

**PLAN**  
**Graduation Internship – Class DH20KTR01, Architecture Major**

**To:** - The Board of Rectors, Nam Can Tho University  
- Assistant to the Chairman of the University Council  
- Academic Affairs Office

Based on the 2024–2025 academic year plan of the Faculty of Architecture, Construction and Environment;

Based on the actual situation, the Faculty of Architecture, Construction and Environment hereby formulates the graduation internship plan for students of the Architecture undergraduate class DH20KTR01 (academic cohort 2020–2025) as follows:

No.	Content	Task Description	Time	Note
1	- Announce the internship plan to students - List of academic advisors assigned to students - Students begin their graduation internship at the assigned organizations	Faculty, Instructor	15/01/2025	
2	- Students receive internship introduction letters and contact internship organizations	Student, Faculty, Organization and Administration Department	24/02/2025- 02/3/2025 in Faculty of Architecture, Construction and Environment	Students receive letters of introduction at the Faculty.
3	- Receive feedback from internship organizations - Students submit a copy of the internship introduction letter to the faculty - Announce the list of students assigned to internship organizations	Student, Faculty, Instructor	03/3/2025- 16/3/2025 in Faculty of Architecture, Construction and Environment	Students submit it at the Faculty

<b>No.</b>	<b>Content</b>	<b>Task Description</b>	<b>Time</b>	<b>Note</b>
4	- Students begin their graduation internship at the assigned organizations	Student, Internship unit	Bắt đầu từ 17/3/2025-27/4/2025	6 week internship
5	- Students draft the outline of their graduation internship report	Student, Instructor	14/4/2025-27/4/2025	
6	- Students submit the internship report to their academic advisor for comments, evaluation, and revisions (if any)	Student, Instructor	28/4/2025-04/5/2025	Students submit to supervisor at Faculty
7	- Students submit the internship logbook and final internship report	Student, Instructor	05/5/2025-11/5/2025	Students submit it at the Faculty
8	- Academic advisors grade and announce the internship report score	Student, Instructor	12/5/2025-18/5/2025	
9	- Academic advisors submit the grade sheet, internship reports, and logbooks to the faculty	Faculty, Instructor	19/5/2025-25/5/2025	The teacher submits it to the Faculty
10	- Students who do not complete a graduation thesis will take two replacement courses	Student	28/4/2025-31/5/2025	

We respectfully request the approval of the University Board of Rectors, the Assistant to the Chairman of the University Council, and the Academic Affairs Office for this assignment.

Sincerely thank you!

**BOARD OF RECTORS**

**ACADEMIC AFFAIRS  
OFFICE**

**FACULTY OF  
ARCHITECTURE,  
CONSTRUCTION AND  
ENVIRONMENT**