

FIELD STUDY PLAN
COURSES: FRONT OFFICE OPERATIONS PRACTICE & HOUSEKEEPING
OPERATIONS PRACTICE
FOR STUDENTS OF CLASSES DH21QTS01, DH21QTS02
HOTEL MANAGEMENT MAJOR – COHORT 9 (2021–2025)

The educational objectives of Nam Can Tho University;

The Hotel Management training program issued under Decision No. 73/QĐ-ĐHNCT dated July 8, 2020, by the Rector of Nam Can Tho University;

The teaching schedule for the second semester of the 2023–2024 academic year approved by the Office of Academic Affairs;

The detailed syllabi for the Front Office Operations Practice and Housekeeping Operations Practice courses;

The actual teaching and learning situation of classes DH21QTS01 and DH21QTS02.

The Faculty of Tourism and Hospitality Management hereby develops a practical training plan for the above-mentioned classes as follows:

I. OBJECTIVES AND REQUIREMENTS

1.1. Course Information:

Front Office Operations Practice

Credits: 3 | Hours: 90

Housekeeping Operations Practice

Credits: 3 | Hours: 90

Class Size:

DH21QTS01: 67 students

DH21QTS02: 68 students

Lecturer in Charge: MSc. To Nguyen Duy Minh

1.2. Objectives:

To create opportunities for students to access real working environments, consolidate their theoretical knowledge, and connect learning with practical applications in businesses.

To help students develop professional skills, soft skills, and creative thinking.

To train students in workplace discipline, professionalism, and a strong sense of responsibility.

To familiarize students with their future work environments.

1.3. Requirements:

Students must follow the guidance and supervision of the assigned lecturer throughout the practical period.

Students are required to take initiative, actively participate in professional tasks as

assigned by the host institution, and strictly follow all internal regulations.

After completing the practical training, students must submit a specialized report as part of the final assessment for the course.

II. PARTICIPANTS, TIMELINE, AND LOCATION

2.1. Participants:

A total of **135 students** from classes DH21QTS01 and DH21QTS02, majoring in Hotel Management. (*List attached*)

2.2. Timeline:

From **May 20, 2024, to June 16, 2024** (28 days): Students will carry out practical training at the assigned institutions.

Students must submit their final report to the lecturer in charge **by June 25, 2024**.

2.3. Location:

Muong Thanh Hotel, Can Tho

Can Tho Eco Resort

III. ORGANIZATION & IMPLEMENTATION

3.1. Lecturer in Charge:

MSc. To Nguyen Duy Minh

3.2. General Provisions:

The Faculty of Tourism will coordinate with the Office of Academic Affairs to ensure the teaching schedule aligns with the plan and overall academic timeline.

The supervising lecturer will coordinate with the host institutions to organize training content and assess students according to regulations.

This is the official plan for the Front Office Operations Practice and Housekeeping Operations Practice courses for classes DH21QTS01 and DH21QTS02, Hotel Management major, Cohort 9 (2021–2025). Kindly submit for consideration and approval by the Board of Rectors and the Office of Academic Affairs to ensure timely implementation.

Respectfully submitted.

BOARD OF RECTORS

**OFFICE OF ACADEMIC
AFFAIRS**

FACULTY OF TOURISM