



*A Quality Assessment Initiative  
for Computer Science, Electrical Engineering, and Physics  
at Select Universities in Vietnam*

### **QUESTIONS FOR FACULTY MEMBERS**

#### **PLEASE PROVIDE THE FOLLOWING:**

**Name:**

**Title:**

**Faculty/Department:** Faculty of Information Technology University  
Hanoi University of Technology

**Phone:**

**E-mail:**

**-Bachelor's in [subject] Information Technology From:**

**-Master's in Information Technology From:**

**-Doctorate in Information Technology From:**

***Note:** Your participation is voluntary. We ask for you to identify yourself so that we can list your name as a contributor to the project. We assure you that your responses will be kept anonymous and that what you say will be summarized into a general statement. We appreciate your complete honesty in answering each item in order to provide an accurate picture of higher education practices in Vietnam. Thank you for your help!*

Please confirm with your signature below that we can list your name and use the information that you provide:

\_\_\_\_\_ Date: \_\_\_\_\_

**Directions: The questions below are provided for your review in advance of a meeting with you in person. During a personal interview, Dr. Phuong will record your answers to the questions. In addition to your comments about your particular situation, we appreciate your adding answers also from a general perspective, if possible. Please provide copies and samples if available.**

#### **1. CURRENT TEACHING SITUATION**

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- a. How many students are in a typical class?  
*It's depended, from 50 to 300*
- b. What types of teaching methods do you use (i.e., lecture, group work, research project)?  
*Lecture and research project*
- c. Do you get any help with your responsibilities (i.e., teaching assistants, research assistants)?  
*No*
- d. Describe your typical day as a faculty member.

*Teaching or/and doing research*

e. At what other universities do you teach in addition to your full-time job?

*none*

## **2. CURRICULUM AND SYLLABI**

a. How is the curriculum developed and approved? How much can faculty members/ departments make changes to the curriculum?

*Curriculum is prepared by member and approved by department/faculty*

b. Do you use curriculum mapping in planning course sequences and content? If so, how?

*Course planning is scheduled by department/faculty, not I*

c. List requirements for the bachelor's degree in [subject area].

Please address core curriculum (core courses) and electives (optional courses), the number of credit hours, and lecture versus lab courses. If possible, please provide a copy of the curriculum. *I don't have these data in hand*

d. Describe, and please provide current examples of, the curriculum and specific syllabi that you are using now, particularly for core courses.

Please identify the subject area and/or courses. *Here is an example:*

<http://www.it-hut.edu.vn/moodle/course/view.php?id=3&topic=all>

*(please use guest login)*

e. What is the standard format for a syllabus? Please provide samples.

*There is no standard*

f. How often are the syllabi revised?

*Depended by teacher. For me is every year*

g. What is the proportion of theory and practice in the curriculum? In the syllabi? Is this adequate? *It's*

*depended on the subject*

h. Please provide some sample materials (i.e., grading standards, homework assignments, exams) on a few undergraduate courses of your choice. *I*

*don't have these data in hand*

i. How many hours per week do courses meet? How much time is expected for homework outside of the meeting time for each course?

*It's depended on the subject*

j. How much are foreign books and materials (i.e., curricula, syllabi, etc.) used?

*In my subject, a lot*

k. Do students receive copies of the curriculum and syllabi? If so, in what format and when? *Yes,*

*they can download from web site os the course*

l. In your opinion, what part of the curriculum (overall program) is most useful to students? What are the students most proud of? *It's*

*depended on the level of student*

m. Do faculty share and exchange syllabi with other faculty members in the same department? How about with departments in other universities?

*Yes, sometime*

## **3. ASSESSMENT OF STUDENT LEARNING**

a. What grading standards do you use? How are students informed of grading standards?

*For each course, the grading standards are published in the source site*

b. What types of assessment (i.e., in-class tests, homework, group projects, presentations) are used to evaluate students? Please provide samples.

*In-class tests, group projects and presentation*

- c. How often is student learning assessed (i.e., weekly tests, mid-term exams, semester or year-end final exams)?  
*Mid-term exams and year-end final exams*
- d. What types of tests are used (i.e., multiple choice, short answer, essay, and/or oral exam)?  
*Multi choice and short answer*
- e. What type of feedback do you give to students on their homework assignments? Please provide samples of students' work with your feedback. *Discussion at the presentation*
- f. What percentage of the syllabi is assessed in tests?  
*About 80%*
- g. At the end of a course, how do you assess student learning outcomes with the goals set in the course syllabus and overall curriculum? *By a survey in the course site*
- h. If you could make one change to further develop student learning, what would that be? *Working more in projects*

#### **4. EVALUATION OF YOUR TEACHING**

- a. What types of assessment are used to evaluate your teaching, who does the evaluation (i.e., self, students, peers, supervisors), and how often? Please provide sample forms. *I don't know*
- b. How are assessment results used for further development/improvement of your teaching? *I decide myself to improve several parts, which students seem not understand very well*
- c. If you could make one change to further develop teaching effectiveness, what would that be? *Let students more active*

#### **5. TEACHING AND LEARNING RESOURCES**

- a. Please describe the availability of educational aids, materials, textbooks, and resources (i.e., computers, Internet access, reference materials, journals)? 1) How many computers are available (to faculty, to students)? How many computers with high-speed Internet access? Are they free for faculty, for students?  
*About 100 PC for faculty members and all of them can access to Internet. Only some of them can be used by students*
- 2) Do you have your own copies of the textbooks? Do students have their own copies?  
*Not yet*
- 3) If copies of textbooks are in the library, how do students have access to them?  
*They can go there to get*
- 4) If no text books are available, do you develop course notes? Are the course notes available on the Web?  
*Yes, always available on the course site*
- 5) How do you and your students access the latest professional journals?  
*I have a private account in several journals site, but students don't have*
- b. What student services are available (i.e., bookstore, canteen for meals, counseling, job placement assistance, health facilities, library)? *Bookstore, canteen for meals, job placement assistance (sometime) counseling, health facilities, library*
- c. What support structures are available for students who need

additional help? (i.e., remedial courses, learning centers, writing center, etc.). If available, how are they funded and staffed?

*Student can meet me at the office*

## **6. HOW MUCH, AND WHAT KIND OF, INTERACTION EXISTS BETWEEN YOU AND**

- a. Your students  
*Every week, discuss at the office*
- b. Other faculty members  
*Every week, at the office*
- c. Administrators  
*Every week, at the office*
- d. Alumni  
*???*
- e. Industries, companies?  
*Sometime*

## **7. RESEARCH**

- a. How are faculty members encouraged to conduct research?  
*Mostly by individual, not officially*
- b. What research projects are underway now among faculty in [subject]?  
*I don't have the data in hand*
- c. Who is the principal investigator (PI) of the various projects?  
*University, Ministry and Government*
- d. What research are you involved in now?  
*Several domestic and international projects*
- e. How is information about, and results of, the research made known to the public?  
*By publication*
- f. How much research is incorporated into your courses?  
*A lot*
- g. How are students involved in doing the research?  
*They can participate*
- h. How is joint research with other faculty and/or students encouraged?  
*Mostly by individual, not officially*
- i. Are paid positions available to students to do research toward their degree?  
*I don't know*

## **8. OTHER ACTIVITIES**

- a. Describe the support provided by the university for faculty professional development, including the funding and staffing, to assist faculty in:
  - 1) pedagogy;  
*remark*
  - 2) curriculum development;  
*remark*
  - 3) assessment of student learning; and  
*remark*
  - 4) program/curriculum assessment.  
*remark*
- b. How are faculty members encouraged to participate in committees and other services to the university? Describe these committees and services.  
*Individually*

## **9. STUDENT LEARNING**

- a. Please describe the credit system, if applicable, in your department.  
*By note of 10*

- b. How many courses/credits are students required to take in one semester/term? In one year (over 12 months)?  
*About 15*
- c. How many hours per week do students meet with the teacher for a course (i.e., contact hours in class per week for each course)?  
*About 4 hours per week*
- d. How many hours per week are students expected to study outside class (i.e., homework assignments, etc.)?  
*As much as possible*
- e. How often do students meet with faculty members outside of the class for help and mentoring?  
*Any time student can talk with me*
- f. How much is English as a foreign language required in your department? Are the students required to take the TOEFL or IELTS? If so, what is the average score?  
*no*
- g. What are the completion rates of entering undergraduates? Specifically, what percentage of students drop out after 1 year, 2 years, 3 years? What are the primary reasons for one to drop out?  
*I don't know this data*

#### **10. FINANCIAL ISSUES**

- a. How much tuition and fees do students pay for one semester? for one year?  
*I don't know this data*
- b. How do students fund their studies (i.e., by working besides going to school, by getting a scholarship and/ or financial aid from the university or from the government)?  
*I think from their parents*

#### **11. JOB PREPARATION**

- a. How does the university help students find jobs upon graduation?  
*By announcement*
- b. Are students well-prepared for the job market?  
*Background yes, but need more skill*
- c. Where are your graduates employed and in what positions?  
*Mostly in private companies*
- d. What percentage of your graduates get jobs within one month of graduation? Six months? One year?  
*About 80%*
- e. What is the satisfaction level of employers with the preparation of the graduates?  
*Background yes, but need more skill*

#### **12. OTHER COMMENTS**

**THANK YOU FOR YOUR COOPERATION!**

**If you have any questions, please contact Dr. Nguyễn Thị Thanh Phương on her cell phone: 0909-388-227 or by email: [phuongnguyen@vef.gov](mailto:phuongnguyen@vef.gov)**