

## **IEDA1010 / 1020 - Academic and Professional Development I / II (Fall 2023)**

	Name	Rm	Tel	Email
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### **Course Objectives**

- To strengthen students' knowledge on Industrial Engineering, Decision Analytics and Logistics 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 Intended Learning Outcomes**

On successful completion of this course, students are expected to be able to:

1. Describe the key concepts and principles of industrial engineering, decision analytics and logistics management.
2. Formulate and solve simple industrial engineering, decision analytics and logistics 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 logistics management.

### **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.

## **Grading**

The course is graded pass/fail. A student will **PASS** the course if he/she:

- Attends all presentations.
- Attends the group advisory meeting.
- Attends the compulsory Student Faculty Meeting.
- Attends all the meetings on time.
- Submits an **INDIVIDUAL REPORT**.

## **Attendance**

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.

\* If you cannot attend the class/meeting, you **MUST** submit a hard copy of the leave application form to the Course TA within one week after the specific lecture.

\* Attendance record will be updated at 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 80%](#), they are required to submit additional essay in order to pass the course. More details will be announced towards the end of the course.

## **Application for Leave**

Please return the leave application form to the Course TA via the IEDA 1010/1020 Collection Box (outside IEDA Department General Office, Room 5551, Lift 27-28) 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.

1. Only hard copy of leave application form is accepted within one week after your leave.
2. Please attach a copy of all supporting document(s) where applicable.
3. Your application will be approved subject to the supporting document(s) and your reason(s).
4. You will be notified of the result within two weeks after your submission of the application form.

## **Announcement**

Announcement will be made regularly at the course website and / or via email. Please pay attention to those announcements/emails and reply when necessary.

## **Individual Report**

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 2023

**Instruction:** Focus on **one** of the guest speakers at any of the seminars of the course IEDA 1010/1020 (2023 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)

**Due Date:** Dec 1, 2023 (Friday), 11:59pm

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

**Note:**

- 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 essay / submit additional essay if
  - the individual report submitted is of poor quality
  - there is no submission of the individual report
  - any plagiarism is found.

**Writing Tips**

- 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*
    - Background or typical activities related to the topic
    - What you found positive, interesting and of value about the course
  - Part 2: Main Body*
    - Explain each point for writing about the guest speakers or the seminar in a separate paragraph.
  - Part 3: Conclusion*
    - 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.