

The Hong Kong University of Science and Technology
UG Course Syllabus

Co-op Program
ELEC 4910
6 Credits
Exclusion(s): ELEC 4900, ELEC 4901.

Name: Co-op Program Coordinator
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Office Hours: By appointment with the Co-op Program Coordinator

Course Description

Students in this co-op program will be engaged in practical hands-on training for a period of at least 5 months working in an organization or company that provides qualified training relevant to the electronic and computer engineering profession. Students are required to complete a final year project under the supervision of an industrial supervisor and a faculty member during the co-op. The program provides students with real-world engineering experience and an opportunity to apply academic knowledge in an industrial setting. May be graded PP.

Intended Learning Outcomes (ILOs)

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

1. Use tools or platforms commonly used in the engineering industry in order to solve engineering and business problems in an efficient, economical, and practical way.
2. Be well-equipped to enter and become productive members of the work force.
3. Be aware of the professional practices and ethical responsibilities of engineers.
4. Gain experience applying their knowledge of mathematics, science and electronic and computer engineering in an industrial setting.
5. Cooperate with people from various disciplines and backgrounds to work in a team environment.
6. Understand the steps in solving a practical problem from background research to problem solution.
7. Execute a complete project from problem formulation, design/implementation, up to verification, documentation and presentation.
8. Identify the contribution of the project.

Assessment and Grading

This course will be assessed using criterion-referencing and grades will not be assigned using a curve. Students who have fulfilled the supervisor's requirements and submitted required deliverables at each stage will receive a "PP" (Permitted to Proceed) grade. The "PP" grades are superseded by letter grades (from A+ to F) at the end of the co-op period.

Assessments:

Assessment Task	Contribution to Overall Course grade (%)	Due date
Progress Report (Supervisor)	15%	End of first term of the project
Monthly Reports (Supervisor)	5%	Monthly throughout the co-op
Final Report (Supervisor + Panelists)	80%	End of the co-op period

Note: The final report grade comprises 38% from the faculty supervisor and 42% from two panelists. Overall: 58% from Supervisor + 42% from Reader/Panelists.

Mapping of Course ILOs to Assessment Tasks

Assessed Task	Mapped ILOs	Explanation
Progress Report	ILO1, ILO4, ILO6	The progress report assesses students' ability to use industry tools and platforms (ILO1), apply academic knowledge in an industrial setting (ILO4), and understand the steps in solving practical problems (ILO6).
Monthly Reports	ILO2, ILO3, ILO5	Monthly reports assess students' readiness for the work force (ILO2), awareness of professional practices and ethics (ILO3), and ability to cooperate in a team environment (ILO5).
Final Report	ILO1, ILO4, ILO6, ILO7, ILO8	The final report assesses students' ability to use industry tools (ILO1), apply knowledge in industry (ILO4), understand problem-solving steps (ILO6), execute a complete project (ILO7), and identify project contributions (ILO8).

Grading Rubrics

Detailed rubrics for each assessment component will be provided by the Co-op Program coordinator. These rubrics clearly outline the criteria used for evaluation of the progress report, monthly reports, and final report. Students can refer to these rubrics to understand how their work will be assessed.

Final Grade Descriptors:

Grades	Short Description	Elaboration on subject grading description
A+/A/A-	Excellent Performance	Demonstrates exceptional performance in the industrial placement with significant contributions to the host organization. The final report is of outstanding quality, clearly articulating the work performed, engineering methodologies applied, and professional skills gained. Shows strong initiative, excellent collaboration, and effective application of academic knowledge in a professional setting.
B+/B/B-	Good Performance	Shows solid performance in the industrial placement with meaningful contributions. The final report is well-organized, clearly documenting the work and learning outcomes. Demonstrates good problem-solving ability, effective teamwork, and professional conduct throughout the co-op period.
C+/C/C-	Satisfactory Performance	Completes the industrial placement with adequate performance. The final report meets basic requirements but may lack depth in reflection on professional development. Shows sufficient effort and ability to function in a professional engineering environment.
D	Marginal Pass	Meets the minimum threshold requirements for the co-op program. The final report shows limited depth and reflection. Demonstrates basic professional conduct but requires significant guidance from supervisors throughout the placement.
F	Fail	Fails to meet the requirements of the co-op program. The final report is incomplete or of insufficient quality. Shows inadequate

		professional conduct, poor attendance, or inability to function effectively in the workplace.
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Course AI Policy

Students may use generative AI tools as assistive tools during their co-op placement, subject to the policies of their host organization. However, the core work, analysis, and report writing must be the student's own work. Any use of AI tools must be properly disclosed and acknowledged in the reports.

Communication and Feedback

Assessment marks and feedback will be communicated via Canvas. Feedback from the industrial supervisor and faculty supervisor is provided through regular meetings and check-ins throughout the co-op period. Students who have further questions about the feedback including marks should consult the Co-op Program coordinator within five working days after the feedback is received.

Resubmission Policy

Resubmission of reports is generally not permitted. Late submissions will incur grade penalties as specified by the Co-op Program coordinator.

Required Texts and Materials

No required textbook. Industry-specific references and training materials will be provided by the host organization.

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.

[Optional] Additional Resources

Students should refer to the Co-op Program guidelines provided by the Department of Electronic and Computer Engineering.