
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):* ***Kỹ năng học tập ở bậc đại học***
- *Course title (English):* ***Study skills in Higher Education***
- *Course code:* ***EPMP_BT4***
- *Knowledge group:* ***Supporting Training***
- *Credit:* ***2***
- *Prerequisite courses:* ***No***

2. THE DEPARTMENT IN CHARGE: *Economics management*

3. DESCRIPTION

The module Study Skills at The University Level provides practical knowledge and skills at the university level that can be applied in learning and research. This module combines theory and application. On the one hand, this module clarifies students' roles, positions, and goals. On the other hand, it provides learning tools level and training study skills at the university level.

4. REFERENCES

Required textbooks

Learning also needs strategy / Joe Landsberger. Translated by Nguyen Thanh Huong, Dao Tu Anh, Publisher of Labor, Social Affairs 2008.
<http://lic.neu.edu.vn/ViewBook.aspx?id=26365&p=1&f=kỹ%20năng%20h%E1%B%8Dc%20tập>

5. COURSE OBJECTIVES :

Goal (Gx)	Description	PLO	Level
[1]	[2]	[3]	[4]
G2 (Skill)	Have skills for learning in class, at home, and learning online; theoretical and practical learning skills; individual and group study skills; personal management and time management skills	KN 4	3

G3 (Level of autonomy and responsibility)	Seriously study and access to new knowledge for work; have a sense of responsibility and actively cooperate in work; self-control and self-responsibility for the results of their own work.	NLTC2	4
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5. COURSE LEARNING OUTCOME:

Goal	CLO (CLOx.x)	Description	Level
[1]	[2]	[3]	[4]
G2 (Skill)	LO2.1	Skills for learning in class, studying at home, and learning online	3
	CLO2.2	There are theoretical and practical learning skills	3
	CLO2.3	Have individual and group study skills	3
	CLO2.4	Have self-management and time management skills	3
G3 (Level of autonomy and responsibility)	CLO3.1	Seriously learn and access to new knowledge for work	4
	CLO3.2	Have a sense of responsibility and actively cooperate in work	4
	CLO3.3	Self-control and self-responsibility for the results of their own work	4

7. COURSE ASSESSMENT

Form of evaluation	Content	Time	CLO	Evaluation criteria	Ratio (%)
[1]	[2]	[3]	[4]	[5]	[6]
Evaluate the learning process		Week 1-8	CLO2.1, CLO2.2 CLO3.1, CLO3.2	- Full class participation level. - The level of interaction with the situations are trainers launched -The level of lesson preparation from home (fully, thoroughly)	50 %

				-The level of participation in group work and presentations	
End-of-term evaluation		Week 8	CLO2.1, CLO2.2, CLO2.3, CLO3.1, CLO3.2, CLO3.3	The level of completing multiple-choice exercises & individual essays (the punctuality, quality of content and presentation, and response to teacher and class questions associated with the attainment of knowledge, skills, autonomy, and accountability of the module outcome standards).	50 %

* The module uses turnitin software to assess academic integrity

8. TEACHING PLAN

Week/ Session	Contents	CLO	Activities	Assessment
[1]	[2]	[3]	[4]	[5]
1	Topic 1: Introduction to the subject and overview of university study skills 1.1. Introduction to the subject 1.2. Overview of study skills at the university level	CLO2.1, CLO3.1	Study at home: Pre-study the topic document 1 Teaching and learning in class - Introduction about the set and how to evaluate the set - Lecture: 1 session	

	.		- Class discussion: 3 sessions	Assessment through diligence and group discussion, group work 50%
2	Home Thread 2: Characteristics of University Students 2.1. The main goal of college students 2.2. Position and role of university students 2.3. The difference between college students and high school students	CLO2.1, CLO2.2, CLO3.1	Study at home: Pre-study the topic document 2 Teaching and learning in class - Lecture: 1 session - Class discussion: 3 sessions	
3	Home Thread 3: Style of learning 3. 1. Stages in learning - Specific experience - Observe feedback - Abstract thinking - Actively act	CLO2.1, CLO2.2, CLO3.1	Study at home: Pre-study the topic document 2 Teaching and learning in class - Lecture: 1 sessions - Class discussion: 3 sessions	
4	Home Thread 3: Style Study (continued) 3.2. Types of learners Combined learning - Separate study - Learn in harmony - Learning convergence	CLO2.2, CLO2.3, CLO3.2	Study at home: Pre-study the topic document 4 Teaching and learning in class - Lecture: 1 session - Class discussion: 3 sessions	

5	<p>All threads 4: Skills Learning in Higher Education</p> <p>4.1. Self-study skills</p> <ul style="list-style-type: none"> o Reading skills o Information gathering skills o Essay writing skills <p>4.2 . Skills to learn in class</p> <ul style="list-style-type: none"> - E-PMP map -Mind mapping mind map 	CLO2.2, CLO2.3, CLO3.2, CLO3.3	<p>Study at home: Pre-study the topic document 5</p> <p>Teaching and learning in class</p> <ul style="list-style-type: none"> - Lecture: 1 session - Class discussion: 3 sessions 	
6	<p>All threads 4: Skill learning in college</p> <p>4 .3. Essay writing skills</p> <p>4 .4. Teamwork skill</p>	CLO2.2, CLO2.3, CLO3.2, CLO3.3	<p>Study at home: Pre-study the topic document 6</p> <p>Teaching and learning in class</p> <ul style="list-style-type: none"> - Lecture: 1 session - Class discussion: 3 sessions 	
7	<p>Topic 4: Study skills at the university level</p> <p>4.5. Time management skills</p> <p>4.6. Information search skills</p>	CLO2.1, CLO2.2, CLO2.3, CLO3.1, CLO.32, CLO3.3	<p>Study at home: Pre-study topic material 7</p> <p>Teaching and learning in class</p> <ul style="list-style-type: none"> - Lecture: 1 session - Class discussion: 3 sessions 	
8	The test ends the module	CLO2.1, CLO2.2, CLO2.3, CLO3.1, CLO3.2,	Essay test and individual test: 60 minutes	Final exam 50%

9. COURSE REQUIREMENT

9.1. Rules of class participation

- Students are responsible for attending the entire session.
- Despite the reason or no reason, absent students are considered not completing the course and must enroll again.
- Students who do not participate in the final exam shall be considered not completing the course and must enroll again.
- Students are responsible for actively researching documents, proactively preparing lessons before going to class according to the instructions and requests of lecturers

Students will be asked to answer random questions during eight sessions

- Regarding the discussion between lecturers and students: Encourage students to participate in discussions, give teachers direct feedback about the module's content, teaching and learning methods, teaching and reading materials. Lecturers also encourage students to give feedback on the form, methods, and contents of the tests and evaluate students' learning results. Students can communicate with lecturers in class, during office hours, or via email. The valuable student feedback contributes to improving 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 and presentations
- Students must go to class on time. Students who are late more than 10 minutes after class starts will not be able to attend the class.
- Do not make noise, affect others in the learning process.
- Do not eat, drink, chew gum, use devices such as phones, music players during class.

Laptops and tablets are only used to record lectures, calculate for lectures, exercises, absolutely not used for other purposes.

Hanoi, Date Month Year 20

DEAN OF FACULTY

(Signed)

PRINCIPAL

(Signed)