

ĐỀ CƯƠNG THỰC TẬP¹
INTERNSHIP PROPOSAL
(Enterprise Semester²)
Phùng Thanh Bình (12/2024)

1. THÔNG TIN CHUNG (GENERAL INFORMATION)

1.1 Thực tập sinh (Intern)

Full name: Nguyễn Văn A

Student code: 000000000000

Tel.: 00000000000

Email UEH: anguyen.000000000000@st.ueh.edu.vn

Address: 279 Nguyễn Tri Phương, Phường 5, Quận 10, Thành phố Hồ Chí Minh

Programme³: _____ School of Economics - UEH

Course: Internship and Graduation

Year: 202x

Number of credits: 10

1.2 Giảng viên hướng dẫn tại UEH (Faculty advisor)

Full name: Nguyễn Văn B

Tel.: 00000000000

Email: bnguyen@ueh.edu.vn

1.3 Cố vấn thực tập tại doanh nghiệp (Internship mentor)

Full name:

Tel.: 00000000000

Email:

1.4 Đơn vị thực tập (Host organization/Company)

Company name:

Address:

Website:

¹ Some companies may require students to submit a CV, an Internship Recommendation Letter, and an Internship Proposal when applying for internships under the Enterprise Semester/Task-oriented Internship.

² Also known as task-oriented internship.

³ Specify: Agribusiness/Integrated dual programme between Agribusiness and International Business/Integrated dual programme between Agribusiness and Logistics & Supply Chain Management.

1.5 Vị trí thực tập (Job position)

Priority 1: (e.g., Sales & Marketing, ...)

Priority 2: (e.g., Supply Chain Management, Export, ...)

1.6 Thời gian thực tập (Internship duration)

From ___/___/202__ to ___/___/202__ (10 weeks)

Workload: 40 hours/week

Total workload: 400 hours

2. GIỚI THIỆU (INTRODUCTION)

You should focus on your area of expertise, career goals after graduation, the reasons why you want to intern at the company, and a commitment to completing the assigned tasks effectively. Below is an illustrative example:

I am currently pursuing a degree in Agribusiness at the University of Economics Ho Chi Minh City (UEH), with the ambition of becoming a distinguished specialist and eventually advancing to a top management role in leading agrifood companies in Vietnam. With a strong foundation in economic analysis, agribusiness management, agricultural marketing, agro-food supply chain management, and quantitative research methods, I recognize that to fully engage in the supply chain field, I must gain practical experience in planning, operations, and management within a real and holistic business environment.

*As a result, I am eager to participate in the Enterprise Semester/Task-oriented Internship at **Thành Thành Công Biên Hòa Joint Stock Company (TTCS)**, one of the leading companies in Vietnam's agrifood sector. TTCS is known not only for its professional and dynamic work environment but also for offering numerous opportunities for young professionals to develop both their expertise and practical skills. I believe that with TTCS's extensive experience and strong reputation, this will provide an ideal setting for me to apply the knowledge I've gained at UEH and further develop my abilities in planning, operations, and supply chain management. Additionally, I am excited to learn from a highly experienced team and contribute meaningfully to the company's operations.*

I take pride in my meticulous nature, strong time management skills, eagerness to learn, and readiness to embrace new challenges. While I understand that the working environment at TTCS will demand high levels of expertise and professionalism, distinct from the academic setting at UEH, I am confident that with the support of my professors and internship mentors at TTCS, combined with my commitment, I will excel in all tasks assigned.

Furthermore, I am dedicated to bringing positive energy, creativity, a strong sense of responsibility, a proactive mindset, and a professional attitude to contribute effectively to TTCS's success throughout my internship

3. CÁC MỤC TIÊU HỌC TẬP (LEARNING GOALS AND OBJECTIVES)

Kindly outline the objectives you intend to achieve during your work and study period in the Enterprise Semester/Task-oriented Internship at the company. These objectives may be categorized into Knowledge, Skills, and Attitudes. Below is a sample for reference:

The primary objective of my internship in the Enterprise Semester/Task-oriented Internship at TTCS is to acquire a comprehensive understanding of the business sector, gain practical insights into the company's food agribusiness supply chain, develop the essential skills required to become a proficient supply chain specialist, and cultivate the necessary attitudes to enhance my personal growth while fostering collaborative and positive relationships with colleagues within the work environment.

3.1 Kiến thức (Knowledge: Learning to know)

- 1) Gain an understanding of the Vietnamese sugar industry and the business sectors of TTCS;
- 2) Apply the knowledge acquired to various tasks within the supply chain division of TTCS;
- 3) Learn new knowledge and skills related to supply chain management, including planning, inventory management, and procurement.

3.2. Kỹ năng (Skills: Learning to do)

- 4) Communicate effectively with the internship mentor and new colleagues within the company;
- 5) Collaborate efficiently with team members to complete assigned tasks;
- 6) Apply computer and information technology skills learned in university to the tasks assigned, as well as in writing the Enterprise Semester report;
- 7) Demonstrate creativity in the tasks assigned;
- 8) Showcase problem-solving skills and propose appropriate solutions for the tasks assigned.

3.3 Thái độ (Attitudes: Learning to act)

- 9) Demonstrate the ability to work independently when performing assigned tasks, take responsibility for the work assigned, and manage time effectively throughout the internship period;
- 10) Exhibit a lifelong learning mindset by conducting self-research and participating in courses related to supply chain management;
- 11) Strictly adhere to the regulations set by the internship mentor, department, and company regarding working hours, professional conduct, and behavioral guideline;

- 12) Assist and share with colleagues, respect differences, and appreciate the roles of various stakeholders within the value chain.

4. MÔ TẢ CÔNG VIỆC (JOB DESCRIPTION)

You should outline the tasks you plan to undertake throughout your enterprise semester/task-oriented internship. You may refer to previous Enterprise Semester/Internship Reports to identify the possible types of tasks required to achieve the goals you have set. Below is an illustrative example:

In the first week, I will work with my internship mentor at TTCS to agree on the tasks to be performed, the detailed plan for these tasks according to a weekly schedule, my roles and responsibilities, as well as how to achieve the expected learning objectives upon being officially accepted for the internship at TTCS.

Week	Key task	Report to	Product
1	Complete internship proposal	Mentor	- Complete internship proposal - Finish the general introduction section in the Enterprise Semester Report/Internship Report - Keep the work log
2	Research the company through its materials, website, and related reports	Mentor	- Describe the company, its business operations, and any issues in the Enterprise Semester Report/Internship Report. - Keep the work log
3	Task 1: Clearly specify the name of the task	Mentor Colleagues in the office	- Write the report for Task 1 in the Enterprise Semester Report/Internship Report. - Keep the work log
4	Task 2: Clearly specify the name of the task	Mentor Colleagues in the office	- Write the report for Task 2 in the Enterprise Semester Report/Internship Report. - Keep the work log

5	Task 3: Clearly specify the name of the task	Mentor Colleagues in the office	- Write the report for Task 3 in the Enterprise Semester Report/Internship Report. - Keep the work log
6	Task 4: Clearly specify the name of the task	Mentor Colleagues in the office	- Write the report for Task 4 in the Enterprise Semester Report/Internship Report. - Keep the work log
7	Task 5: Clearly specify the name of the task	Mentor Colleagues in the office	- Write the report for Task 5 in the Enterprise Semester Report/Internship Report. - Keep the work log
8	Analyze problems identified from the tasks performed.	Mentor	- Write the proposed solutions and recommendations section in the Enterprise Semester Report/Internship Report - Keep the work log
9	Draw lessons learned from the tasks performed	Mentor	- Write the lessons learned and personal development plan section in the Enterprise Semester Report/Internship Report - Keep the work log
10	Complete the Enterprise Semester Report/Internship Report	UEH Supervisor	- Complete the Enterprise Semester Report/Internship Report and transfer it to Canva. - Keep the work log - Signature/conformation from the internship organization or mentor - Submit final documents to the internship platform

5. NHỮNG YÊU CẦU CẦN NỘP (ASSIGNMENTS CHECKLIST)

Students must clearly state any potential requirements. Below is an illustrative example:

To complete the Internship and Graduation course under the Enterprise Semester/Task-oriented Internship, I need to meet the following requirements:

- 1) Keep a clear Work Diary, verified by the internship mentor, and attach it as an appendix to the Enterprise Semester Report/Internship Report;
- 2) Submit the Enterprise Semester Report/Internship Report in accordance with the Agribusiness programme director guidelines regarding format and structure, on time (submit the PDF file on the Internship platform, notify the UEH supervisor, and email the internship mentor);
- 3) Submit the Internship Evaluation Form (as per the template) signed by the internship mentor to the supervising lecturer (or attach it in the Enterprise Semester Report/Internship Report or submit it on the UEH Internship platform and notify the UEH supervisor);
- 4) Provide the contact details of the internship mentor (email, phone number) to the UEH supervisor to evaluate the internship process and complete any collaboration contract procedures (if applicable).

6. ĐÁNH GIÁ (EVALUATION)

The final results of the Internship and Graduation course under the Enterprise Semester/Task-oriented Internship will be evaluated as follows:

- 1) Internship mentor at the company: 40% (based on the Internship Evaluation Form or the process score sent to the UEH supervisor);
- 2) Ueh supervisor: 60% (based on the quality of Enterprise Semester Report/Internship Report and the student's work attitude).

I sincerely appreciate your support and assure you that I will successfully complete the Internship and Graduation course, adhering to the set goals, content, and deadlines. I am confident that the Enterprise Semester/Task-oriented Internship at TTCS will provide me with valuable experiences that will significantly contribute to my future career development.

(Signature)

Nguyễn Văn A