

The Hong Kong University of Science and Technology

UG Course Syllabus

Academic and Professional Development II

CENG4020 (0 credit) / BIEN4990 (1 credit) / ENEG4990 (0 credit)

No prerequisite for CENG4020, ENEG4990

BIEN4990's Prerequisite: BIEN2990

Instructors:

Name	Office	Phone	Email
Prof. Terence WONG	Rm 5579	2358-6929	ttwwong@ust.hk
Prof. Henry LAM	Rm 4561	2358-7133	kehlam@ust.hk
Prof. Richard LAKERVELD	Rm CYT2003	3469-2217	kelakerveld@ust.hk
Prof. Marshal LIU	Rm 4551	2358-8409	keysliu@ust.hk
Prof. Frank LAM	Rm 5580	2358-7239	kefrank@ust.hk

Office Hours: By appointment (please email instructors directly)

Course Description

CENG4020 / BIEN4990 / ENEG4990 is a seminar course designed to prepare you for the workplace, to instill in you a sense of professional responsibility, and to enhance your career management skills. The course is intended for final-year students in CBE.

Methods of instruction include guest lectures, workshops, interactive discussions, debates (for BIEN students), and career preparation activities. Students are expected to actively participate in all sessions.

Intended Learning Outcomes (ILOs)

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

1. Formulate and execute a plan of what you would like to do after graduation, including but not limited to finding a job that is aligned with your values.
2. Apply the concept of continuous improvement in managing your career and in pursuing lifelong learning.
3. Be aware of pertinent trends and emerging opportunities in the practice of chemical and biological engineering.
4. Appreciate and articulate the multi-dimensional complexity of real-world problems faced by chemical and biological engineers and develop a strong sense of professional responsibility as engineers.

Assessment and Grading

This course is graded on a **Pass/Fail** basis using criterion-referencing. To receive a **Pass** grade, students must meet all the requirements listed below. Detailed criteria for each requirement are provided in the rubrics section.

Assessments:

Assessment Task	Contribution to Grade Determination	Due date
In-person Attendance (all sessions)	Required to Pass	Ongoing
Homework Assignments (CV, Cover Letter, LinkedIn, Employer Research)	Required to Pass	Weeks 5–9
(BIEN Students Only) Debate Participation	Required to Pass	Weeks 11–12
In-class Participation	Required to Pass	Ongoing

* All submissions are made via Canvas. Assessment marks/feedback for individual tasks will be released within two weeks of the due date.

Mapping of Course ILOs to Assessment Tasks

Assessed Task	Mapped ILOs	Explanation
In-person Attendance	ILO1, ILO2, ILO3, ILO4	Attending all sessions allows students to engage with guest speakers, faculty, and peers, informing career planning (ILO1), lifelong learning (ILO2), awareness of trends (ILO3), and professional responsibility (ILO4).
Homework (CV, Cover Letter/Personal Statement, LinkedIn, Employer Research)	ILO1, ILO2	These assignments directly assess students' ability to formulate career plans (ILO1), articulate their values, and apply continuous improvement in career management (ILO2).
Debates (BIEN students only)	ILO4	Preparing and participating in debates on professional ethics allows students to appreciate the complexity of real-world problems and articulate a strong sense of professional responsibility as engineers.
In-class Participation	ILO1, ILO2, ILO3, ILO4	Active engagement during guest lectures, workshops, and discussions demonstrates career planning readiness (ILO1), awareness of trends (ILO3), and professional responsibility (ILO4).

Grading Rubrics (Pass/Fail)

Criterion	Pass	Fail
Session Attendance	Attends all sessions in person on time. Late arrival or early departure counts as absent unless excused.	Misses any session without an approved excused absence.
Excused Absences	For valid reasons (e.g., sickness, study-related), seeks approval by emailing the TA with documented proof before the session. For	Fails to seek approval or provide documentation for an absence.

	unforeseen emergencies, notification can come after the session.	
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Homework Rubric

Criterion	Pass	Fail
Completeness	Submits all required homework assignments (professional CV, cover letter/personal statement, LinkedIn page, employer research) on Canvas by the deadlines.	Missing one or more assignments without approval.
Professional Quality	CV is professionally formatted and tailored; cover letter/personal statement is clear, persuasive, and well-written; LinkedIn profile is complete and professional; employer research is thorough and well-organized.	Submissions are incomplete, unprofessional, poorly written, or show minimal effort.
Alignment with Career Goals	Materials clearly reflect the student's career aspirations and values, demonstrating thoughtful planning.	Materials are generic, not aligned with stated goals, or show no evidence of planning.

Debate Participation Rubric (BIEN Students Only)

Criterion	Pass	Fail
Preparation	Actively contributes to team preparation, thoroughly engages with provided reading materials, and demonstrates a clear understanding of the ethical issue.	Shows little or no preparation; fails to engage with materials or team.
Participation in Debate	Participates conscientiously as a team member during the debate, articulates arguments clearly, listens to opponents, and responds thoughtfully.	Does not participate actively; is unprepared or disruptive during the debate.
Professional Responsibility	Demonstrates a strong sense of professional responsibility and appreciates the multi-dimensional complexity of the ethical issue being debated.	Shows no awareness of professional responsibility or ethical complexity.

In-class Participation Rubric

Criterion	Pass	Fail
Engagement	Actively engages in class activities, discussions, and workshops. Interacts with guest speakers, asks questions, and contributes meaningfully to discussions.	Is consistently disengaged, inattentive, or fails to participate in discussions and activities.

Final Grade Descriptors:

Grades	Short Description	Elaboration on subject grading description
Pass	Satisfactory completion of all requirements	Demonstrates consistent attendance and engagement in all required sessions. Completes all homework assignments to a professional standard, showing thoughtful career planning and alignment with personal values. (BIEN students only) Participates conscientiously in the ethics debates, demonstrating strong professional responsibility. Shows awareness of career trends, lifelong learning, and the complexity of engineering problems.

Fail	Does not meet threshold requirements	Fails to attend required sessions, misses homework assignments, or (for BIEN students) does not participate adequately in debates. Shows insufficient engagement with career preparation activities and does not demonstrate the intended learning outcomes.
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Course AI Policy

The use of Generative AI is **permitted** to assist with brainstorming, drafting, and improving homework assignments (CV, cover letter, LinkedIn content). However, the final submission must reflect the student's own genuine career aspirations and professional identity. Students must clearly acknowledge any AI-generated content used in their submissions. AI assistance will not be considered a substitute for personal reflection and professional authenticity.

Communication and Feedback

Assessment feedback for homework assignments will be provided via Canvas within two weeks of submission. Feedback will include comments on strengths and areas for improvement. Students who have further questions about feedback should consult the instructor or TA within **five working days** after receiving feedback.

Resubmission Policy

- **Homework assignments** may be resubmitted once within **one week** of receiving feedback, if the original submission was deemed unsatisfactory (at the discretion of the instructor).
- **Missed attendance** can only be remedied through an approved excused absence as described above.

Required Texts and Materials

No textbooks required. All reading materials, videos, and assignment details will be provided via Canvas.

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.