Course Work Essentials

1. **Project topic**
The topic is proposed by the students themselves. Advice from supervisors should be sought regarding its feasibility and popularity, etc. before it is finalized; revision may be required. Once finalized, the submitted research topic should not be changed without prior approval by the course supervisor. Students are responsible for reporting any such changes to the Chung Chi General Education Office at cccge@cuhk.edu.hk

2. **Consultation meetings**
Students should report regularly to their supervisor on the progress of their group study. **There are three required consultations:**

2.1 Consultation #1 (initial and planning stage):
before proposal is finalized, seek advice on study objective, approaches, feasibility, etc.

2.2 Consultation #2 (implementation stage):
complete and submit the Progress Report Form in advance to the meeting; report your study progress and findings; seek advice on upcoming study plan (short-term / long-term).

2.3 Consultation #3 (closure and delivery):
before presentation, report the outcomes, implication and conclusion of your study; seek advice on project presentation

2.4 Students are encouraged to make appointments for additional consultation with supervisor whenever needed.

3. **Project proposal + Consultation #1**
3.1 A proposal (no more than 5 pages) has to be written under the supervision of the supervisor and submitted to the supervisor for approval. The submission deadline of project proposals is suggested to be late May or early June, exact due date to be specified by individual course supervisor.

3.2 Students should make appointment with supervisor for Consultation #1 to seek advice before the proposal is finalized.

3.3 Please refer to the document “Writing a Proposal for GECC4130 Senior Seminar”

4. **Progress reports + Consultation #2**
4.1 Students are expected to carry out the project during the summer period.

4.2 Students should make appointment with supervisor for Consultation #2 to report on the interim progress of the group study, with the “Progress Report Form” submitted to supervisor in advance to the meeting date.

4.3 The Progress Report Form should be submitted not later than 20 Aug, 2018, or an exact due date specified by your supervisor. Additional progress follow up may be arranged as needed.

4.4 A “Progress Report Form” template is available at the GECC4130 page of College GE website www.cuhk.edu.hk/ccc/gec
5. Presentation & Project closure + Consultation #3

5.1 Students should make appointment with supervisor for Consultation #3 to report on the outcomes and conclusion of your study, seek advice on project finalization and presentation.

5.2 Project presentation material (e.g. PPT file), as well as complete bibliography have to be submitted at least 10 days (or other specified by supervisor) before the scheduled presentation class, for distribution to the commentary group (r.f.t point 6.4 below) and/or other class members for pre-class preparation. Timely submission is essential.

6. STOT Senior Seminar classes, Lesson arrangement, Attendance

6.1 The STOT classes of GECC4130 Senior Seminar are scheduled on Fridays 3:30-6:15. Each Senior Seminar Class involves three sessions: Presentation, Commentary and Open Discussion.

6.2 Below outlines a suggested lesson arrangement of a typical senior seminar class. Individual course supervisor may modify it if considered desirable. Students and supervisor have to confirm the lesson arrangement of their classes.

<table>
<thead>
<tr>
<th>Lesson Arrangement</th>
<th>Recommended time allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) Presentation Group</td>
<td>45 minutes</td>
</tr>
<tr>
<td>One group will present on their group study</td>
<td></td>
</tr>
<tr>
<td>(ii) Commentary</td>
<td>10 minutes</td>
</tr>
<tr>
<td>Another group, the commentary group, will comment on the presentation.</td>
<td></td>
</tr>
<tr>
<td>Break</td>
<td>15 minutes</td>
</tr>
<tr>
<td>(iii) Discussion</td>
<td>Throughout the remaining time of the lesson</td>
</tr>
<tr>
<td>Discussion will then be opened to all other students, and led by either the presenting or commentary group (to be decided within individual class sections).</td>
<td></td>
</tr>
<tr>
<td>(iv) Conclusion</td>
<td>At the end of the lesson</td>
</tr>
<tr>
<td>By course supervisor</td>
<td></td>
</tr>
</tbody>
</table>

According to a previous opinion poll among teachers, the following arrangements for Open Discussion have been recommended:

a) Free discussion among all students attending the class.

b) Discussion among group representatives (one for each group).

c) Apart from group discussions, students may grade their counterparts by peer grading and comments.

6.3 Attendances of the all classes are important for students to demonstrate their achievement and performance of their learning outcomes. Unexcused absence will lead to grade deduction. Prior approval is required for necessary absences, students have to provide written verification or evidence for absence application.

6.4 Besides presenting your group study result, each group will also take turn for the Commentary Group duty to comment on a pre-assigned Presentation Group. The Commentary Group can prepare for providing comment or questions with the presentation materials mentioned in point 5.2 above. All students should also participate in the Open Discussion.

6.5 Presentation group has to response to comment and questions from the commentary group and open discussion. The content, insights, issues (no matter solved or unsolved after the discussion) should be incorporated into your written project report.
7. **Works summary and recommended due dates**

<table>
<thead>
<tr>
<th>Task nature</th>
<th>Percentage</th>
<th>Submission</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Phase 1 - Initial and Planning</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consultation #1 + Proposal (late May to early June)</td>
<td>10% (Group)</td>
<td>Late May to early June</td>
</tr>
<tr>
<td><strong>Phase 2 - Planning and Execution</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consultation #2 + Interim Report</td>
<td>5% (Group)</td>
<td>Submit “Progress Report Form” before late Aug</td>
</tr>
<tr>
<td><strong>Phase 3 - Closure and Result Delivery</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consultation #3</td>
<td>5% (Group)</td>
<td>Submit presentation materials at least 10 days before presentation</td>
</tr>
<tr>
<td>Presentation Outline and Materials</td>
<td>5% (Group)</td>
<td></td>
</tr>
<tr>
<td>Oral presentation</td>
<td>20% (Group)</td>
<td></td>
</tr>
<tr>
<td>Participation:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commentary</td>
<td>10% (Group)</td>
<td></td>
</tr>
<tr>
<td>Open Discussion, Presentation and Response to Questions</td>
<td>15% (Individual)</td>
<td></td>
</tr>
<tr>
<td>Written work: Project report</td>
<td>20% (Group)</td>
<td></td>
</tr>
<tr>
<td>Written work: Reflective essay</td>
<td>5% (Individual)</td>
<td>Not later than Two Weeks after presentation</td>
</tr>
<tr>
<td>Intra-Group Peer Evaluation</td>
<td>10% (Individual)</td>
<td></td>
</tr>
</tbody>
</table>

Students should confirm the exact due dates with their supervisor and submit the assignments on time.

8. **Post-presentation written works submission**

**8.1 GROUP PROJECT REPORT**

A Final Written Report of each group (that includes the findings as well as the feedback collected during discussions) should be submitted to course supervisor, **recommended within two weeks after the presentation**, unless other specified by your course supervisor.

**8.1.1 Format**

a) The report can be written in either Chinese or English.

b) All reports must be type written on standard A4 white paper in double line spacing with font size at point 12 and margins of 2 cm.

c) The length of the report should be between 7,000 and 10,000 words (excluding bibliography and appendices).

d) All reports must include full references, quotations, notes and bibliography for sources cited.

**8.1.2 Cover page**

A “**Cover Page Template**” is available at the GECC4130 page of College GE website [www.cuhk.edu.hk/ccc/gec](http://www.cuhk.edu.hk/ccc/gec)

**8.1.3 Content**

a) **Introduction**: Why your group is interested in this project and some background information.

b) **Purpose and rationale of the study**: What does your group want to achieve through this project and the rationales behind.

c) **Question(s)**: What specifically you want to find out?

d) **Literature review**: an account of what has been discussed and published on a topic.

e) **Methodology (and ethical considerations if any)**: the study design, data collection and analysis; what are the benefits and limitations about the process, any ethical consideration when conducting the study?

f) **Findings and interpretation**: a detailed discussion of the results.

g) **Implications/recommendations**: any workable solution or new development?

h) **Reflection paragraph on cross-disciplinary collaboration**: The actual synergy achieved during the project and the process of reflection are rather valuable and of intellectual
importance. This session should describe and explain the synergy and applications of cross-disciplinary knowledge and/or non-formal education experiences in the project. The reflection should also involve an evaluation responding the cross-disciplinary collaboration suggested at your project proposal – successfully achieved, partially achieved, revised, unanticipated collaboration and etc, noted that deviation from proposal is common and could be trivial.

8.1.4 Chung Chi GE database for Senior Seminar
In order to facilitate the archive of reports at the Senior Seminar database at the College Shen’s General Education Centre, please submit soft copy of report to CCElearning@link.cuhk.edu.hk. doc/docx format preferred; text accessible PDF format is also accepted (content as image not accepted). File sharing by One Drive of @link.cuhk.edu.hk is welcome.

8.3 REFLECTIVE ESSAY
Please refer to the “Guidelines for Reflective Essay”. Also available at the College GE website www.cuhk.edu.hk/ccc/gec at the GECC4130 subpage.

8.4 INTRA-GROUP PEER EVALUATION
Student has to use the provided “Intra-Group Peer Evaluation Form – The Effective Collaborator Rubric for Group Project Evaluation” to conduct Intra-group Peer Evaluation.
Student should use the form to
➢ Self-evaluate
➢ Evaluate all groupmates
Written comment is required for each evaluation.
Additional justification is required for approval when giving a very high or very low total score.
Please read the “How to use the Rubrics” on page two before completing the evaluation.
“The Effective Collaborator Rubric for Group Project Evaluation” is available at the College GE website www.cuhk.edu.hk/ccc/gec at the GECC4130 subpage.

9. Academic Honesty
Students are required to upload their project report to the VeriGuide plagiarism detection system (http://www.cuhk.edu.hk/veriguide) before the assignment deadline and attach the signed declaration form together with the final report at your submissions. For group projects of GECC4130, all students of the same group should be asked to sign the declaration, each of whom is responsible 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.

Compliance to University’s Guidelines on Survey and Behavioural Research Ethics
Students should also comply with the University’s Guidelines for Survey and Behavioural Research Ethics (www.cuhk.edu.hk/rao/rga/SBRE_appguide.pdf), except that formal procedures for applying for ethics approval from the University’s Survey and Behavioural Research Ethics Committee have been waived for projects of GECC4130.

List of Supplementary Documents
The supplementary documents mentioned in this article are available for download at the College GE website www.cuhk.edu.hk/ccc/gec
1. Writing a Proposal for GECC4130 Senior Seminar course;