

Chung Chi College General Education
GECC4130 Senior Seminar 2023/24
Course Introduction

1 Course Description

This is a student-oriented teaching (STOT) course for senior year students. The course allows students to synthesize and apply their knowledge and skills beyond the limits of their undergraduate major programme. Students will form an interdisciplinary team to conduct a small group research on a topic of interdisciplinary nature, related to real life issues, current affairs, social problems or global issues; conduct literature research, field study, survey and analysis.

This course cultivates problem solving skills, critical thinking and value judgment; analysis with multiple perspectives, rational and contributive teamwork.

Students should refer to the Course Outline for Intended Learning Outcomes, Grade Descriptors, Assessment Scheme, etc of the course.

2 Course Registration

- ◆ Students should normally take this course in Year 4 Term 1 (Y4T1) in general.
- ◆ Students enrolled in academic programmes that require more than four years may apply to take the course later than the fourth year (e.g. Y5T1, Y6T1). They should apply to the College General Education Office by email for approval.

Pre-registration

- ◆ Student must pre-register the course in the preceding term (normally Y3T2) at the designated online form.
- ◆ Pre-registration period for course enrolment in Term 1, 2023/24:
6th March to 20th March, 2023
- ◆ Pre-registration: <https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13646468>

Eligibility

In 2023/24,

- ◆ In 4th year of attendance or above (students with normative study period of 4 years or above)
- ◆ In 3rd year of attendance or above (students with normative study period of 3 years or above)
- ◆ In 2nd year of attendance or above (students with normative study period of 2 years or above)

Eligibility subject to the student record at the RES, Registry of CUHK.

*Students studying in a 5 year, or more, undergraduate programme are strongly recommended to take this course in their 4th year of study due to the workload and unfixed schedule of their practicum in their 5th year of study.

3 **Study Schedule : Y3T2 · Summer · Y4T1**

With preliminary work and most of the research being carried out in the second term and the summer of the preceding academic year (Y3T2 & Y3Summer), students are enrolled to the course in term one, normally in the 4th year of study (Y4T1). At the course enrolment term (Y4T1), students will deliver an oral presentation, submit written works and exchange ideas with one another at the class lessons conducted in a seminar context.

Students should divide the study schedule into 3 phases:

(1) Preparation & Planning; (2) Inquiry & Analysis; (3) Closure and Result Delivery.

Phase (1) Preparation & Planning.

Phase 1 generally starts from the preceding term Y3T2 to early Summer. This phase covers the formation of interdisciplinary team, pre-registration, selection of project topic, preparation of proposal for approval. Each group should make an appointment with their course supervisor in an early manner to seek feedback on their selected topic, approaches and feasibility for finalizing their project proposal. An optimal period for submitting the Proposal is late May to early June for approval from Supervisor.

Phase (2) Inquiry & Analysis.

Phase 2 takes place in the summer period and should have most of the research work being conducted. Group members should maintain regular contact with each other as well as their course supervisor. Regular communication with supervisor would avoid wrong interpretation of collected data and secure your project is being conducted on the right track. If needed, student group or supervisor should arrange *Consultation* to discuss the progress, with all four members attending the consultation meeting whenever possible.

The group should submit the *Interim Progress Report (IPR) form** to their supervisor in August (or other due dates specified by their supervisor), as a review summary to both students themselves and their supervisor.

Phase (3) Closure and Result Delivery.

Phase 3 starts from late summer to the end of the course relevant term (Y4T1). Students should make a *Consultation* appointment with their supervisor before making a conclusion to their study, to seek comment for finalizing their work. The classes of GECC4130 are scheduled on Friday afternoons at 3:30-6:15pm (F8-10) with 7 lessons in general. The exact class dates are to be discussed and confirmed among course supervisors and students.

In each Friday class lesson, there are sessions of oral presentation, commentary by designated group and open discussion. Students have to submit their written works including *group project report, individual reflective writing and intra-group evaluation forms*.

4 **Important Dates** (different arrangement for MEDUN students)

Phase (1) Preparation & Planning – preceding year Term 2 (e.g. Y3T2) to May	
Late February	Dissemination of Course Information
6 th – 20 th March 2023	Form Team and Propose Preliminary Topic Pre-registration starts on 6 th March 2023: https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13646468 submit team members information, topic title and topic description
On or before 16 th March 2023	Grouping assistance from College GE Office Students who are unable to form a complete interdisciplinary team, please submit the grouping assistance form: https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13663661
20th March 2023 (Mon)	Deadline of Pre-registration Pre-registration acknowledgment email will be sent to all team members' CU @link email accounts. All team members must check properly the submitted student information and project details.
21 st April 2023 (Fri)	First class meeting with course supervisor Students are requested to reserve the afternoon of 21 st April for the moment. Meeting time, venue and class section assignment will be provided in due course
April to June	Seek advice on your proposal (email, Zoom, etc.) Submit Project Proposal for approval in late May or early June
Phase (2) Inquiry & Analysis – preceding summer (e.g. Y3Summer)	
Summer 2023	Conduct research. Consult and report regularly to your supervisor on study progress, seek advice whenever needed.
August 2023	Submit Interim Progress Report (IPR) Form.
August 2023	For course enrolment, students must reserve, in Term 1, the Friday timeslot 3:30-6:15 (F8-10) and 3 credit unit. The College GE Office will enroll pre-registered students to the course GECC4130 via RES
Phase (3) Closure and Result Delivery – late summer to the relevant Term 1 (e.g. Y4T1)	
Term 1 2023/24 September to December 2023	Consult and report to your supervisor on project result and conclusion. Follow the class schedule confirmed by course supervisor. Check classroom venue at CUSIS
	Attend Senior Seminar lessons: Oral presentation, designated commentary, open discussion. The presenting group should submit their presentation outline or materials at least 1 week before the presentation date to their supervisor for circulation, to facilitate pre-class preparation by the designated commentary group
	Submit Project Report, Reflective Essay and Peer Evaluation Form to course supervisor before due dates. VeriGuide submission of Project Report. Submit duplicate copy of Project Report at the College GECC4130 (all classes) Common Blackboard Site.

5 **Team Formation and Class Assignment** (another arrangement for MEDUN students)

5.1 Each interdisciplinary team should consist of four members conforming to the following rules:

- ◆ NO duplication of major among members;
- ◆ Members must come from at least two different faculties;
- ◆ Not more than two members come from the same faculty.
- ◆ IBBA students (maximum two in each group) should take their declared concentration area as their major differentiation in interdisciplinary team formation, i.e. the concentration area or the double concentration of the two IBBA students of the same team must be different.
- ◆ Student from interfaculty undergraduate programmes, can choose one of their major for team formation:

MIEG: Information Engineering | Engineering OR Mathematics | Science

QFRM: Quantitative Finance | Business Administration OR Risk Management | Science

GLEF: Global Economics | Business Administration OR Global Economics | Social Science

BAJD: Business Administration | Business Administration OR Juris Doctor | Law

5.2 At the pre-registration, each group has to submit their proposed topic, description of topic and members' particulars (see section 9.1 and 9.2). **Pre-registration opens on 6th March and closes on 20th March.**

5.3 Pre-registration acknowledgment email will be sent to all team members' CU @link email accounts. All team members must check properly the submitted student information and project details.

5.4 Students who are unable to form a complete team on their own can fill in the grouping assistance form at <https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13663661> on or before 16th March, and will be assigned to a team by the College GE Office based on the interdisciplinary principle. Member change is not allowed to the assigned team.

5.5 Each class will be assigned with 7 to 8 teams and led by a course supervisor. There are classes conducted in Cantonese, English or Putonghua. Due to limited number of class of some languages, language preferences stated in pre-registration will be accommodated as far as practicable but not guaranteed, not all teams can be accommodated with their first choice of language preference.

5.6 **First class meeting with course supervisor:**

The first class meeting will be held in the afternoon of 21st April (Fri). For the moment, students are requested to reserve the above date. Meeting time, venue and class section assignment will be provided in due course.

At the first meeting with course supervisor, students should discuss with their supervisor on their selected topic and methodology. The class should draw up the turn-taking order of presentation and commentary. Students can also consult their supervisor on the preferred communication channel during summer and the expectation of assessments as well as class rundown.

6 **Course Assessment**

Assessment components include **Consultation, Proposal, Presentation, Commentary, Open Discussion, Written Report, Reflective Essay, Intra-group Peer Evaluation**. Please refer to the Course Outline for details.

Subject to individual requirement by course supervisor, each class may have different mode of consultation meeting and due dates of assignments, which will be announced at individual class.

7 Lesson organization and requirement

- 7.1 Class lessons are conducted in a seminar context involving an interdisciplinary project study with sections of **presentation, commentary and open discussion**.
- 7.2 The 7 to 8 groups will take turn to make presentations and do commentary. Subject to requirement of course supervisor, each class may have variation in time limit and arrangements, which will be announced by course supervisor.
- 7.3 Each group must send out their presentation outline to course supervisor **at least 1 week before presentation**, for circulation to classmates for their pre-class preparation.

8 Paperwork

- 8.1 **Proposal**, a work to be completed in phase 1. Proposal should be submitted in late May to early June for obtaining approval for your early commencement of project study in the summer. You can download "*Guidelines for Writing a Proposal*" at the College GE website.
- 8.2 **Interim Progress Report (IPR) Form**. The form should be submitted at the interim stage of your study, usually around August - the end of summer. It facilitates both students themselves and the course supervisor to review the progress. The form can be downloaded at the College GE website.
- 8.3 **Project Report, Reflective Essay, Intra-group Peer Evaluation**
 - 8.3.1 To be submitted within 2 weeks after class presentation or a specific due date assigned by your course supervisor.
 - 8.3.2 A duplicate of Project Report must be uploaded to the designated Blackboard website for all GECC4130 classes.
 - 8.3.3 The word limit of Project Report is 7,000-10,000 (excluding bibliography and appendices). The report must be uploaded to the VeriGuide system. Academic Honesty Declaration form with signatures of all group members must be submitted to your course supervisor.
 - 8.3.4 "*Guidelines for Reflective Essay*" can be downloaded at the College GE website.
 - 8.3.5 "*Intra-group Peer Evaluation Form*" can be downloaded at the College GE website. Please follow the instruction when filling up the form.
- 8.4 Late submission of written assignments will be subjected to mark reduction.

9 Project Topic

- 9.1 Each group will self-select a topic with interdisciplinary element.
 - The group can make use of the different academic backgrounds of each member, integrating your specialties and analyzing your topic with different methodologies and perspectives.
 - The group can also make use of the learning experiences from non-formal education of each member, such as those from college extra-curricular activities, overseas or local study trip, Service-Learning, exchange programme, student organizations and committees. By combining your outside-classroom learning experience with academic knowledge, study and analyze your topic with different approaches and perspectives.
- 9.2 **At the pre-registration, in addition to the suggested topic, each group has to provide a brief description about how the specialties and/or learning experience (from academic background or non-formal education in college life) of the 4 members are being integrated into your study.**

- 9.3 The following factors should be considered when selecting or formulating your project topic:
- ◆ Consideration should be made on feasibility and popularity of the proposed topic. Any topic that has a high demand of particular subject-oriented academic knowledge should be avoided.
 - ◆ Hence, the subject of the project chosen should be able to lead to a rational and open-minded discussion in class, despite of the academic background of attendees.
- 9.4 An approval of project proposal from course supervisor must be obtained before beginning the research.
- 9.5 In case of revision of project topic, the group must consult and seek approval from their supervisor. In case of any approved topic change, send your revised topic to the College GE office via email.

10 IMPORTANT NOTES

- 10.1 **Pre-registration** - Students who would like to attend GECC4130 in 2023/24 must pre-register with the College GE Office **on or before 20th March, 2023**. (see paragraph 5 above).

It is of utmost importance that students make careful and responsible plan on the registration of GECC4130. With the course being a group-based one, any leaving or adding of members after a group is formed would adversely affect all group members as well as the course arrangements. Students are encouraged to take a responsible attitude to their course enrolment.

- 10.2 Students who are eligible for course registration in 2023/24 but decide to postpone the enrolment to 2024/25 or later should apply to the College GE Office via email **before 20th March**. An approval reply email is essential for record. Those who are eligible for course registration in 2023/24 but **have NOT completed the pre-registration before the aforementioned deadline** will be regarded as postponement of their course enrolment to 2024/25 or afterwards. Such students **will NOT be assigned to the course in 2023/24**. NO late registration will be accepted after the close of pre-registration.
- 10.3 Pre-registered students must attend the assigned class session. **NO withdrawal will be accepted after the assignment of class section.**
- 10.4 **Any late registrations or withdrawals after the close of the pre-registration, if approved under special circumstances, will be subject to grade penalty of up to one letter grade in the final course grade, which will be applied in 2023/24 or future enrolment to GECC4130 or other College upper-year courses for fulfilling the College GE credit requirement.**

10.5 Suspension of Studies in Term 1

Students who may take part or have confirmed to take part in Term 1 exchange/internship programme in 2023/24 will make deferment of course enrolment to 2024/25 in normal circumstances. According to 10.2 above, application should be made to the College GE office before the deadline. Any late registrations or withdrawals for exchange or internship reasons will lead to grade deduction as per paragraph 10.4.

For those who will not extend their studies to 2024/25 and thus need to complete GECC4130 within 2023/24 with justifiable reasons, please send their requests to the College GE Office (cccge@cuhk.edu.hk) to seek for alternative arrangements. **Requests for any such special arrangements must be raised by 20th March 2023. Late requests will lead to grade deduction as per paragraph 10.4.**

- 10.6 CUSIS registration for the course will be processed by pre-assignment between the College GE Office and RES based on the list of pre-registered students. Students need not add the course by themselves on CUSIS. Pre-registered students should reserve 3 units and the timeslot of Friday 3:30-6:15pm in their Term 1 timetable. Adding or dropping of this course is not accepted during the add/drop period at the beginning of the term.

11 Learning Support

11.1 Excellent Exemplars

There are past reports as exemplars for reference by students who have registered for the course. They are available for viewing in the Chung Chi College General Education Office. Interested students can complete the following online form with names and SID of the whole group, report code and the requested date and time: <https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13663617> .

11.2 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 made by completing the form “Application for material subsidy”, downloadable from the College GE website, 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.

11.3 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.

11.4 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.

11.5 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.

11.6 Paperwork guidelines

Course outline; introduction documents; references for methodologies; guidelines for proposal and reflective essay; interim progress report form; intra-group peer evaluation form; and group report cover page template; are available at the College GE website.

11.7 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 hours : Mon to Fri 10am–10pm (term time) / 10am–6pm (term-end & summer)
Closed on Sat, Sun & public holidays

Group Study Room: A group study room equipped with large screen display with HDMI cable is available for students' booking for study purposes such as presentation rehearsals and group discussions. Room reservation can be made at <https://www.cuhk.edu.hk/ccc/ge/centre>.

12 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.

13 Enquiries

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

Phone : 3943-6445 / 3943-6190
Email : cccge@cuhk.edu.hk
Website : <https://www.cuhk.edu.hk/ccc/ge/>
Office : Level M, Chung Chi College Administration Building