

Subject Description Form

Subject Code	ITC3042T
Subject Title	Professional Language Skills and Project Preparation (by Collection)
Credit Value	4
Level	3
Pre-requisite(s) / <Co-requisite> / (Exclusion)	ITC3042T Professional Language Skills and Project Preparation (by Thesis) <i>Students who are non-Chinese speakers or whose standards are at junior secondary level or below, and assigned to take CLC1151/ CLC1152/ CLC2152/ CLC2152, will be exempted from CLC components in the subject.</i>
Objectives	The subject orientates students towards their final year project and develops their ability in generating project ideas and planning the project. It covers various kinds of research methodology and specifically reinforces the language use of both Chinese and English in writing project proposal and thesis.
Intended Learning Outcomes	Upon completion of the subject, students will be able to: <ul style="list-style-type: none"> a. understand the basic kinds of research methods and processes; b. review and select appropriate literature to deepen their understanding of existing research relevant to their chosen FYP topic area; c. apply critical and creative thinking in initiating and writing an achievable design project proposal; d. identify potential design project in respect to its implementation plan, evaluation of limitations, and proposal of solutions; e. critically analyse and synthesise relevant literature in support of or refine the aim and objectives of their FYP; f. plan, organise and deliver effective oral presentations on project proposals; g. communicate research ideas effectively using oral and visual media.

<p>Subject Synopsis/ Indicative Syllabus</p>	<p>(I) About Final Year Project Purpose of final year project Requirements of final year project Planning and scheduling of project implementation Final year project supervisor</p> <p>(II) Research Project Type of research Selection of research topic Literature search and review Defining objectives Data collection Data analysis Interpretation of results</p> <p>(III) Thesis Composition Contents of thesis Format of thesis Reference styles</p> <p>(IV) Thesis Writing Writing an annotated bibliography in English Writing a project synopsis in Chinese</p> <p>(V) Presentation of Project Proposal Logical and coherent organisation of presentations Verbal and non-verbal interaction strategies for persuasive presentations</p>
<p>Teaching/Learning Methodology</p>	<p>Lectures will be structured to introduce the basics of carrying out a capstone project. Instructions will be provided through lectures in order to reinforce the use of language in developing a project proposal and a thesis. Tutorials will be conducted to reinforce taught subjects and instructions. Assignments will be used to reinforce learning and assess learning progress. This subject is collaboratively developed and delivered by staff from ITC, CLC and ELC.</p>
<p>Assessment Methods in Alignment with Intended Learning Outcomes</p>	<p>Students will be required to identify the project areas of interest, prepare project proposals in a clear, systematic and persuasive manner, and deliver oral presentations. Students will also be required to submit an annotated bibliography in relation to their project in an appropriate format and style of English, as well as a project synopsis in Chinese.</p>

	Specific assessment methods/tasks	% weighting	Intended subject learning outcomes to be assessed (Please tick as appropriate)								
			a	b	c	d	e	f	g	h	i
	Continuous assessment	100%	✓	✓	✓	✓	✓	✓	✓	✓	✓
	<i>1. Assignment</i>	<i>80%</i>	✓	✓	✓	✓	✓	✓	✓	✓	✓
	<i>2. Presentation</i>	<i>20%</i>							✓	✓	
	Examination	0%									
	Total	100%									
			<p>Explanation of the appropriateness of the assessment methods in assessing the intended learning outcomes:</p> <p>ITC staff will contribute to the assessment of Intended Learning Outcomes (a) to (g).</p> <p>CLC staff will contribute to the assessment of Intended Learning Outcomes (b) and (f).</p> <p>ELC staff will contribute to the assessment of Intended Learning Outcomes (b), (e) and (g)</p>								
Student Study Effort Expected	Class contact:										
	• Lecture (CLC: 10 hrs; ELC: 8 hrs; ITC: 6 hrs)		24 Hrs								
	• Tutorial (CLC: 8 hrs; ELC: 8 hrs; ITC: 12 hrs)		28 Hrs								
	Other student study effort:										
	• Self-study/preparation		85 Hrs								
	• Presentation		5 Hrs								
	Total student study effort		142 hrs								
Reading List and References	<p><u>Essential</u></p> <p><i>Guidelines for the Preparation of Final Year Project, ITC, PolyU.</i></p>										

Supplementary

Flynn, J. Z. and Foster, I. M. (2009), *Research Methods for the Fashion Industry*. Fairchild Books, New York.

Lester, J. D. and Lester, J. D. Jr. (2015), *Writing Research Papers: A Complete Guide*. 15th Edition, New Jersey, Pearson.

Silverman, D. (2008), *Doing Qualitative Research: A Comprehensive Guide*, Sage Publication.

孟樊 (2012) , 《論文寫作方法與格式》 (第二版) , 威仕曼文化事業股份有限公司, 新北市。