Undergraduate Student-initiated Experiential Learning (USEL) Program

Background

In order to encourage students to develop their own project idea, the School of Engineering is providing student-driven practicum opportunities to UG students through the Undergraduate Student-initiated Experiential Learning Program. Students may initiate projects of their interest under the guidance of a faculty member of School of Engineering.

Application Procedure and Timeline

Students may choose to apply for participating in non-credit bearing project or enrolling in a credit-bearing course. This Program will not support Final Year Project or Final Year Thesis, or any course other than the USEL course.

Interested students should submit the application form to the School for consideration. Please download the form here. After identifying your advisor and completing the form, please submit your application to DENG Office (Rm6542, 6/F, lifts #27/28) or via usel@ust.hk.

For students who apply for the **non-credit bearing project**, they may apply **at any time**. For students who apply for enrolling in a **credit-bearing course**, students should submit the application form to the School of Engineering **at least 1 week before the end of add/drop period** after discussing the project and seeking endorsement from a faculty advisor. Students will be notified of the result by email. Students should register for the course **after** receiving notification of approval from the School. The School will not enroll students in the USEL courses. Students must register for the appropriate course on their own, via SIS, and this must be completed by the end of add/drop period for that term. Approval, if granted, usually applies to the same term only. Renewal of approval is required for every new regular term.

Deadlines for Fall 2021-22

Submission of proposals to School of Engineering:
6 September 2021

Registering for the corresponding USEL course on SIS:
14 September 2021 (i.e. University Add/Drop Deadline)

There are 3 USEL courses carrying different number of credits (a different suffix will be added to the course code for different academic terms):

> *ENGG2991C - Undergraduate Student-initiated Experiential Learning (1 credit)
> *ENGG2992C - Undergraduate Student-initiated Experiential Learning (2 credits)
> *ENGG2993C - Undergraduate Student-initiated Experiential Learning (3 credits)
>
> *Required face-to-face components*

(Updated as of 23 Aug 2021)

If students on the same USEL project have different preferences for credit-bearing and non-credit bearing projects, 2 separate applications must be submitted to the School. For the credit-bearing project, the role played by each group member should be described clearly so as to justify the granting of credits. One fixed credit value will be approved for all members in the same credit-bearing project.

Requirements of the Program

After completion of your project, please note that each project team is compulsory to participate in the poster fair and make a presentation on the experiential learning day. The following documents are required to be submitted to the School of Engineering on or before the specific deadline, with details as follows:

    i.   2 Printed Posters (A0 size and in portrait orientation, including softcopy)
    ii.   A short video overview (1-2 minutes in wmv format)
    iii.   PowerPoint for presentation (10-15 minutes)

For required format of poster, video production and presentation, please refer to the enclosed **Appendix**.

Photograph and video shooting will be arranged on the day. Students are requested to authorize the School to use photos/video recordings of such reports/demonstrations for publications, educational and promotional purposes.

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Required Format of Poster, Video Production and Presentation

After completion of your project, each project team is compulsory to participate in the poster fair and make a presentation on the Experiential Learning Day (ELD), with details as follows:

(i)　Poster Fair

Date:	**TBC**
Venue:	**TBC**
Description:	Posters of the current USEL projects will be displayed in the Poster Fair. The project teams are not required to show up.
Submission:	**2 printed posters of your project for display (including softcopy)** - Poster size: The size of the panel itself should only be 980mm X 1390mm. Your poster should be at least of A0 size and be made in portrait orientation. - The title of your project should be shown at the top of the 2 pages with the page order clearly labelled. On the poster display board, there is no additional fascia to identify the projects. - Please discuss the content of posters with your project advisor before you proceed to print. - Both hardcopies and softcopy of posters should be submitted to the DENG office and usel@ust.hk by stipulated deadline. *[DENG office is located at Rm6542, 6/F, lift #27/28. The official office hour is from 9:00 to 17:00 (Lunch hour: 12:45 – 14:00) from Mon-Fri, except Public Holidays.]*
Reimbursement:	- Reimbursement of the printing cost of poster will only be applicable to project teams which participated in the Poster Fair for the FIRST TIME. Please feel free to choose your printing house for your poster production. - Please state clearly the reimbursement should be made to whom by marking one student's name and student ID at the back of the original receipt. Please note that the bank account information is properly inputted in SIS in advance. - The original receipt for the poster production should be submitted to the DENG office by stipulated deadline. The School will reimburse expense for your group.

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(ii)   A short video overview (1-2 minutes)

Description:	The video of the projects will be provided to the judges as part of the assessment. The video may also be incorporated in the SENG promotion materials.
Submission	**A short video clip in 1-2 minutes** - The video should be able to give a short overview of the project, demonstrate work or output generated from your project. - The video should be in the format of wmv. - Please use the project title as the file name. - Please upload the video in a share drive and send the link to usel@ust.hk to download by stipulated deadline.

(iii)   Experiential Learning Day

Date:	**TBC**
Time:	**TBC**
Venue:	**TBC**
Format	**TBC**
Description:	On the Experiential Learning Day, the USEL project teams that entered the award competition and also those USEL teams of the Year 2020-22 will present their projects and findings. The presentation session is open to all parties to attend and the project teams should be prepared to receive questions from the audience, as well as the panel of judges. Video shooting will be arranged on the event day for publications, educational and promotional purposes.
Submission and preparation:	**A powerpoint file for presentation, project demonstration** - The presentation, including the pre-recorded video of project demonstration, should last for 10 minutes. The pre-recorded short video should be embedded into powerpoint during presentation. - You are encouraged to demonstrate work or output generated from your project, e.g. a prototype, an app, etc. - At least one team member must standby throughout the whole event. - At least one team member should be responsible to make the presentation to share with others the goals of your project and what your team has achieved so far. - There will be an Q&A session after each presentation. The representative(s) should also be prepared to answer enquiries on the spot. - The order of the team presentation will be determined randomly by DENG and the project teams will be notified of the actual rundown of the presentation once ready. - If there is any special equipment / facilities e.g. power supply to charge your devices etc. required for your project demonstration/presentation, please make a request to the organizer

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	by sending an email to usel@ust.hk by stipulated deadline for timely arrangement.
	- Please send your powerpoint slides (with pre-recorded short video embedded) to usel@ust.hk by stipulated deadline.
	- To facilitate our preparation, please prepare a duty roster to provide the name of the team member(s) who will (i) standby during the whole event, and (ii) make presentation. The duty roster should be sent to usel@ust.hk by stipulated deadline.

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