

The Hong Kong University of Science and Technology

UG Course Syllabus

Academic and Professional Development II

MECH 2002

0 Credits

Name: Hong Tao

Email: maehongtao@ust.hk

Office Hours: By appointment

Course Description

This course is designed for Year 3 and Year 4 MAE students as a continuation of MECH1001. It prepares students for the job market by focusing on essential skills such as resume writing, interview techniques, and professional network development. The department will organize (in Fall semester) practical workshops, guest lectures from various engineering industry disciplines, CV preparation and interview workshops, and (in Spring semester) company visits, aiming at inspiring students and helping them set clear career goals. It is a two-year course (PP for first 3 terms and Pass/Fail for Spring Term of Year 4).

Intended Learning Outcomes (ILOs)

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

1. Develop effective job application materials;
2. Demonstrate interview competence;
3. Understand and apply networking skills;
4. Establish career goals and strategies;
5. Build industry awareness and professionalism

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 4, and 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
Attendance at Required Activities	All required to pass	December 5 th , 2026
Polished CV		
Internships and/or Co-op Plans		

Course Components:

Topics in Fall 2026/27:		
Time	Course Components	Assessment Tasks
Week 1 – 2:	Orientation session for internships and Co-op;	(1) Attendance at Required 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 at Required Activities	ILO3, ILO4, ILO5	Through participation in the orientation, career and industry sharing sessions, CV/LinkedIn workshops, and mock interview activities, students develop awareness of professional expectations and industry opportunities. They also learn and practise networking approaches and use the information gained to reflect on and refine their career goals and strategies.
Polished CV	ILO1, ILO2	Students apply CV-writing guidance to prepare a clear, accurate, and targeted CV that communicates their education, skills, experience, projects, and career interests for internship, Co-op, or other early-career applications. The task also requires professional presentation and alignment with relevant industry expectations.
Internships and/or Co-op Plans	ILO1, ILO2	Students develop a realistic and personalized plan for internship and/or Co-op preparation and applications. The plan identifies relevant industries, roles, and prospective employers; sets milestones for skill development, application preparation, and follow-up; and demonstrates informed career planning based on industry awareness and professional networking.

Grading Rubrics (Pass / Fail)

Attendance of Activities

Criteria	Pass	Fail
Session Attendance	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.
-----------------	--	--

A 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	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.	The CV is vague, generic, copied, substantially incomplete, or shows minimal engagement with the workshop guidance.
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

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 timeline for skill development, application preparation, and follow-up actions.	The plan is missing, vague, unrealistic, or does not include a meaningful timeline.
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 Polished CV, 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.