

**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):*        **Luận Văn**
- *Course title (English):*         **Thesis**
- *Course code:*                        **EPMP1146**
- *Knowledge group:*
- *Credit:*                                **10**
- *Prerequisite courses:*            **all mandatory major's knowledge courses**

**2. THE DEPARTMENT IN CHARGE: Social Management**

**3. DESCRIPTION**

This is a non-lecture course. After completing the required major's knowledge courses, Public Management and Policy in English students need to take an internship at an institution of their choices to compose a 20-page comprehensive internship report and a bachelor thesis (at least 40 pages) and submit at the end of the semester.

**4. REFERENCES**

- Book: Depending on the topic chose by students
- Handout will be given in instructional sessions with instructors

**5. COURSE OBJECTIVES**

Goal (Gx)	Description	PLO	Level
[1]	[2]	[3]	[4]
G1 (Knowledge)	Applying knowledge of public economics and economics to describe, explain, analyze organizations, public organizations, and the public sector. Applying knowledge of public management, public sector management, and public	KT2 KT3 KT4	3 3 3

	organization management, public service management, public program and project management in public management practice analysis, public organization and organization management and knowledge of public policy into analysis and evaluation, public policy criticism.		
G2 (Skill)	Having skills in analyzing and solving problems in public organizations; implementing the planning process of public organizations and organizations; control processes for finance, human resources, and marketing in public organizations and organizations, and be able to apply policy analysis tools in public policy analysis, write public policy analysis reports in English.	KN1 KN3 KN5	3 3 4
G3 (Level of autonomy and responsibility)	Actively, seriously learning and accessing new knowledge for work, have a sense of responsibility and actively cooperate, self-control, ready to take responsibility for their own work results.	NLTC2	4

## 6. COURSE LEARNING OUTCOME

Goal	CLO (CLOx.x)	Description	Level
[1]	[2]	[3]	[4]
G1 (Knowledge)	CLO1.1	Apply knowledge of public economics and economics to describe, explain, analyze issues in public organizations and the public sector.	3

	CLO1.2	Apply knowledge of public management, public sector management, public organization management, public service management, public program and project management in analyzing the practice of public management, management of organizations and public organizations.	3
	CLO1.3	Apply knowledge of public policy to public policy analysis, evaluation, and criticism.	3
G2 (Skill)	CLO2.1	Have skills in analyzing and solving problems in public organizations.	4
	CLO2.2	Have skills in implementing the planning process of public organizations, controlling processes for finance, human resources, and marketing in organizations and public organizations	3
	CLO2.3	Have skills in applying policy analysis tools in public policy analysis, writing policy analysis reports in English.	3
G3 (Level of autonomy and responsibility)	CLO3.1	Actively, seriously learn and access new knowledge for work.	4
	CLO3.2	Have a sense of responsibility and actively cooperate at work.	4

	CLO3.3	Autonomy at work, willing to take responsibility for one's own work results.	4

## 7. COURSE ASSESSMENT

<b>Form of evaluation</b>	<b>Content</b>	<b>Time</b>	<b>CLO</b>	<b>Evaluation criteria</b>	<b>Ratio (%)</b>
<b>[1]</b>	<b>[2]</b>	<b>[3]</b>	<b>[4]</b>	<b>[5]</b>	<b>[6]</b>
Evaluate the learning process		Week 1-15	CLO1.1, CLO1.2, CLO1.3, CLO2.1, CLO2.2, CLO2.3, CLO3.1, CLO3.2, CLO3.3	Full participation in instructional sessions Submit your general internship report on time	20%
Mid-term review		Week 15	CLO1.1, CLO1.2, CLO1.3, CLO2.1, CLO2.2, CLO2.3, CLO3.1, CLO3.2, CLO3.3	The level of submission on time, the quality of the project meets the required criteria	40% of the total score
Presentation of the internship (1 secretary and 2 reviewers)		According to the arrangement of the Faculty	CLO1.1, CLO1.2, CLO1.3, CLO2.1,	Thesis content Presentation of the thesis	40% of the total score

			CLO2.2, CLO2.3, CLO3.1, CLO3.2, CLO3.3		
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\* 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	+ Disseminate the schedule and report contents. + Students report internship location and specific schedule on general internship. Identify research topics, preliminary outlines.	CLO3.1, CLO3.2, CLO3.3	<b>Learning at home:</b> Self-study documents and systematize the learned knowledge, find out the fields of interest. <b>Teaching and learning in class:</b> Lecture: At the request of the student group and schedule an appointment with the supervisors	
Week 2 to the end of week 4	General practice phase: + After being disseminated the internship plan, students meet with their instructors, register the internship place. Visit the internship place and do general investigation to write a synthesis report. + At the end of the general internship period, students submit a synthesis report (20-25 pages). Submit the	CLO1.1, CLO1.2, CLO1.3, CLO2.1, CLO2.2, CLO2.3, CLO3.1, CLO3.2, CLO3.3	<b>Learning at home:</b> Do your own research and learn about your chosen organization. Write a general practice report. <b>Teaching and learning in class:</b> Lecture: At the request of the student group and schedule an appointment with the supervisors	Minimum 20-page internship report 20%

	name of the expected thesis topic and the draft outline (1-2 pages).			
Week 5 to the end of week 15	<p>Thematic practice period</p> <p>Students who complete the general internship report are allowed to do thematic internships at a later stage.</p> <p>Eligible students can continue to practice, prepare detailed outlines based on the name of the topic and the detailed outline approved by the supervisor.</p> <p>Based on the approved detailed outline, students conduct surveys, research documents, and write the thesis. During the internship, students must regularly contact their supervisors to ensure the progress and contents of the internship.</p>	CLO1.1, CLO1.2, CLO1.3, CLO2.1, CLO2.2, CLO2.3, CLO3.1, CLO3.2, CLO3.3	<p><b>Study at home:</b> Do the research and complete internship report.</p> <p><b>Teaching and learning in class:</b></p> <p>Lecture: At the request of the student group and schedule an appointment with the supervisors</p>	Minimum 40-page bachelor thesis (80% of which GVHD 40%,
End of 15	<p>Students submit 02 copies of the thesis, enclosed with the following documents:</p> <ul style="list-style-type: none"> <li>- Turnitin report signed by the student and certified by the supervisors</li> <li>- Certificate of internship on the internship process,</li> </ul>	CLO1.1, CLO1.2, CLO1.3, CLO2.1, CLO2.2, CLO2.3, CLO3.1, CLO3.2,	<p><b>Study at home:</b></p> <p>Self-study materials and complete practice report after consulting supervisors</p> <p><b>Teaching and learning in class:</b></p>	

	- Thesis soft copy, submitted to the supervisor	CLO3.3	Lecture: At the request of the student group and schedule an appointment with the supervisors	
	Presenting the thesis to the council (according to the school's calendar)	CLO1.1, CLO1.2, CLO1.3, CLO2.1, CLO2.2, CLO2.3, CLO3.1, CLO3.2, CLO3.3		Council rate (40%)

## 9. COURSE REQUIREMENT

### 9.1. Rules of class participation

Students are responsible for attending all meetings with supervisors. In case of absence 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 any meeting according to the instructions and requests of lecturers.

- Students 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 module 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**

**(Signed)**

**PRINCIPAL**

**(Signed)**