MINISTRY OF EDUCATION AND TRAINING
NATIONAL ECONOMICS UNIVERSITY

THE SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

SYLLABUS
PROGRAM OF PUBLIC MANAGEMENT AND POLICY IN ENGLISH
(E-PMP)

LEVEL OF EDUCATION: UNDERGRADUATE   TYPE OF EDUCATION: FULL-TIME

1. GENERAL INFORMATION

- Course title (Vietnamese):   ***Đề án môn học***

- Course title (English):   ***Course Project***

- Course code: ***EPMP1105***

- Knowledge group: ***Professional Education***
     (Major's knowledge)

- Credit: ***3***

- Prerequisite courses: ***All required courses of professional***
education knowledge

2. THE DEPARTMENT IN CHARGE: Social Management

3. DESCRIPTION

This is a non-lecture course. Students in Public Management and Policy in English, after completing the required major's knowledge courses, will choose different topics according to their desire and areas of interest to write a research essay which has 20-25 pages in length and submit at the end of the semester.

4. REFERENCES

- Book: Depending on each topic students choose.

- Handout will be given in instructional sessions with instructors.

5. COURSE OBJECTIVES

Goal (Gx)	Description	PLO	Level
[1]	[2]	[3]	[4]
G1 (Knowledge)	Be able to apply knowledge of economics, statistics, informatics, economics, public accounting, public finance, public marketing, public human resources, public management, public sector management,	KT2 KT3	3 3

	public organization management, public service management, public program and project management, into the description, interpretation, analysis of organizations, public organizations, and the public sector and public management and management practices.		
G2 (Skill)	Have analysis skill, problem-solving skill, and skills to implement organizational planning, organizing, leading, and controlling processes in English.	KN1 KN5	3 4
G3 (Level of autonomy and responsibility)	Self-study, have a sense of responsibility, cooperation, autonomy, and responsibility at work to create ability to work for a lifetime.	NLTC2	4

5. COURSE LEARNING OUTCOME:

Goal	CLO (CLOx.x)	Description	Level
[1]	[2]	[3]	[4]
G1 (Knowledge)	CLO1.1	Be able to apply knowledge of economics math, statistics, informatics, economics, public accounting, public finance, public marketing, public human resources to describe, explain, analyze organizations, public organizations, and public sector.	3
	CLO1.2	Be able to apply knowledge of public management, public sector management, public organization management, public service management, public project and project management in analyzing the practice of public management, organization management and public organization.	3
G2 (Skill)	CLO2.1	Have analyzing and problem-solving skills in organizations and public organizations in English	4

		Have skills in implementing planning, organizing, leading, and controlling processes in organizations and public organizations.	3
	CLO2.2	Have skills in implementing planning, organizing, leading, and controlling processes in organizations and public organizations.	3
G3 (Level of autonomy and responsibility)	CLO3.1	Self-study for work to create ability to work for a lifetime	4
	CLO3.2	Have a sense of responsibility, cooperation, and autonomy at work; take responsibility for one's own work results	4

7. COURSE ASSESSMENT

Form of evaluation	Content	Time	CLO	Evaluation criteria	Ratio (%)
[1]	[2]	[3]	[4]	[5]	[6]
Evaluate the learning process	Week 1-15		CLO 3.1, CLO 3.2.	- Full class participation level in instructional sessions	
End-of-term evaluation	Week 15		CLO 1.1, CLO 1.2, CLO 2.1, CLO 2.2 CLO 3.1 CLO 3.2	The level of completion of the course project and meet all the requirements	100% Report at least 20 pages

* The module uses Turnitin software to assess academic integrity

8. TEACHING PLAN

Week/ Session	Contents	CLO	Activities	Assessment
[1]	[2]	[3]	[4]	[5]

Week 1 - 3	Support and orient students in choosing topics and research overview.	CLO3.1, CLO3.2.	**Study at home:** Self-study documents and systematize the learned knowledge, find out the fields you are interested in. **Teaching and learning in class:** Lecture: At the request of the student group and schedule an appointment with the supervisor.	
Week 4 to the end of week 6	Suggest research model, theoretical framework, and outline.	CLO3.1, CLO3.2.	**Study at home:** Self-study documents in fields related to management, public management. Find research models, theoretical frameworks, build outlines. **Teaching and learning in class:** Lecture: At the request of the student group and schedule an appointment with the supervisor.	
Week 7 to the	Answer, guide students in the process of writing the project on request	CLO1.1, CLO1.2, CLO2.1	**Study at home:** Study the material yourself and	

end of week 12		CLO2.2, CLO3.1, CLO3.2	continue writing the manuscript. **Teaching and learning in class:** Lecture: At the request of the student group and schedule an appointment with the supervisor.	
Week 13-14	Lecturers read and comment on the manuscript (on request) Give back the manuscripts to students by the end of week 13	CLO1.1, CLO1.2, CLO1.3, CLO2.3, CLO3.1, CLO3.2	**Study at home:** Do your own research and complete the draft of your project. **Teaching and learning in class:** Lecture: At the request of the student groups and schedule an appointment with the supervisor.	
Week 15	Collect course projects submitted by students.	CLO 1.1, CLO 1.2, CLO 1.3, CLO 2.1, CLO 2.2, CLO 2.3, CLO 3.1, CLO 3.2	**Study at home:** Self-study documents and complete projects according to the opinion of supervisors. **Teaching and learning in class:** Lecture: At the request of the	The project length is 20-25 pages. Have main cover page, sub cover, index, list of abbreviations, project content, references, appendix (if any)

			student group and schedule an appointment with the supervisor.	

9. COURSE REQUIREMENT
9.1. Rules of class participation

- Students are responsible for attending all instructor sessions. In case of absence from school due to force majeure reasons, there must be sufficient and reasonable proofs.

- Students are responsible for actively researching documents, proactively preparing lessons before going to class according to the instructions and requests of lecturers.

- Student who miss more than 20% of the lessons of the subject will be considered as not complete the course and have to enroll again.

- Students who submit individual and group assignments late compared with the prescribed time of the instructors will receive a score of 0 for that assignment.

- Regarding the exchange between lecturers and students: Encourage students to participate in discussions (groups and individuals), give direct feedback with teachers about the content of the module, teaching and learning methods, teaching materials and read. Lecturers also encourage students to give feedback on the form, methods, and contents of the tests, and to evaluate students' learning results. Students can communicate with lecturers in class, during office hours or via email. The valuable student feedback contributes to improve the teaching and learning quality of the module

9.2. Rules of classroom behavior

- The course is conducted on the principle of respect for learners and teachers. All acts that interfere with the teaching and learning process are strictly prohibited.

- Students need to actively participate in lectures in class through discussions with teachers (answer and ask questions) and group discussions, presentations

- Students must go to school on time. Students who are late more than 10 minutes after class starts will not be able to attend the class.

- Absolutely not make noise, affect others in the learning process.

- Absolutely not eat, drink, chew gum, use devices such as phones, music players during class.

- Laptops and tablets are only used for the purpose of recording lectures, calculating for lectures, exercises, absolutely not used for other purposes.

Hanoi, Date   Month   Year 20

DEAN OF FACULTY   **PRINCIPAL**

(Signed)   **(Signed)**