Specialization |
| Faculty/Department: | Tourism and Travel Management |
| Main Lecturer: | Phan Van Hai  Email: haipv@lhu.edu.vn |
| Lecturer participating in: | All lectures in major |
| Number of credits: | 10 |
| Specialty: | Obligatory to students in Major of Tourism and Travel Management |
| Previous course: | No |

**2. COURSE DESCRIPTION**

Graduate internship report is a progress that students participate in the internships at the domestic and foreign enterprises, the public non-business agency to approach the productivities, business, practical management in the enterprises. After 5 months of internships, students will compile the basic economic information such as human resources, business status, business processes… Then they have to write and report to the council of lecturers, it also expresses the students attitude toward the practical job.

**3. COURSE LEARNING OUTCOMES**

**Table 1: Course Learning Outcomes (CLOs)**

| **Course Learning Outcomes (CLOs)** | **Course Learning Outcomes Content** | **Bloom domain/Bloom level** | **Program Learning Outcomes PLOs (\*)** |
| --- | --- | --- | --- |
| CLO1 | Applying knowledge in tourism and travel management to practical jobs in the enterprises | Knowledge (3) | PI2.1 |
| CLO2 | Analyzing data served for the jobs and internships in the tourism enterprises | Knowledge (4) | PI3.1 |
| CLO3 | Expressing ideas effectively by writing text | Skills (3) | PI5.2 |
| CLO4 | Showing the work ethics and responsibility during the graduate internship processes | Attitude (2) | PI7.1 |

**4. COURSE CONTENT, LESSON PLAN**

**Table 2: Course Content, Lesson Plan**

| **Week** | **Lesson/**  **Chapter** | **Name/Chapter** | **Lesson Learning Outcomes (LLO)** | **Lecture and Study activities** | **Teaching methods** | | **Assessment methods** | **References (\*)** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Chapter 1 | THE OVERVIEW OF AN INTERNSHIP | LLO1.1 | Showing the overview of the enterprises where students do the internships | Lecturer instructs students to learn about the enterprises during the first days. | Field trips | Short answer test | [1], [2] |
| 2 | LLO1.2 | Describing the overview of the business fields of the enterprises where students do the internships | Lecturer instructs students to learn about the enterprises during the first days. | Field trips | Written report |
| 3 | LLO1.3 | Illustrating the organizational structure in the companies and departments where students do the internships | Lecturer instructs students to draw the organizational model and understand the organizational regulations. | Field trips | Written report |
| 4 | LLO1.4 | Analyzing the activities of the organizations where students do the internships, understanding the advantages and disadvantages to those organizations | Lecturer instructs students to collect data from the provided information from the internship place. | Field trips | Written report |
| 5 | LLO1.5 | Obeying the regulations at the internship place | Lecturer asks students to obey the regulations at the internship place | Field trips | Written report |
| 6 | Chapter 2 | THE CONTENT OF GRADUATE INTERNSHIPS | LLO2.1 | Describing the overview of working processes in the internship place | Lecturer instructs students to learn about the enterprises | Field trips | Written report | [1], [2] |
| 7 | LLO2.2 | Applying ways of managing business effectively to the tasks which given by the internship units | Lecturer answers students’ question and shares the experiences in doing the given tasks | Field trips | Written report |
| 8 | LLO2.3 | Analyzing the processes status in the internship place | Lecturer instructs students to collect data from the provided information from the internship place. | Field trips | Written report |
| 9 | LLO2.4 | Performing skills in collecting data | Lecturer asks the groups to perform every false situation | Field trips | Written report |
| 10 | LLO2.5 | Obeying the requested reports and regulations in the internship place | Lecturer asks students to obey the regulations at the internship place | Field trips | Written report |
| 11 | Chapter 3 | EVALUATING THE GRADUATE INTERNSHIP RESULTS | LLO3.1 | Demonstrating the orientation of development to the internship enterprises | Lecturer answers students’ questions and supports them to evaluate the internship activities in the enterprises. | Field trips | Written report | [1], [2] |
| 12 | LLO3.2 | Applying the information from the internship environment in order to do tasks in reality | Lecturer answers students’ questions and supports them to evaluate the internship activities in the enterprises. | Field trips | Written report |
| 13 | LLO3.3 | Being able to analyze the internship results | Lecturer answers students’ questions and supports them to evaluate the internship activities in the enterprises. | Field trips | Written report |
| 14 | LLO3.4 | Performing skills in collecting data and showing the data reports | Lecturer asks students to collect the data reports | Field trips | Written report |
| 15 | LLO3.5 | Obeying the requested reports and regulations in the internship place | Lecturer asks students to obey the regulations at the internship place | Field trips | Written report |
| 16 | Graduate reports | Write and present the graduate reports | LLO4.1 | Applying the information and skills to report the graduate internship | Lecturer asks students to complete and present the reports | Field trips | Written report | [1], [2] |
| LLO4.2 | Performing skills in collecting data and showing the data report | Lecturer asks students to collect the data reports | Field trips | Written report |
| LLO4.3 | Obeying the requested reports and regulations in the internship place | Lecturer asks students to obey the regulations at the internship place | Field trips | Written report |

**5. MAPPING OF LESSON AND COURSE LEARNING OUTCOMES**

**Table 3: Mapping of Lesson and Course Learning Outcomes**

| **Lesson Learning Outcomes** | **Course Learning Outcomes** | | | | **Evaluation Component** |
| --- | --- | --- | --- | --- | --- |
| **CLO1** | **CLO2** | **CLO3** | **CLO4** |  |
| **LLO1.1** | X |  |  |  | A3 |
| **LLO1.2** | X |  |  |  | A3 |
| **LLO1.3** |  | X |  |  | A3 |
| **LLO1.4** |  |  | X |  | A3 |
| **LLO1.5** |  |  |  | X | A3 |
| **LLO2.1** | X |  |  |  | A3 |
| **LLO2.2** | X |  |  |  | A3 |
| **LLO2.3** |  | X |  |  | A3 |
| **LLO2.4** |  |  | X |  | A3 |
| **LLO2.5** |  |  |  | X | A3 |
| **LLO3.1** | X |  |  |  | A3 |
| **LLO3.2** | X |  |  |  | A3 |
| **LLO3.3** |  | X |  |  | A3 |
| **LLO3.4** |  |  | X |  | A3 |
| **LLO3.5** |  |  |  | X | A3 |
| **LLO4.1** | X |  |  |  | A3 |
| **LLO4.2** |  |  | X |  | A3 |
| **LLO4.3** |  |  |  | X | A3 |

**6. COURSE ASSESSMENT**

**Table 4: Course assessment**

| **Evaluation Component** | **Assessment** | **CLOs** | **Percentage (%)** |
| --- | --- | --- | --- |
| A3. Reporting the graduate internship report in front of the Scientific Council | - Participating in the internship followed by the regulations  - Meeting the supervisors followed by the regulations  - Finishing the reports and PPT reports | CLO1, CLO2, CLO3, CLO4 | 100% |

**7. COURSE REQUIREMENTS AND EXPECTATIONS**

- Attendance: Obeying the regulations

- Students have to obey the regulations, rules about internships in enterprises or other organizations.

- Finishing the graduate internship reports and the summaries to report in the Council.

**8. STUDY REFERENCES**

**Textbook**

[1] Tài liệu hướng dẫn viết báo cáo thực tập tốt nghiệp ngành Quản trị kinh doanh (2020) ĐH Mở Hà Nội.

[2] Hướng dẫn viết chuyên đề thực tập tốt nghiệp (2019) ĐH Kinh tế Quốc dân.

* **General rules:**

| **Abbreviation** | **Description** |
| --- | --- |
| **PLO** | Program Learning Outcomes/Standard Outcomes |
| **CLO** | Course Learning Outcomes |
| **LLO** | Lesson Learning Outcomes |

| **Head of Major/ Head of Faculty** | Dong Nai, 2024  Responsible lecturer  (sign and write full name)  **Phan Van Hai** |
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