The Hong Kong University of Science and Technology

UG Course Syllabus

Academic and Professional Development I / II

IEDA1010 / 1020

0 credits

Teaching Team:

	Name	Rm	Tel	Email
Instructor:	Prof. Jiheng Zhang	5538	2358 7092	jiheng@ust.hk
Course Coordinator:	Mr. Shelton Liu	5559	2358 7117	iegsliu@ust.hk
Teaching Assistant:	TBC		N/A	

Office Hours: By appointment

Course Description:

Course Objectives

- To strengthen students' knowledge on Industrial Engineering, Decision Analytics and Engineering Management
- To provide a forum of communication for students and faculty members
- To provide contact with engineers and managers practicing in Hong Kong
- To build up skills and knowledge for career

Course Structure

1. *Presentations by Speakers*
   Practitioners present the status of their industry sectors and the opportunities for Industrial Engineers.
2. *Alumni Talks*
   IEDA alumni share their knowledge and experiences of their school lives and work opportunities with current students.
3. *Advisory Meetings*
   Students are encouraged to meet with their advisors in either a group or individual basis to share their experiences and thoughts.
4. *Student Faculty Meeting*
   Students provide feedback and opinions on the IEDA courses they are taking.
5. *Individual Report*
   Students are required to write an individual report on what they have learnt in this course.

Intended Learning Outcomes (ILOs):

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

1. Describe the key concepts and principles of industrial engineering, decision analytics and engineering management.
2. Formulate and solve simple industrial engineering, decision analytics and engineering management problems.
3. Communicate effectively, both orally and in writing.
4. Apply basic quantitative methods and appropriate software tools to an examination of issues in industrial engineering, decision analytics and engineering management.

Assessment:

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.

Assessment Task	Contribution to Overall Course grade (%)	Due Date
Class attendance for all presentations and group advisory meeting	50%	Week 1 - 13
Student Faculty Meeting Survey / Focus Group	10%	Week 8 – 11
Individual Report	40%	06 December 2024, 11:59pm

Class Attendance (50%)

1. Attendance will be taken before the start of the class. Please bring your Student ID card and line up outside LT-C for attendance taking 10 minutes before the start of the class.
2. Students who arrive more than **5** minutes after the start of the lecture/meeting will be marked as **LATE**; and those who arrive more than **20** minutes will be marked as **ABSENCE**. Please note that 2 times marked as LATE is equivalent to Absence for 1 time.

Note:

- If you cannot attend the class/meeting, you MUST submit leave application form with supporting document by email to the Course TA within one week after the specific lecture.

Application for Leave:

Please return the leave application form to the Course TA by email within one week after the specific lecture. For sick leave, please return the form together with the doctor's proof within one week after your sick leave.

- Please attach a copy of all supporting document(s) where applicable.
- Your application will be approved subject to the supporting document(s) and your reason(s).

- You will be notified of the result within two weeks after your submission of the application form.
- Please keep the hard copy of the medical certificate. You will be asked to present it whenever necessary.
- Attendance record will be updated on the course website after each class. Please report to Course TA within THREE WEEKS after the specific lecture if you find any errors. After that, we may not accept your appeal.
- For students with attendance record lower than 70% (out of 100%), they are required to submit additional essay in order to pass the course. More details will be announced towards the end of the course.

Individual Report (40%)

Students are required to submit an individual report at the end of the term. Details are as follows:

Topic: Discuss what you have learnt from the Course IEDA 1010/1020 in the Fall Term 2024

Instruction: Focus on **one** of the guest speakers at any of the seminars of the course IEDA 1010/1020 (2024 Fall Term). Summarize what you have learnt from this person, what his contribution has been and why you think this is important.

Requirement: Each student must write at least **500 words** long (excluding Title page and List of References) to your individual report with the required format below:

- Format: Single line spacing
- Font: Times New Roman
- Font size: 12
- Margin: 1" (Top, Bottom, Left, Right)

Submission Method: Submit your individual report via Canvas (https://canvas.ust.hk)

Note:

- Assessment marks for individual report will be released within two weeks of the due date.
- Plagiarism is not accepted. Do not directly copy from the worldwide web or work of others (your classmates, previous semester, etc.), journals, articles, magazines, etc.
- You are highly recommended to start your work earlier
- Students have to rewrite the individual report if
  - the individual report submitted is of poor quality
  - there is no submission of the individual report
  - any plagiarism is found.

<u>Writing Tips:</u>

- The assignment will be structured with three parts (or more):
  (This is for your reference. You may have your own structure.)

  Part 1: The introduction

  - o Background or typical activities related to the topic
  - o What you found positive, interesting and of value about the course

  Part 2: Main Body

  - o Explain each point for writing about the guest speakers or the seminar in a separate paragraph.

  Part 3: Conclusion

  - o Summarize all your ideas that can apply/extend to your future career path

- You are allowed to use tables, charts, figures, etc. in the report, but please keep in mind that all of those have to be relevant to the topic
- Please cite all references from any material that you copy from other sources, e.g. internet, technical journals, newspapers, books etc.
- Check your work for spelling and grammar and citation of references.
- Develop your writing style by using a thesaurus to vary your vocabulary.
- You may refer to the folder "Individual Report" for more resources on writing the report
- If you have any queries about the report, please contact the Course TA.
- Students could get help from the IEDA Communication Tutor by making appointment with them.
  Mrs. Sarah COOK **Email:** slcook@ust.hk **Rm:** 5558 **Tel:** 2358 7093

Mapping of Course ILOs to Assessment Tasks:

Assessment Task	Mapped ILOs	Explanation
Class attendance for all presentations and group advisory meeting	ILO1, ILO2	This task assesses students' ability to catch up with lecture materials that cover the principles of industrial engineering, decision analytics and engineering management. (ILO1, ILO2)
Student Faculty Meeting Survey / Focus Group	ILO3	This task assesses students' ability to communicate effectively on their opinions on courses they are taking in this semester (ILO3).
Individual Report	ILO1, ILO2, ILO3, ILO4	The reflection assesses students' ability to critically evaluate the industrial engineering, decision analytics and engineering management problems learnt in class (ILO1, ILO2), and apply what they have learnt to other course work (ILO4) through writing an individual report (ILO3).

Grading Rubrics for Individual Report:

Grade	Criteria
Good	Demonstrates insightful analysis and reflection on a guest lecture attended. The report is well-structured.
Average	Provides a clear and detailed reflection on a guest lecture attended with personal opinion included.
Poor	Lacks in-depth analysis and reflection on a guest lecture attended. Reflection may be focused solely on factual information.
Fail	Demonstrates no understanding or analysis on a guest lecture attended. Reflection is absent or irrelevant. Report with serious plagiarism problem (Turnitin Originality Score > 60%) Report submitted does not fulfill all basic requirements (shorter than 500 words, focus on more than 1 guest lecture, etc.).

Final Grade Descriptors:

Grade	Elaboration on subject grading description
Permit to Proceed (PP) / Pass (P)	Students who attend over 70% of the classes and the Student Faculty Meeting Survey / Focus Group, and submit an individual report with satisfactory performance. The total score is 85% or above.
Fail	Students who fail to fulfill all the compulsory course requirements.

Course AI Policy:

There are no restrictions on use of generative AI for an assessment task in this course.

Communication and Feedback:

Announcements will be made regularly via Canvas and / or via email. Please pay attention to those announcements/emails and reply when necessary.

Attendance record will be updated on the course website after each class. Please report to Course TA within THREE WEEKS after the specific lecture if you find any errors. After that, we may not accept your appeal.

Assessment marks for individual report will be released within two weeks of the due date. Students who have further questions about the feedback should consult the course TA within five working days after the feedback is received.

Resubmission Policy:

Students have to rewrite the individual report / submit additional essay within a week if
- the individual report submitted is of poor quality
- there is no submission of the individual report
- any plagiarism is found.

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.