

The Hong Kong University of Science and Technology

UG Course Syllabus

Cooperative Education Program (Co-op) co-offered by SENG and Career Center (DSTO)

ENGG 2800

3 Credits

Prerequisites: Attendance record of any 2 standalone career development programs organized by school/department/DSTO-Career Center.

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Course Description:

The primary objective of the HKUST SENG Co-op Program is to empower science students with hands-on industry experience, equipping them with the practical skills and knowledge necessary to excel in their chosen fields by participating in at least 4 consecutive months of full-time internship while earning credits at the same time.

By bridging the gap between academic learning and real-world applications, this program aims to cultivate a new generation of professionals who are not only academically proficient but also adept at navigating the complexities of the professional landscape.

In addition to providing engineering students with practical experience in their chosen fields, the Co-op Program actively encourages students to explore and engage with new industries outside their comfort zones. We believe that stepping into unfamiliar territory offers invaluable opportunities for personal and professional growth, fostering adaptability, creativity, and a broader perspective on career possibilities.

This course is intended to enhance students' career readiness by combining classroom-based education with practical work experience and ongoing career coaching. Students are required to apply the skills and knowledge learnt in a full-time co-op work experience for a single employer for at least 4 months. School approval is required.

Key learning components:

- I. Complete a full-time co-op program for at least 4 months with a single employer.
- II. Attend regular career coaching during the internship period to set, refine, and review different learning goals.
- III. Post-internship reflection and presentation.

Learning Process:

All the learning takes place through attending career programs, on-the-job training, regular meetups with a career advisor with personalized feedback, and end-of-internship reflection and presentation.

ILOs:

Students are expected to achieve the following outcomes upon completion of this course:

- ILO1: Apply academic knowledge and/or transferrable skills to real-life situations.
- ILO2: Learn and demonstrate the practical application of career skills in real-world scenarios within the chosen industry.
- ILO3: Cultivate effective communication, teamwork, and critical thinking abilities through hands-on experiences in diverse workplace settings.
- ILO4: Strengthen employability through gaining industry-specific experience and mastering workplace dynamics for seamless career transitions.
- ILO5: Build valuable connections with industry experts and peers to unlock potential career pathways.

Assessment and Grading

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.

Assessments:

a. Internship period (60%)

Assessment Task	Contribution to the grade	Due Date
Successfully complete the whole internship period	30%	End of internship period
Bi-monthly learning progress reports x 2 (at least 300 words each)	10%	End of internship period
Career advisor/instructor meeting x 2, including psychometric assessment	10%	End of internship period
Reference letter with supervisor assessment	10%	End of internship period

b. Project report and presentation (40%)

Assessment Task	Contribution to the grade	Due Date
Personal website showcasing the learning journey	10%	End of course
Detailed learning report (1,000 words)	15%	End of course
Set post-program goals and measure criteria	5%	End of course
A 10-min oral presentation recording with visuals	10%	End of course

Mapping of Course ILOs to Assessment Tasks

Assessment Task	ILO Mapping	Explanation
Successfully complete the whole internship period	ILO1, ILO2, ILO3, ILO4, ILO5	This task assesses students' ability to apply academic knowledge and transferable skills in an authentic workplace (ILO1), demonstrate practical career skills in real-world industry settings (ILO2), communicate and collaborate effectively with others (ILO3), strengthen employability through workplace experience (ILO4), and build professional connections with supervisors, colleagues, and industry practitioners (ILO5).
Bi-monthly learning progress reports x 2	ILO1, ILO2, ILO3, ILO4	These reports assess students' ability to reflect on workplace learning, connect academic and transferable skills to real-life situations (ILO1), identify the practical application of career skills in industry settings (ILO2), communicate their learning clearly and critically (ILO3), and evaluate their employability development over time (ILO4).
Career advisor/instructor meetings x 2, including psychometric assessment	ILO2, ILO3, ILO4	These meetings assess students' ability to review and refine career learning goals, communicate learning needs and workplace experiences (ILO3), connect career skills with real-world workplace expectations (ILO2), and strengthen employability through self-awareness, feedback, and career coaching (ILO4).
Reference letter with supervisor assessment	ILO2, ILO3, ILO4, ILO5	This task assesses students' workplace performance from the employer's perspective, including practical career skills (ILO2), communication and teamwork abilities (ILO3),

		employability and workplace readiness (ILO4), and professional relationship-building with workplace supervisors and colleagues (ILO5).
Personal website showcasing the learning journey	ILO1, ILO2, ILO3, ILO4	This task assesses students' ability to present evidence of workplace learning, apply transferable skills to communicate their experience (ILO1), demonstrate practical career skills and achievements (ILO2), communicate professionally through a digital platform (ILO3), and strengthen their employability profile (ILO4).
Detailed learning report (1,000 words)	ILO1, ILO2, ILO3, ILO4	This task assesses students' ability to critically reflect on internship projects, explain their roles, goals, and contributions, apply academic knowledge and transferable skills to real-life workplace situations (ILO1), demonstrate career skills in industry contexts (ILO2), communicate ideas clearly and analytically (ILO3), and articulate employability growth and workplace learning (ILO4).
Set post-program goals and measurement criteria	ILO1, ILO2, ILO4	This task assesses students' ability to translate internship learning into future personal and professional goals, apply transferable skills to career planning (ILO1), identify practical career development actions (ILO2), and strengthen employability through measurable post-program development planning (ILO4).
10-minute oral presentation recording with visuals	ILO1, ILO2, ILO3, ILO4	This task assesses students' ability to communicate their internship experience, project outcomes, and personal learning clearly and professionally (ILO3), demonstrate application of academic and transferable skills (ILO1), present evidence of practical career skills (ILO2), and articulate career readiness and employability development (ILO4).

Grading

For this Pass/Fail course, the minimum passing standard is 60%. Students should normally achieve at least the Satisfactory / Meets Minimum Standard level in the required assessment components to receive a Pass.

Grading Rubrics

See Appendix 1

Final Grade Descriptors

Grades	Short Description	Elaboration on subject grading description
P	Pass	Students who pass the course have satisfactorily completed the approved full-time co-op internship of at least 4 consecutive months, submitted all required assessment tasks, attended the required career advisor/instructor meetings, and demonstrated satisfactory achievement of the course intended learning outcomes. They show evidence of applying academic knowledge and transferable skills in a workplace setting, developing practical career skills, communicating and collaborating professionally, reflecting on workplace learning, strengthening employability, and building professional connections.

F	Fail	Students who fail the course have not satisfactorily completed the required internship period and/or major assessment tasks, have failed to attend required meetings without approval, or have not demonstrated sufficient achievement of the course intended learning outcomes. A Fail may also be given where there is unsatisfactory supervisor feedback indicating serious concerns about workplace performance or conduct, incomplete or missing submissions, fabricated internship experience, academic misconduct, or inappropriate use of AI tools.
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Course AI Policy

Generative AI is allowed for specific activities like brainstorming, goal setting, website creation, and refining written reflections or presentations. Students must use AI responsibly, ensuring it doesn't replace their reflection, learning, or personal experience. They are responsible for verifying AI-assisted content accuracy, relevance, and originality. When using AI, students should acknowledge its use and be prepared to explain how it supported their learning.

Communication and Feedback

Assessment results and feedback, including strengths and areas for improvement, will be communicated to students via email within two weeks of submission, unless otherwise specified by the instructor. Students who have further questions about the feedback, including assessment results, should consult the instructor within five working days after the feedback is received.

Resubmission Policy

To ensure fairness for students who submit assignments on time, penalties for late submission are as follows:

- Late submission within 24 hours: 25% penalty will be applied.
- Late submission between 24 and 48 hours: 50% penalty will be applied.
- Late submission for more than 48 hours will not be accepted.

Students who anticipate difficulty meeting a deadline should contact the instructor in advance. Extensions may be granted only under special circumstances and with approval from the instructor.

Required Texts and Materials

No specific textbook is required for this course.

Students are expected to access and use relevant materials provided by the instructor, Career Center, School of Engineering, and/or employer during the course. These may include:

- Career development resources and worksheets
- Internship learning goal templates
- Reflection report guidelines
- Supervisor assessment form
- Personal website or e-portfolio creation tools
- Presentation guidelines and assessment rubrics
- Relevant company or industry materials provided during the internship

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.

1. Internship Period Student Rubric

Criteria	Excellent / Fully Meets Expectations 80–100%	Satisfactory / Meets Minimum Standard 60–79%	Unsatisfactory / Does Not Meet Standard 0–59%	Mapping to Course ILOs
Completion of Internship Requirement	Completes at least 4 consecutive months of full-time internship with the approved employer and fulfils agreed duties reliably and responsibly.	Completes the required internship period with acceptable attendance, participation, and fulfilment of assigned duties.	Does not complete the required internship period, has significant unexplained absence, or fails to fulfil agreed internship duties.	ILO1, ILO2, ILO4
Professional Conduct and Workplace Adaptability	Demonstrates strong punctuality, reliability, accountability, respect for workplace policies, and adaptability to workplace expectations. Responds positively to feedback and shows professional growth.	Demonstrates generally acceptable professional conduct and adapts to workplace routines and expectations, with minor issues only.	Shows repeated issues with punctuality, reliability, communication, workplace behaviour, or response to feedback.	ILO2, ILO3, ILO4
Application of Academic, Transferable, and Career Skills	Actively applies academic knowledge, transferable skills, and career skills to workplace tasks. Shows initiative, problem-solving ability, and evidence of learning beyond assigned duties.	Applies relevant knowledge and skills to assigned tasks with adequate effort and supervision. Demonstrates basic workplace learning.	Shows limited application of knowledge or skills, requires excessive supervision, or demonstrates insufficient engagement with workplace tasks.	ILO1, ILO2, ILO3, ILO4
Professional Connections and Workplace Engagement	Actively builds constructive relationships with supervisors, colleagues, and industry contacts, demonstrating effective communication and teamwork.	Maintains appropriate working relationships and participates adequately in workplace communication and teamwork.	Shows limited engagement with workplace relationships or has difficulty communicating and collaborating appropriately.	ILO3, ILO5

2. Learning Progress Reports Student Rubric

Criteria	Excellent / Fully Meets Expectations 80–100%	Satisfactory / Meets Minimum Standard 60–79%	Unsatisfactory / Does Not Meet Standard 0–59%	Mapping to Course ILOs
Completeness and Timely Submission	Submits both reports on time, meeting the minimum word count and all required elements.	Submits both reports with most required elements included and meets the minimum word count.	Missing one or both reports, substantially incomplete, late without approval, or below the minimum word count.	ILO3, ILO4
Reflection on Workplace Learning	Provides thoughtful reflection on tasks, challenges, feedback, workplace dynamics, and personal development, supported by specific examples.	Provides basic reflection on internship experience and learning progress, with some relevant examples.	Provides mainly descriptive content with little reflection, few examples, or limited evidence of learning.	ILO1, ILO2, ILO4
Connection to Career Development	Clearly connects workplace experiences to career goals, employability skills, strengths, development needs, and future career planning.	Makes some connection between internship experience and career development.	Shows little or no connection between workplace experience and career learning.	ILO2, ILO4

Criteria	Excellent / Fully Meets Expectations 80–100%	Satisfactory / Meets Minimum Standard 60–79%	Unsatisfactory / Does Not Meet Standard 0–59%	Mapping to Course ILOs
Clarity and Professional Writing	Writing is clear, organized, professional, and easy to follow.	Writing is generally understandable, with minor issues in organization, grammar, or clarity.	Writing is unclear, poorly organized, or difficult to follow.	ILO3

3. Career Advisor / Instructor Meetings Student Rubric

Criteria	Excellent / Fully Meets Expectations 80–100%	Satisfactory / Meets Minimum Standard 60–79%	Unsatisfactory / Does Not Meet Standard 0–59%	Mapping to Course ILOs
Attendance and Preparation	Attends both meetings on time and comes well-prepared with updates, questions, reflections, and relevant materials.	Attends both meetings and provides basic updates on progress.	Misses one or both meetings without approval or attends with insufficient preparation.	ILO3, ILO4
Learning Goal Development	Sets, reviews, and refines meaningful learning goals based on workplace experience, feedback, and career interests.	Sets and reviews basic learning goals with some relevance to internship experience.	Learning goals are unclear, unrealistic, incomplete, or not meaningfully reviewed.	ILO2, ILO4
Use of Self-Assessment Tools	Completes the designated psychometric assessment and thoughtfully connects the results to self-awareness, career preferences, and workplace development.	Completes the assessment and shows basic understanding of the results.	Does not complete the assessment or shows little engagement with the results.	ILO2, ILO4
Engagement in Coaching	Actively participates in discussion, responds constructively to feedback, and demonstrates willingness to improve.	Participates adequately and responds to guidance.	Shows limited engagement or does not respond constructively to feedback.	ILO3, ILO4

4. Reference Letter with Supervisor Assessment Student Rubric

Criteria	Excellent / Fully Meets Expectations 80–100%	Satisfactory / Meets Minimum Standard 60–79%	Unsatisfactory / Does Not Meet Standard 0–59%	Mapping to Course ILOs
Submission of Required Document	Submits a valid reference letter and/or supervisor assessment by the deadline.	Submits the required document with minor administrative issues.	Fails to submit the document or submits an invalid or incomplete document.	ILO4
Supervisor Feedback on Workplace Performance	Feedback indicates strong workplace performance, professionalism, reliability, and contribution to the organization.	Feedback indicates acceptable workplace performance and professional conduct.	Feedback indicates serious concerns about performance, conduct, reliability, or workplace behaviour.	ILO2, ILO4
Evidence of Employability Skills	Supervisor assessment provides clear evidence of communication, teamwork, problem-solving, adaptability, initiative, and professional growth.	Supervisor assessment provides some evidence of relevant workplace and employability skills.	Supervisor assessment provides limited or negative evidence of employability skills.	ILO2, ILO3, ILO4

Criteria	Excellent / Fully Meets Expectations 80–100%	Satisfactory / Meets Minimum Standard 60–79%	Unsatisfactory / Does Not Meet Standard 0–59%	Mapping to Course ILOs
Professional Relationships and Industry Engagement	Feedback indicates positive engagement with supervisors, colleagues, and workplace stakeholders.	Feedback indicates appropriate workplace relationships and engagement.	Feedback indicates limited, ineffective, or inappropriate workplace engagement.	ILO3, ILO5

5. Personal Website Student Rubric

Criteria	Excellent / Fully Meets Expectations 80–100%	Satisfactory / Meets Minimum Standard 60–79%	Unsatisfactory / Does Not Meet Standard 0–59%	Mapping to Course ILOs
Content Completeness	Website includes clear sections on internship role, projects, learning journey, skills developed, reflections, achievements, and future goals.	Website includes basic information on internship experience, learning, and future development.	Website is incomplete, missing major required sections, or not submitted.	ILO1, ILO2, ILO4
Professional Presentation and Organization	Website is well-organized, visually clear, easy to navigate, and appropriate for a professional audience.	Website is generally understandable and acceptable in presentation and organization.	Website is disorganized, difficult to navigate, unclear, or unprofessional.	ILO3, ILO4
Reflection and Evidence of Learning	Demonstrates thoughtful reflection and clear evidence of personal, professional, and employability growth.	Demonstrates basic reflection on learning experience and skills developed.	Shows little reflection or limited evidence of learning and development.	ILO1, ILO2, ILO4
Responsible Use of AI / Digital Tools	Uses digital and/or AI tools responsibly to enhance clarity, structure, and presentation while maintaining authentic personal reflection.	Uses digital and/or AI tools appropriately with acceptable originality and accuracy.	Over-relies on AI or digital tools, resulting in generic, inaccurate, misleading, or non-personal content.	ILO3, ILO4

6. Detailed Learning Report Student Rubric

Criteria	Excellent / Fully Meets Expectations 80–100%	Satisfactory / Meets Minimum Standard 60–79%	Unsatisfactory / Does Not Meet Standard 0–59%	Mapping to Course ILOs
Description of Internship Projects	Clearly explains projects worked on, roles, responsibilities, goals, context, and relevance to the organization.	Provides a basic description of projects, roles, responsibilities, and goals.	Provides vague or incomplete description of work completed.	ILO1, ILO2
Analysis of Results and Contributions	Clearly explains company/project outcomes and personal contributions, supported by specific examples and evidence.	Describes some outcomes and personal contributions with adequate detail.	Provides little evidence of results achieved, personal contribution, or impact.	ILO1, ILO2, ILO4
Employability Skills Development	Thoughtfully analyzes growth in communication, teamwork, critical thinking, problem-solving, adaptability, professionalism, and other employability skills.	Identifies relevant employability skills developed during the internship.	Provides limited or unclear discussion of employability skills development.	ILO2, ILO3, ILO4

Criteria	Excellent / Fully Meets Expectations 80–100%	Satisfactory / Meets Minimum Standard 60– 79%	Unsatisfactory / Does Not Meet Standard 0–59%	Mapping to Course ILOs
Reflection on Lessons Learned	Demonstrates deep reflection on challenges, feedback, workplace dynamics, learning adjustments, and future improvement.	Demonstrates basic reflection on learning, challenges, and improvement.	Reflection is superficial, overly descriptive, or missing.	ILO1, ILO3, ILO4
Writing Quality and Organization	Report is well-structured, coherent, professional, and meets the minimum word count.	Report is generally clear, organized, and meets the minimum word count.	Report is poorly organized, unclear, substantially below the word count, or incomplete.	ILO3

7. Post-Program Goals Student Rubric

Criteria	Excellent / Fully Meets Expectations 80–100%	Satisfactory / Meets Minimum Standard 60– 79%	Unsatisfactory / Does Not Meet Standard 0–59%	Mapping to Course ILOs
Goal Setting	Sets clear, realistic, meaningful, and well-prioritized personal and professional development goals.	Sets basic goals related to personal or professional development.	Goals are vague, unrealistic, irrelevant, incomplete, or missing.	ILO1, ILO2, ILO4
Measurement Criteria	Provides specific and measurable criteria to track progress, success, and development outcomes.	Provides some criteria for measuring progress.	Measurement criteria are unclear, unrealistic, or absent.	ILO4
Connection to Internship Learning	Goals are clearly informed by internship experience, supervisor feedback, self-assessment, and reflection.	Goals show some connection to internship experience and learning.	Goals show little or no connection to internship learning.	ILO1, ILO2, ILO4
Action Planning	Includes practical next steps, timeline, resources, and strategies for continued development.	Includes general next steps for future development.	Lacks clear actions, timeline, or follow-up plan.	ILO4

8. Oral Presentation Recording with Visuals Student Rubric

Criteria	Excellent / Fully Meets Expectations 80–100%	Satisfactory / Meets Minimum Standard 60– 79%	Unsatisfactory / Does Not Meet Standard 0–59%	Mapping to Course ILOs
Content Coverage	Clearly presents internship role, key projects, contributions, outcomes, skills developed, lessons learned, and future goals.	Covers the main required areas with adequate detail.	Missing major required areas or lacks sufficient detail.	ILO1, ILO2, ILO4
Organization and Flow	Presentation is well-structured, logical, easy to follow, and within the required time limit.	Presentation is generally organized and close to the required length.	Presentation is disorganized, too short, too long, or difficult to follow.	ILO3
Communication Skills	Speaker is clear, confident, professional, and engaging, with effective pacing and delivery.	Speaker is understandable and generally professional.	Speaker is unclear, unprepared, difficult to understand, or lacks professionalism.	ILO3

Criteria	Excellent / Fully Meets Expectations 80–100%	Satisfactory / Meets Minimum Standard 60–79%	Unsatisfactory / Does Not Meet Standard 0–59%	Mapping to Course ILOs
Use of Visuals	Visuals are clear, relevant, professional, and support the message effectively.	Visuals are adequate and generally support the presentation.	Visuals are unclear, poorly designed, irrelevant, or missing.	ILO3, ILO4
Reflection and Career Readiness	Demonstrates strong insight into personal growth, employability development, workplace learning, and future career direction.	Demonstrates basic reflection on growth and career direction.	Shows little reflection or connection to career readiness.	ILO2, ILO4

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