

The Hong Kong University of Science and Technology

UG Course Syllabus

Academic and Professional Development I

MECH 1001 (T1 and T2 in Fall Semester)

0 Credits

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Course Description

This course is tailored for Year 1 and Year 2 MAE students, focusing on career guidance and exploration of various career options. It features (in Fall semester) guest speakers who share insights on local and global job markets, along with workshops to strengthen practical job-market skills, and (in Spring semester) company visits to enhance industrial exposure. It is a two-year course, with PP for the first 3 terms and Pass/Fail for Spring Term of Year 2.

Intended Learning Outcomes (ILOs)

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

1. Explore career opportunities in Mechanical and Aerospace Engineering;
2. Understand industry trends and workplace environments;
3. Gain awareness of professional practices;
4. Connect academic learning to real-world applications;
5. Prepare for academic and professional growth.

Assessment and Grading

This course is graded on a **Pass/Fail** basis using criterion-referencing. This course is assessed on a PP basis for the first 3 terms and on a **Pass/Fail** basis for the Spring Term of Year 2, There are requirements to pass this course, i.e. students **must meet all the requirements** listed below. Detailed grading criteria for each requirement are provided in the rubrics section.

The Requirement for Passing:

	Assessment Tasks	Contribution to Overall Course grade (%)	Due date
Requirement – T1 (Year 1 students):	Attendance of activities	All required to pass	December 5 th , 2026
	Draft CV		
Requirement – T2	Attendance of activities	All required to pass	December 5 th , 2026

(Year 2 students):	Polished CV		
	Internships and/or Co-op Plans		

Course Components and Assessment Tasks:

Topics for T1 in Fall 2026/27:		
Time	Course Components	Assessment Tasks
Week 1 – 2:	MAE UG Welcoming and Orientation Session; Introduction to Mechanical and Aerospace Engineering and Self-Discovery Workshop:	(1) Attendance of Activities; (2) Draft CV
Week 3 – 10:	Career path, prospectus, industry trend and insight sharing by invited speakers who are HKUST alumni and professionals in various market sectors;	
Week 12 – 13	CV Writing– how to highlight your accomplishments and help you land on interviews; LinkedIn profile – how to polish your profile contents	
Topics for T2 in Fall 2026/27:		
Time	Course Components	Assessment Tasks
Week 1 – 2:	Orientation session for internships and Co-op;	(1) Attendance of Activities; (2) Polished CV; (3) Internships and/or Co-op Plans
Week 3 – 10:	Career path, prospectus, industry trend and insight sharing by invited speakers who are HKUST alumni and professionals in various market sectors;	
Week 12 – 13	CV Writing– how to highlight your accomplishments and help you land on interviews; LinkedIn profile – how to polish your profile contents; Mock interview – how to prepare well and perform well in an interview	

Mapping of Course ILOs to Assessment Tasks and Course Components

Assessed Task	Mapped ILOs	Explanation
Attendance of Activities	ILO1, ILO2, ILO3, ILO4, ILO5	Attending orientation sessions, invited-speaker sharing sessions, and workshops exposes students to career pathways in Mechanical and Aerospace Engineering (ILO1), industry trends and workplace environments (ILO2), professional practices (ILO3), real-world applications of academic learning (ILO4), and opportunities for academic and professional growth (ILO5).
Draft CV or Polished CV	ILO1, ILO5	Preparing and refining a CV helps students articulate their interests, skills, experiences, and career direction (ILO1), while developing practical career-preparation skills for internships, Co-op placements, and future employment (ILO5). The task is supported by CV-writing and LinkedIn-profile workshops.

Internships and/or Co-op Plans	ILO1, ILO5	Developing an internship and/or Co-op plan helps students explore suitable career pathways and target industries (ILO1–ILO2), connect academic preparation with workplace opportunities (ILO4), and make realistic plans for their professional development (ILO5).
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Grading Rubrics (Pass / Fail)

Attendance of Activities

Criteria	Pass		Fail
Session Attendance	Requirement for T1 – attendance of seven out of seven events (orientation, workshops, sharing sessions)	Requirement for T2 – attendance of six out of six events (orientation, workshops, sharing sessions)	Misses one or more required activities without an approved excused absence.
Excused Absence	For sickness or study-related reasons, obtains prior approval where practicable and submits a reflection (~ 0.5 page) after reviewing the relevant activity materials or recorded session.		Fails to submit the required reflection or supporting documentation for an excused absence, or the absence is unexcused.

Draft CV and Polished CV

Criteria	Pass	Fail
Complete core sections	Submits a CV by the stated deadline. The CV includes relevant and complete core sections, such as education, skills, experience, projects and/or activities, and contact information, as appropriate to the student's stage of study.	Submission is missing, or incomplete, or late without approval, or lacks essential core sections.
Quality	Requirement T1 – A Draft CV shall show genuine effort to identify relevant experiences, skills, interests, and achievements, and incorporates the main principles introduced in the CV-writing workshop.	Requirement T2 – A Polished CV shall present a targeted, well-considered, and realistic professional profile that is suitable for internship, Co-op, or other early-career applications.
Clarity and presentation	The CV is clear, well structured, accurate, easy to read, and professionally presented with consistent formatting.	The CV is disorganized, unclear, contains substantial errors, or is difficult to read.

Internships and/or Co-op Plans (for T2 ONLY)

Criteria	Pass	Fail
Plan of an executable timeline	A realistic and personalized plan that identifies intended internship and/or Co-op preparation and application milestones, including an appropriate	The plan is missing, vague, unrealistic, or does not include a meaningful timeline.

	timeline for skill development, application preparation, and follow-up actions.	
Plan of the industry specific companies	Clearly identified relevant industries, roles, and/or prospective companies or organizations aligned with the student's interests in Mechanical and Aerospace Engineering.	The plan lacks relevant industry or company exploration or shows minimal effort in career planning.

Final Grade Descriptors:

Grades	Short Description	Elaboration on subject grading description
Pass	Satisfactory completion of all requirements	Demonstrates consistent attendance and engagement in required activities. Submits the required Draft CV or Polished CV, and, for Year 2 students, a thoughtful and realistic Internships and/or Co-op Plan. Demonstrates awareness of career opportunities, industry trends, professional practices, and the relationship between academic learning and professional development in Mechanical and Aerospace Engineering.
Fail	Does not meet the requirements	Does not meet the required attendance threshold, misses or submits unsatisfactory required deliverables, or shows insufficient engagement with the course activities and intended learning outcomes.

Course AI Policy

The use of generative AI is permitted to assist students in understanding technical concepts, exploring engineering practices, summarizing learning from sharing sessions, workshops, and company visits, and brainstorming or drafting ideas for their CVs and internship/Co-op plans. However, all final submissions must represent the student's own genuine experiences, skills, career interests, and plans. Students must clearly acknowledge any AI-generated content used in their submissions. AI assistance is not a substitute for personal reflection or independent work.

Communication and Feedback

Course announcements, activity arrangements, assessment feedback, and other course-related communication will be provided through the designated course platform and/or official HKUST email. Feedback on the Draft CV, Polished CV, and Internships and/or Co-op Plans will normally be provided within two weeks of submission and may include comments on completion, clarity, relevance, and suggestions for improvement.

Required Texts and Materials

NO required textbook.

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.