

The Hong Kong University of Science and Technology

UG Course Syllabus

LANG4036

Technical Communication for Technology Projects

3 credits

Corequisite: ISDN4001

Course Coordinator: Ka-Ming Yuen (lkckaming@ust.hk)

If you have any questions, your first point of contact should be your section instructor. Please find the email address on Canvas.

Course Description

LANG4036 is designed to meet the language needs of ISD students who undertake project work for academic and professional purposes. Throughout a project life cycle, documentation and presentation are crucial for the ongoing appraisal and assessment. Content selection, organization and language use play a pivotal role in the perception of the quality of the work. This course continues the development of these skills in the context of the project work. Students are expected to adopt a discovery approach to further developing the language skills, in which they need to find solutions collaboratively to meet the various demands regarding the documentation and presentation by participating in the structured activities with regular instructor feedback, peer reviews and self-reflection.

Key topics:

- Communication and technical communication
- Defining the problem: Concept research presentation
- Progress report
- Reflection report writing
- Pitch to industrial partner
- Executive summary
- Promo video
- Interim report
- Self-directed learning (SDL) Project: Enhancing English proficiency
- Presenting a prototype

Intended Learning Outcomes (ILOs)

1. Students can understand and appreciate effective language use throughout the project life cycle, phases including initiation, planning, execution, monitoring, and closure.
2. Students can select, organize and present appropriate contents appropriately for project presentations, in various modes, including both the written and the spoken, for different contexts and audiences.
3. Students can demonstrate external and internal self-awareness when evaluating feedback from others and themselves for improvement.
4. Students can work collaboratively in a team to maximize their performance.

5. Students can identify their needs in improving their language skills and able to employ strategies to raise their proficiency independently.

Assessments

This course will be assessed using criterion-referencing and grades will not be assigned using a curve.

Executive summary of the Final Year Design Project <i>* due Week 10</i>	28%	ILO-1, ILO-2, ILO-3 (This summary requires proper content selection, organization and language use.)
Promo video for the Final Year Design Project <i>* due Week 11</i>	28%	ILO-1, ILO-2, ILO-3 (This video requires proper content selection, organization and language use.)
Group project presentations on language tasks <i>* due Week 7 to Week 9</i>	23%	ILO-1, ILO-2, ILO-3, ILO-4 (This project requires proper content selection, organization, language use and teamwork.)
Individual Self-Directed Learning Project <i>* due Week 7 & Week 13</i>	15%	ILO-3, ILO-5 (This project requires insightful reflection and independence.)
Others (Participation in consultations and peer review) <i>* from Week 5 to Week 13</i>	6%	ILO-1, ILO-2, ILO-3, ILO-4, ILO-5 (Participation in consultations and peer review is a formative feedback process that facilitates the achievement of the ILOs.)

** specific due dates are posted on Canvas*

Grading Rubrics

Detailed rubrics for each assignment are provided on Canvas. These rubrics clearly outline the criteria used for evaluation. Students can refer to these rubrics to understand how their work will be assessed.

Final Grade Descriptors

Grades	Short Description	Elaboration
A	Excellent	Well-selected content is presented clearly with sophisticated development for the context. Language use and delivery are completely appropriate. Ample convincing proof in successful self-directed learning is given. Participation in consultations and peer review is active and conducive to excellent performance.
B	Good	Suitable content is presented in a sensible way with proper development for the context. Language use and delivery are mostly appropriate. Convincing proof in successful self-directed learning is given. Participation in consultations and peer review is active and conducive to good performance.
C	Satisfactory	Adequate content is presented with fair development for the context, while some parts may lack clarity or

		coherence. Language use and delivery may be sometimes awkward but understandable in general. Proof in successful self-directed learning is given. Participation in consultations and peer review meets basic requirements.
D	Marginal Pass	Some assignment(s) may not be completed successfully. They may be missing or they may not fulfil the requirements.
F	Fail	Most or all assignments may not be complete. They may be missing or they may not fulfil the requirements.

Course AI Policy

We encourage students to make use of all the tools available that can help them to communicate more effectively in English. We also expect students to uphold the highest standards of academic integrity. There is no penalty for using or not using GenAI. However, GenAI and other tools cannot be used as a substitute for a student's own work. Students are expected to write their own assessed assignments and to prepare their presentations themselves.

GenAI tools can be very useful for:

- Brainstorming ideas and suggesting sources BUT the information provided may not be accurate or relevant to your assignment.
- Giving suggestions about improving the organization of your writing BUT GenAI tends to suggest very formulaic patterns of writing which may not fit your requirements.
- Giving suggestions about improving your language BUT GenAI may make suggestions for language changes which are not appropriate for the intended context and audience.
- Suggesting simple ways of expressing complex discipline-specific concepts BUT these explanations may be unfamiliar to your audience.
- Providing summaries of long texts BUT important information may be omitted, particularly if the original text is not well-written.

In short, GenAI provides opportunities to enhance your use of English and contains pitfalls which you need to be aware of.

Communication and Feedback

Assessment marks for individual assessed tasks will be communicated via Canvas within ten working days of submission. Feedback on assignments will include strengths and areas for improvement where relevant. Students who have further questions about the feedback including marks should consult the instructor within five working days after the feedback is received.

Resubmission Policy

Resubmissions are not accepted, except in exceptional circumstances.

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.

Plagiarism

In CLE assignments, students should not copy from others nor submit the same work for multiple courses. Source materials must be explicitly acknowledged.

Assignments with evidence of plagiarism may score a zero and be followed up with your department's Dean. To demonstrate academic integrity and avoid plagiarism, you are expected to:

- paraphrase, summarize, reference and synthesize ideas from sources
- refrain from copying expressions and ideas directly from any source (e.g. from another student, or from a video, or from an article, etc.) without proper acknowledgement