

The Hong Kong University of Science and Technology

UG Course Syllabus

Course Title: Academic and Professional Development III

Course Code: ELEC3910

No. of Credits: 0

Any pre-/co-requisites: N/A

Name: Qiming Shao

Email: eeqshao@ust.hk

Office Hours: by appointment

Course Description

A compulsory, one-year course for Electronic Engineering (ELEC) and Microelectronics and Integrated Circuits (MEIC) year 3 students only. This course is designed to provide academic advising to students and/or to develop students' communication skills in interacting with the technical and non-technical audiences in their professional careers. Students are required to attend academic and professional seminars and meetings with academic advisors to seek help and feedback for academic and professional development. Graded P, PP or F.

Intended Learning Outcomes (ILOs)

By the end of this course, students should be able to:

1. discuss academic and professional matters of both general and individual concern with their advisors.
2. express their views on matters related to their study of electronic and computer engineering.
3. practice with English communication, in speaking and listening, on both academic and non-academic topics.

Assessment and Grading

This course will be assessed using criterion-referencing and grades will not be assigned using a curve. Detailed rubrics for each assignment are provided below, outlining the criteria used for evaluation.

Assessments:

Assessment Task	Contribution to Overall Course grade (%)	Due date
Seminars	50%	Depending on the schedule results
Meetings with academic advisors	50%	Three times a year (once in Fall term, and twice in Spring term). Depending on the schedule results

* Assessment marks for individual assessed tasks will be released immediately upon the completion of the attendance check.

Mapping of Course ILOs to Assessment Tasks

Assessed Task	Mapped ILOs	Explanation
Seminars	ILO2, ILO3	Seminar attendance and participation assess students' ability to articulate views on engineering-related topics (ILO 2) and to engage in active listening and speaking in English on both technical and general subjects (ILO 3).
Meeting with academic advisors	ILO1, ILO2, ILO3	These meetings evaluate students' ability to discuss academic and professional concerns with an advisor (ILO 1), express their perspectives on their study path (ILO 2), and practice spoken English in a formal advising context (ILO 3).

Grading Rubrics

To get a Pass, the student must attend all required seminars and meetings with academic advisors.

Final Grade Descriptors:

Grades	Short Description	Elaboration on subject grading description
P	Pass	Attends all required seminars and advising meetings, engages actively in discussions, demonstrates thoughtful communication, and follows up on feedback. Shows clear progress in academic-professional awareness and English communication skills.
F	Fail	Fails to attend the required seminars or advising sessions, or shows minimal participation and engagement when present. Does not demonstrate adequate effort to develop communication skills or to address academic-professional development as outlined in the course ILOs.

Course AI Policy

AI usage is encouraged to enhance academic and professional development.

Communication and Feedback

Assessment marks for individual assessed tasks will be released immediately upon the completion of the attendance check. Feedback is provided during seminars and meetings with academic advisors on demand.

Students who have further questions marks should consult the instructor within five working days after the feedback is received.

Makeup Policy

The students should provide strong evidence, such as a medical record, for missing required seminars and meetings, and then request a makeup meeting with academic advisors.

Required Texts and Materials

Not applicable.

Academic Integrity

Students are expected to adhere to the university's academic integrity policy. Students are expected to uphold HKUST's Academic Honor Code and to maintain the highest standards of academic integrity. The University has zero tolerance of academic misconduct. Please refer to [Academic Integrity | HKUST – Academic Registry](#) for the University's definition of plagiarism and ways to avoid cheating and plagiarism.