
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 làm việc theo nhóm*
- *Course title (English):* *Teambuilding skills*
- *Course code:* *EPMP_BT5*
- *Knowledge group:* *Supporting training*
- *Credit:* *2*
- *Prerequisite courses:* *No*

2. THE DEPARTMENT IN CHARGE: Economics Management

3. DESCRIPTION

The course provides student with basic knowledge of groups, team composition and how to work in groups effectively. From there, it helps students acquire skills of teamwork for study and work in the future.

4. REFERENCES

Required textbooks

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

Other references

Maxwell John C (2008). *17 golden principles in teamwork* / *Duc Anh translate, LDXH Publisher Houshing.*

5. COURSE OBJECTIVES

Goal (Gx)	Description	PLO	Level
[1]	[2]	[3]	[4]
G2 (Skill)	Be able to work in teams, self-control, assigning functions, tasks and coordinating in teams, especially in effective learning groups and creating a premise for teamwork at work	KN4	4

G3 (Level of autonomy and responsibility)	Study seriously and access to new knowledge for work. Have a sense of responsibility, cooperation, and autonomy at work; take responsibility for one's own work results	NLTC2	4
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6. COURSE LEARNING OUTCOME:

Goal	CLO (CLOx.x)	Description	Level
[1]	[2]	[3]	[4]
G2 (Skill)	CLO1.1	Have abilities to work in teamwork, especially in effective learning groups and creating a premise for teamwork at work	4
	CLO1.2	Have skills in self-control, assigning functions and tasks and coordinating in teams	4
G3 (Level of autonomy and responsibility)	CLO2.1	Study seriously and access to new knowledge for work	4
	CLO2.2	Have a sense of responsibility, cooperation, and autonomy at work	4
	CLO2.3	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	Students' awareness, attitude, and participation in lessons	From week 1 to week 8	CLO1.1, CLO1.2, CLO2.1, CLO2.2, CLO2.3	- Full class participation level. - The level of lesson preparation from home (complete, thorough)	50%*

				<ul style="list-style-type: none"> - Level of participation in answering lecturers' questions (number of times and quality of answers) - Level of participation in raising questions to the lecturers' lectures (number and quality of questions) 	
End-of-term evaluation	Final exam		CLO1.1, CLO1.2, CLO2.1, CLO2.2, CLO2.3	<ul style="list-style-type: none"> - The level of completion of the individual test at the end of the semester (The quality of the test is linked to the attainment of knowledge, skills and the level of autonomy and responsibility of the course outcome standards) 	50%

Note: The progress assessment score must be 10 to be considered PASS.

8. TEACHING PLAN

Week/ Session	Contents	CLO	Activities	Assessment
[1]	[2]	[3]	[4]	[5]
1	The role of teamwork Exercises: Group games The Wheel, Find your team	CLO1.2, CLO2.1, CLO2.2, CLO2.3	Study at home: Read lesson 1 materials at home in advance Teaching and learning in class: Lecture: 3 sessions	Attendance (full-class participation) and group discussion and group work: 50%

			Discussion (group discussion and class discussion): 1 session
2	Teamwork Motivation Exercises: Bridge-building game	CLO1.2, CLO2.1, CLO2.2, CLO2.3	Study at home: Read lesson 2 materials at home in advance Teaching and learning in class: Lecture: 2 sessions Discussion (group discussion and class discussion): 2 sessions
3	The group formation process and the roles of group members Exercises: Building towers	CLO1.2, CLO2.1, CLO2.2, CLO2.3	Study at home: Read lesson 3 materials at home in advance Teaching and learning in class: Lecture: 2 sessions Discussion (group discussion and class discussion): 2 sessions
4	Develop team communication, how to work effectively Exercises: Communication	CLO1.2, CLO2.1, CLO2.2, CLO2.3	Study at home: Read lesson 4 materials at home in advance Teaching and learning in class: Lecture: 2 sessions Discussion (group discussion and

			class discussion): 2 sessions
5	<p>Effective and ineffective types of group members</p> <p>Discussion: What kind of member are you?</p>	CLO1.2, CLO2.1, CLO2.2, CLO2.3	<p>Study at home: Read lesson 5 materials at home in advance</p> <p>Teaching and learning in class: Lecture: 2 sessions Discussion (group discussion and class discussion): 2 sessions</p>
6	<p>Group problems</p> <p>Exercise: Set goals for the group</p>	CLO1.2, CLO2.1, CLO2.2, CLO2.3	<p>Study at home: Read lesson 6 materials at home in advance</p> <p>Teaching and learning in class: Lecture: 2 sessions Discussion (group discussion and class discussion): 2 sessions</p>
7	<p>Essential skills in team work and the role of team leader.</p>	CLO1.2, CLO2.1, CLO2.2, CLO2.3	<p>Study at home: Read lesson 7 materials at home in advance</p> <p>Teaching and learning in class: Lecture: 2 sessions Discussion (group discussion and class discussion): 2 sessions</p>

8	Practice working in groups	CLO1.2, CLO2.1, CLO2.2, CLO2.3	Study at home: Review previous lessons Teaching and learning in class: Lecture: 1 sessions Discussion (group discussion and class discussion): 3 sessions	
	Final exam	CLO1.1, CLO1.2, CLO2.1, CLO2.2, CLO2.3	Individual exam: 60 minutes	50%

9. COURSE REQUIREMENT

9.1. Rules of class participation

- Students are responsible for attending all classes.
- Students are responsible for actively researching documents, proactively preparing lessons before going to class according to the instructions and requests of lecturers.
- 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 lecturer and students: Encourage students to participate in discussions (groups and individuals), give direct feedback to lecturer about the content of the module, teaching and learning methods, teaching materials. Lecturer 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 lecturer 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.

Hà Nội, Date Month Year 20

DEAN OF FACULTY

(Signed)

PRINCIPAL

(Signed)