

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 viết CV và trả lời phỏng vấn*
- *Course title (English):* *CV writing and interview answering skills*
- *Course code:* *EPMP_BT11*
- *Knowledge group:* *Supporting Trainings*
- *Credit:* *2*
- *Prerequisite courses:* *No*

2. THE DEPARTMENT IN CHARGE: Economics Management

3. DESCRIPTION

The module provides students with the basics of writing CVs and answering job interviews. Since then, it helps students increase their chances of applying for jobs in suitable positions right after graduation.

4. REFERENCES

Materials are compiled by teachers and provided to students at the lesson.

Other references:

Jim.Bright (2007), Perfect CV. The most impressive skills for drafting application documents. Labor and Social Publishing House.

5. COURSE OBJECTIVES:

| Goal (Gx) | Description | PLO | Level |
|------------------|---|------------|--------------|
| [1] | [2] | [3] | [4] |
| G2 | The first and foremost objective for this course is to prepare students for | KN4 | 4 |

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|--|--|-------|---|
| (Skill) | a basic understanding of CV and Interview Answering and get ready to find their appropriate job after graduating. | | |
| G3 (Level of autonomy and responsibility) | Students find it difficult when they start to look for a job. How could they contact potential employers? Which are the most effective ways to win in the competitive market. This course will provide students basic information related to CV and interview answering. After that, providing students with simulation interview with real HR officers or managers in some organizations in Vietnam | NLTC1 | 4 |

6. COURSE LEARNING OUTCOME:

| Goal | CLO (CLOx.x) | Description | Level |
|--|--------------|--|-------|
| [1] | [2] | [3] | [4] |
| G2 (Skill) | CLO1.1 | Have skills for verbal and written communication to convey information | 4 |
| | CLO1.2 | Have self-control skills | 4 |
| | CLO1.3 | Proficient in writing CVs and answering interviews according to certain situations | 4 |
| G3 (Level of autonomy and responsibility) | CLO2.1 | Actively, seriously learn and access new knowledge for work | 4 |
| | CLO2.2 | Have a sense of responsibility and actively cooperate at work | 4 |

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| | CLO2.3 | Autonomy at work, willingness to take responsibility for their work results | 4 |
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7. COURSE ASSESSMENT

| Form of evaluation | Content | Time | CLO | Evaluation criteria | Ratio (%) |
|-------------------------------|---|-----------------|--|--|-----------|
| [1] | [2] | [3] | [4] | [5] | [6] |
| Evaluate the learning process | Students' awareness, attitude, and participation in lessons | From week 1 - 8 | CLO1.1, CLO1.2, CLO2.1, CLO2.2, CLO2.3 | <ul style="list-style-type: none"> - Full class participation level. - The level of lesson preparation from home (fully, thoroughly) - Level of participation in answering lecturers' questions (number of times and quality of answers) - Level of participation in questioning with lectures of lecturers (number of times and question quality) | 50%* |
| End-of-term evaluation | Final – test. | | CLO1.1, CLO1.2, CLO1.3, CLO2.1, CLO2.2, CLO2.3 | - The level of completion of the final, personal essay test (the quality of the test is linked to the level of knowledge, skills, and the ability to autonomy and take responsibility for the module outcome standards) | 50% |

*Note: Assessment scores must be 10 points in order to be considered PASS.

8. TEACHING PLAN

| Week/ Session | Contents | CLO | Activities | Assessment |
|------------------|--|--|--|---|
| [1] | [2] | [3] | [4] | [5] |
| 1 | Concept of CV Classification of popular CV types | CLO1.1, CLO1.2, CLO2.1, CLO2.2, CLO2.3 | Study at home: Pre-research the topic of session 1 Teaching and learning in class: Lecture: 3 periods Discussion (group discussion and class discussion): 1 period | Assessment through diligence and group discussion, group work 50% |
| 2 | Basic content of CV Requests from employer | CLO1.1, CLO1.2, CLO2.1, CLO2.2, CLO2.3 | Study at home: Pre-research the topic of session 2 Teaching and learning in class: Lecture: 3 periods Discussion (group discussion and class discussion): 1 period | |
| 3 | Cover letter, email to an employer Requirements to know | CLO1.1, CLO1.2, CLO2.1, CLO2.2, CLO2.3 | Study at home: Pre-research the topic of session 3 Teaching and learning in class: Lecture: 2 periods Discussion (group discussion and class discussion): 2 periods | |

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| 4 | Practice writing CV and related materials | CLO1.1, CLO1.2, CLO2.1, CLO2.2, CLO2.3 | Study at home: Pre-research the topic of session 4 Teaching and learning in class: Lecture: 2 periods Discussion (group discussion and class discussion): 2 periods | |
| 5 | Job interview Prepare for a successful interview | CLO1.1, CLO1.2, CLO2.1, CLO2.2, CLO2.3 | Study at home: Pre-research the topic of session 5 Teaching and learning in class: Lecture: 2 periods Discussion (group discussion and class discussion): 2 periods | |
| 6 | Practice interviews with real employers | CLO1.1, CLO1.2, CLO1.3, CLO2.1, CLO2.2, CLO2.3 | Study at home: Pre-research the topic of session 6 Teaching and learning in class: Interview practice: 4 periods | 50% |
| 7 | Practice interviews with real employers | CLO1.1, CLO1.2, CLO1.3, CLO2.1, CLO2.2, CLO2.3 | Study at home: Pre-research the topic of session 6 Teaching and learning in class: Interview practice: 4 periods | |

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| 8 | Practice interviews with real employers | CLO1.1, CLO1.2, CLO1.3, CLO2.1, CLO2.2, CLO2.3 | Study at home: Pre-research the topic of session 6 Teaching and learning in class: Interview practice: 4 periods | |
| 9 | Practice interviews with real employers | CLO1.1, CLO1.2, CLO1.3, CLO2.1, CLO2.2, CLO2.3 | Study at home: Pre-research the topic of session 6 Teaching and learning in class: Interview practice: 4 periods | |

9. COURSE REQUIREMENT

9.1. Rules of class participation

- Students are responsible for attending all classes.
- Students are responsible for actively researching documents and proactively preparing lessons before class according to lecturers' instructions and requests.
- Students who submit individual assignments and group assignments late compared with the instructors' prescribed time will receive a zero of that assignment.
- Regarding the exchange between lecturers and students: Encourage students to participate in discussions, give direct feedback with teachers 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 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 lecturers (answering and asking questions), discussing with other students in class, and group discussion.

- 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.

- Not make noise affects others in the learning process.

- 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)