

## Undergraduate Student-initiated Experiential Learning (USEL) Program

### Background

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

### Application Procedure and Timeline

Undergraduate students may choose to apply for participating in non-credit bearing project or enrolling in a credit-bearing course under the guidance of a faculty member of School of Engineering, while at least one of the team members must be an undergraduate student with an Engineering Major. **The USEL Program will not support Final Year Project or Final Year Thesis, or any course-related project.**

Interested students should submit the application form to the School for consideration. Please download the form [here](#). After identifying your advisor from the School of Engineering and completing the form, please submit your application to DENG Office (Rm6542, 6/F, lifts #27/28) or via [usel@ust.hk](mailto: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 Spring 2023-24

Submission of proposals to School of Engineering:  
**6 February 2024**

Registering for the corresponding USEL course on SIS:  
**16 February 2024** (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):

- ENGG2991E - Undergraduate Student-initiated Experiential Learning (1 credit)
- ENGG2992E - Undergraduate Student-initiated Experiential Learning (2 credits)
- ENGG2993E - Undergraduate Student-initiated Experiential Learning (3 credits)

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 UG students in 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 hardcopy & 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.

## 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:	<b>TBC</b>
Venue:	<b>TBC</b>
Description:	Posters of the current USEL projects, as well as the projects competing for the USEL-ASMPT Technology Award will be displayed in the Poster Fair. The project teams are not required to show up.
Submission:	<p><b><u>2 printed posters of your project for display (including hardcopy &amp; softcopy)</u></b></p> <ul style="list-style-type: none"> <li>- Poster size: The size of the panel itself should only be 980mm X 1390mm. <b>Your poster should be at least of A0 size and be made in portrait orientation.</b></li> <li>- <b>The title of your project should be shown at the top of the 2 pages with the page order clearly labelled.</b> On the poster display board, there is no additional fascia to identify the projects.</li> <li>- Please discuss the content of posters with your project advisor before you proceed to print.</li> <li>- Both hardcopies and softcopy of posters should be submitted to the DENG office and <a href="mailto:usel@ust.hk">usel@ust.hk</a> by stipulated deadline. The School will arrange for posting on the display panels.</li> </ul> <p><i>[DENG office is located at Rm6542, 6/F, lift #27/28. The official office hour is from 9:00 to 17:30 (Lunch hour: 12:45 – 14:00) from Mon-Fri, except Public Holidays.]</i></p>
Reimbursement:	<ul style="list-style-type: none"> <li>- Reimbursement of the printing cost of poster will only be applicable to project teams which participated in the Poster Fair for the <b>FIRST TIME</b>. Please feel free to choose your printing house for your poster production.</li> <li>- The UG student claimant should complete the Expense Claim for Student e-Form via <a href="https://fo.ust.hk/students">https://fo.ust.hk/students</a>, upload the relevant receipt to support the claim and submit the e-form to the School (Mr. Gilbert Tam, <a href="mailto:eggilbert@ust.hk">eggilbert@ust.hk</a>) for further processing. Please ensure the UG student claimant's bank account information is properly inputted in SIS in advance.</li> <li>- Apart from submitting the e-form, the original receipt for the poster production should be submitted to the DENG office (Attn: Mr. Gilbert Tam) within 2 weeks after the transaction date stated on the receipt.</li> <li>- Please state clearly the reimbursement should be made to whom by marking one UG student's name and student ID at the back of the original receipt.</li> </ul> <p><i>[DENG office is located at Rm6542, 6/F, lift #27/28. The official office hour is from 9:00 to 17:30 (Lunch hour: 12:45 – 14:00) from Mon-Fri, except Public Holidays.]</i></p>

(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	<p><b><u>A short video clip in 1-2 minutes</u></b></p> <ul style="list-style-type: none"><li>- The video should be able to give a short overview of the project, demonstrate work or output generated from your project.</li><li>- <b>The video should be in the format of wmv.</b></li><li>- <b>Please use the project title as the file name.</b></li><li>- <b>Please upload the video in a share drive</b> and send the link to <a href="mailto:usel@ust.hk">usel@ust.hk</a> for downloading by stipulated deadline.</li></ul>

(iii) Experiential Learning Day

Date:	<b>TBC</b>
Time:	<b>TBC</b>
Venue:	<b>TBC</b>
Format	<b>TBC</b>
Description:	On the Experiential Learning Day, UG students from the USEL project teams that entered the award competition and UG students from USEL teams of the Year 2022-24 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:	<p><b><u>A powerpoint file for presentation, project demonstration</u></b></p> <ul style="list-style-type: none"><li>- <b>The presentation, including the project demonstration, should last for 10 minutes. The pre-recorded short video should be embedded into powerpoint during presentation.</b></li><li>- You are encouraged to demonstrate work or output generated from your project, e.g. a prototype, an app, etc.</li><li>- At least one UG team member must standby throughout the whole event.</li><li>- At least one UG 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.</li><li>- <b>There will be a 5-minutes Q&amp;A session after each presentation.</b> The representative(s) should also be prepared to answer enquiries on the spot.</li><li>- 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.</li><li>- If there are 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</li></ul>

	<p>by sending an email to <a href="mailto:usel@ust.hk">usel@ust.hk</a> by stipulated deadline for timely arrangement.</p> <ul style="list-style-type: none"><li>- <b>Please send your powerpoint slides (with pre-recorded short video embedded) to <a href="mailto:usel@ust.hk">usel@ust.hk</a> by stipulated deadline.</b></li><li>- Please prepare a duty roster to provide the name of the UG team member(s) who will (i) standby during the whole event, and (ii) make the presentation. <b>The duty roster should be sent to <a href="mailto:usel@ust.hk">usel@ust.hk</a> by stipulated deadline.</b></li></ul>
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