1 Course Description

GECC4130 is the capstone course in Chung Chi College General Education Programme. The course aims to encourage senior students of different disciplines to conduct a group project study and discussion on current affairs, cross-disciplinary knowledge and daily life issues. Students will be required to demonstrate their ability to integrate their learning experiences from their university studies and university life. Besides cross-discipline integration, students are encouraged to include learning experiences and discovery from College non-formal education activities in their group project.

Through this course, students will cultivate the abilities for critical thinking, problem solving and value judgment; have the chance to address real-life issues and respond to the challenges with rational inquiries, discussion, and personal commitment; gain valuable experience in building good partnership with members through cooperation.

2 Capstone Course

A capstone course serves as a culmination of the undergraduate experience and targets the synthesis of subject knowledge, as well as independent enquiry or execution. It involves integrating graduate capabilities and employability skills. A capstone course occurs usually in the final year of an undergraduate degree and has four characteristics:

1. **Integration** of learning experiences from university.
2. **Closure** on their undergraduate student life.
3. **Reflection** on development.
4. **Transition** from undergraduate studies to work life or postgraduate study

GECC4130 addresses the characteristics Integration and Closure with an inter-disciplinary approach. Students with different backgrounds and experiences will work with each other as well as their course supervisor to investigate a topic which is unlimited to their academic focus. Students will train up their problem solving skills by consolidation and application of their knowledge, skills and attitudes.

For Reflection and Transition, the course provides students the opportunity to further observe and understand their strengths and weaknesses, train up their teamwork skills with team members with different perspectives, enhance their interpersonal and social skills in communication with persons with different opinions and interests. Students have to select an appropriate or explore an innovative way of oral presentation to deliver their arguments and results, present their arguments and results in a formal written form. In the course, students will be required to demonstrate their capability to face criticism and comment with an open-minded manner; to appreciate and comment on others works as well as discuss and handle conflict with a rational and liberal approach; experience the application of their formal and non-formal learnings to address issues out of their academic focus or in an unanticipated context.
## Important Dates (For Medical Year 3 students)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>February 15, 2019</td>
<td>Course briefing session</td>
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<tr>
<td>February 15 - March 15, 2019</td>
<td>Form group and identify topic &lt;br&gt;Submission of group list and topic details (appendix 1)</td>
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<tr>
<td>March 15, 2019 (Fri)</td>
<td>Submission due date of group list and topic details (appendix 1) &lt;br&gt;- To be submitted by a group representative &lt;br&gt;- Avoid duplicate submission by remaining group members &lt;br&gt;- Send completed soft copy to <a href="mailto:cccge@cuhk.edu.hk">cccge@cuhk.edu.hk</a> with cc copy to all members &lt;br&gt;or &lt;br&gt;Hard copy submission at Chung Chi GE Office</td>
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<tr>
<td>Early April, 2019</td>
<td>Announcement of class and supervisor arrangements</td>
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<tr>
<td>Late April</td>
<td>First meeting with supervisors</td>
</tr>
<tr>
<td>By Late May 2019</td>
<td>Submission of project proposals, beginning of project implementation upon approval by supervisors.</td>
</tr>
<tr>
<td>June to August 2019</td>
<td>Consultation with and report progress to supervisors.</td>
</tr>
<tr>
<td>Late August to September 2019</td>
<td>Senior Seminar Classes: &lt;br&gt;Result Presentation, Commentary, Discussion &lt;br&gt;The presenting group should submit their presentation outline, materials and/or references at least 1 week before the presentation date to their supervisor for circulation, so as to facilitate the commentary session by the designated group as well as the open discuss session</td>
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<tr>
<td>October to December 2019</td>
<td>Submission of Project Report, Reflective Essay and Peer Evaluation Form to course supervisor before due dates. &lt;br&gt;Submit a duplicate copy of Project Report at the designated College GE Blackboard website. &lt;br&gt;VeriGuide submission of Project Report.</td>
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Pre-Registration and Grouping

4.1 Registered groups will be assigned to several class sessions consisting of 4-6 group and led by a course supervisor. Each group should identify a study topic in a timely manner, submit the group registration form with group members’ information, proposed topic and description of topic.

4.2 Students with difficulty in forming a group should contact the College General Education Office.

4.3 Details of their assigned supervisor and class session will be announced in early April.

4.4 First Meeting with Supervisor:
A first class meeting between the supervisor and project groups has been scheduled in late April. Groups will make use of the occasion to introduce the project ideas including methodology to the supervisor. Other items suggested to be covered during the meeting include scheduling of proposal submission and progress reporting during summer, arrangement of presentation and commentary order, brief introduction of class flow in each class meeting in Aug to Sep, assessment components, etc.

Preparation and work before class meetings

5.1 Each group must submit the project topic and for approval by their assigned supervisor.

5.2 Upon approval by the supervisor, each team can then begin to conduct the group study. Progress made should be reported to the teacher on a regular basis.

Format and requirements

6.1 Major elements of the course are namely cross-disciplinary study, presentation, report, commentary and discussion.

6.2 The 4 to 6 groups in a class will take turn to take roles of presentation and commentary. Each class meeting will be made up of two group presentations, two commentary sessions, open discussion and conclusion. Detailed rundown of the classes will be confirmed by individual class supervisor.

6.3 An outline of the presentation as well as a bibliography should be submitted to the class supervisor for approval, and then be distributed to other groups in the same class section for commentary and discussion preparation, at least one week before the presentation or by the due date specified by the supervisor.

6.4 Each group should submit to the supervisor a written report of 7,000 to 10,000 words in either Chinese or English, word count excludes bibliography and appendixes. The report should be uploaded to VeriGuide. Submission to supervisor should include the signed academic honesty declaration form which sent from the VeriGuide submission receipt auto-email.

Progress Schedule

<table>
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<tr>
<th>Phase 1 - Initialization and Planning</th>
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<tr>
<td>Early Feb</td>
<td>Course introductory session</td>
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<tr>
<td>Feb to Mar</td>
<td>Form team, identify a topic. Submit information to College GE Office</td>
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<tr>
<td>Apr</td>
<td>1st meeting with course teacher</td>
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<td>Before End of May</td>
<td>Submit proposal for approval</td>
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<th>Phase 2 – Planning and Execution</th>
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<td>June to August</td>
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<th>Phase 3 - Closure and Result Delivery</th>
<th>Final year 1st Term (e.g. Y4T1)</th>
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<tr>
<td>Late Aug to Sep</td>
<td>In class presentations, commentary and discussion</td>
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<tr>
<td>Sep to Dec</td>
<td>Submit reports</td>
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7 Course assessments

Core assessment items include project proposal, consultations, interim progress report, class presentation, commentary, open discussion, class participation (attendance included), written report, reflection and intra-group peer evaluation.

8 Formulation of group study topic

8.1 Students should form groups of 4 members. Each group should propose a topic which carries interdisciplinary element, cross beyond the medical subject boundary. It is encouraged to integrate the different strengths of group members, conduct the study from multiple perspectives.

Your study may conduct a study on cross-disciplinary knowledge, current affairs, daily life issues, pop science or pop philosophy. The coursecultivates your abilities in critical thinking, information collection, data integration, data analysis, problem solving and value judgment;

Besides cross-discipline integration, you are encouraged to include learning experiences and discovery from non-formal education activities (e.g. extra-curricular activities, overseas or local study trips, Service-Learning, exchange programme, student associations, committees, etc.) in your group project, investigate your project topic with different approaches and perspectives.

8.2 The following factors should be considered when formulating your project topic:

- Consideration should be made on feasibility and popularity of the proposed topic. Any topic that involves too much specialized subject knowledge are not encouraged.

- Hence, the subject chosen should be able to encourage a rational and open-minded discussion in class, despite the academic background of attendees.

- Topics that were done in the past 2 years at this course should be avoided, or being carried out with element(s) of novelty, e.g. a novel perspective or a novel methodology. Past topics can be retrieved at the online database system www.cuhk.edu.hk/ccc/fyp.

8.3 Each team must submit the project topic and then project proposal for approval by their assigned supervisor before they begin to conduct the group study.

8.4 The groups may consult the course teacher and propose any changes to their initial topics. A change in the study topic must obtain approval from supervisor. In case of any approved topic change, send your revised topic to the College GE office via email.
9 Learning support from GE Office

9.1 Database of past reports @ Shen’s General Education Resource Centre
Electronic copies of the group reports handed in for the course in the past years are available for retrieval at the Shen’s GE Resource Centre.

9.2 Group Study Room @ Shen’s General Education Resource Centre
A group study room equipped with a TV connectable with laptops is available for students’ booking for study purposes such as presentation rehearsals and group discussions. Room reservation can be made on www.cuhk.edu.hk/ccc/onlinesystems.

Shen’s General Education Resource Centre (宣仁通識教育資源中心)
Location : Adjacent to Late Reading Room of CC Elisabeth Luce Moore Library
Opening hrs : Mon to Fri 10am–8pm (term time) / 10am–6pm (term-end & summer)
Closed on Sat, Sun & public holidays
Website : www.cuhk.edu.hk/ccc/ge

9.3 Certifying letters
Project groups can be provided with certifying letters by the College GE Office in support of their interview and data collection requests to be made with external parties.

9.4 Printing of final reports
The final reports to be submitted to the course teachers on hard copy may be printed in the College GE Office without charge. Binding not included.

9.5 AV equipment
A video recorder and a sound recorder are available for borrowing from the College GE Office. For other needs of audio-visual equipment, please seek assistance from the University’s Audio Visual Services Unit on MMW 5/F.

9.6 Subsidy on essential expenses
- Subsidy may be provided to essential and consumable materials used during the group study or in the in-class presentation.
- Photocopying and printing (except for that done in the College GE Office), binding, stationery, postage, transportation, thank you gifts to interviewees (except for approved College souvenirs) are non-reimbursable items.
- The maximum amount of subsidy is $250 per group.
- Reimbursement applications should be presented in a designated form downloadable from www.cuhk.edu.hk/ccc/gec, on which the signature of the course supervisor is needed as a proof of the use of the claimed materials. Completed forms and official receipts should be submitted to the College GE Office for processing.
- The College GE Office reserves the right of final decision on any reimbursement applications. Students with any questions should enquire with the Office in advance.
10 **Compliance to University's Guidelines on Academic Honesty**

Attention is drawn to University policy and regulations on honesty in academic work, and to the disciplinary guidelines and procedures applicable to breaches of such policy and regulations. Details may be found at http://www.cuhk.edu.hk/policy/academichonesty/.

With each assignment, students will be required to submit a signed declaration that they are aware of these policies, regulations, guidelines and procedures.

For group projects of GECC4130, all students of the same group should be asked to sign the declaration, each of whom is responsible and liable to disciplinary actions should there be any plagiarized contents in the group project, irrespective of whether he/she has signed the declaration and whether he/she has contributed directly or indirectly to the plagiarized contents. For assignments in the form of a computer-generated document that is principally text-based and submitted via VeriGuide, the statement, in the form of a receipt, will be issued by the system upon students' uploading of the soft copy of the assignment.

Assignments without the properly signed declaration will not be graded by teachers.

Only the final version of the assignment should be submitted via VeriGuide.

The submission of a piece of work, or a part of a piece of work, for more than one purpose (e.g. to satisfy the requirements in two different courses) without declaration to this effect shall be regarded as having committed undeclared multiple submission. It is common and acceptable to reuse a turn of phrase or a sentence or two from one's own work; but wholesale reuse is problematic. In any case, agreement from the course teacher(s) concerned should be obtained prior to the submission of the piece of work.

11 **Enquiries**

Any enquiries pertaining to the course GECC4130 “Senior Seminar” can be directed to the Chung Chi General Education Office via the following means:

<table>
<thead>
<tr>
<th>Office</th>
<th>Level M, Chung Chi College Administration Building</th>
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<tbody>
<tr>
<td>Phone</td>
<td>3943-6445 / 3943-6190</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:cccge@cuhk.edu.hk">cccge@cuhk.edu.hk</a></td>
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# Chung Chi College General Education Programme

**GECC4130 Senior Seminar (Term 1, 2019/20)**

**Group Registration Form** (For Medical Students)

## Group Members

<table>
<thead>
<tr>
<th>SID</th>
<th>Chinese Name</th>
<th>English Name</th>
<th>Major</th>
<th>Tel no.</th>
<th>Email address</th>
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<tbody>
<tr>
<td>1</td>
<td>Contact Person</td>
<td></td>
<td>MEDUN</td>
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## Proposed Project

**Topic:**

**Description:**

**Preferred Language** (please circle): Chinese / English

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By submitting this group registration form, you agree that:

(i) you will form a group with all others listed under the same registration request for attending the course GECC4130 in Term 1 of 2019/20;

(ii) you will enroll in GECC4130 in Term 1 of 2019/20 according to the class section that will be pre-assigned, i.e. you will not withdraw the above registration; and

(iii) that the written report you submit for the course GECC4130 together with its electronic version will be deposited at the Shen’s General Education Resource Centre of Chung Chi College and can be retrieved and read by other students and staff involved in the College General Education Programme.

Please return the completed form to Chung Chi College GE Office **by March 15, 2019 (Friday)**, either:

- In person to M/F, Chung Chi College Administration Building, or
- By email to **cccge@cuhk.edu.hk** (with cc copy to all group members)