

Department of English Language and Culture

Implementation Guidelines for Graduation Project (I) (II)

Revised and Approved in Departmental Affairs Meeting 2017/02/21

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Article 1

The main objective of Graduation Project (I) and (II) is to assess the application of the departmental core abilities among students. With supervision from faculty members in this department, this course aims to train students' ability to think independently and ability to conduct research using knowledge and skills acquired from their studies. In addition, this course hopes to assist students in career planning and enhance their employability and competitiveness in further academic pursuits.

Article 2

Both Graduation Project (I) and (II) are compulsory modules for senior students in this department and are implemented according to the following guidelines (hereafter the Guidelines).

Article 3 Project type and deliverables

Academic (select one of the following options)

- a. Research-oriented (including but not limited to dissertations and research posters): The work will be assessed through a 30-page dissertation, a 20-minute presentation and a 10-minute Q&A. Students need to submit their final dissertation in PDF and presentation slides on a compact disk.
- b. Application-oriented (including but not limited to video, drama, and teaching demonstration): The work will be assessed through a 15-page report, a 20-minute screening/performance/demonstration, and a 10-minute Q&A. Students need to submit their final report in PDF and the other results on a compact disk.

Article 4 Implantation details

4.1 Students need to organize themselves in groups and select one person to be the group leader. The list of group members needs to be signed by the faculty member who agrees to supervise the group (hereafter, the supervisor). Once signed, the list cannot be altered or changed without seeking permission from the department.

4.2 The group leader is responsible for submitting the Graduation Project Meeting

Record (Appendix 3). Meeting records need to be collected and compiled according to dates and submitted to the departmental office at the end of the project. The department should file these meeting records according to the names of the supervisors.

4.3 During the midterm exam week in the second semester, each group should complete the Graduation Project Oral Examination Application Form (Appendix 1) and secure a faculty member to be their oral examiner. Students should hand in the completed Application Form to the departmental office together with two copies of their dissertation/report. The departmental office will arrange for their dissertation/report to be passed on to the group's supervisor and oral examiner.

4.4 The Graduation Project Presentation will be held in the week prior to the scheduled examination week for graduating seniors.

4.5 During the examination week for graduating seniors, students should submit three bound copies of their final revised dissertation/report to the departmental office. Students may receive the credits and grades for the module after submitting their final dissertation/report.

4.6 Milestones of Graduation Project (I) and (II)

Week number	Milestone
Week 1 of the first semester	Confirmed group member lists Course instructor to conduct course introduction
By week 3 of the first semester	Students to confirm group supervisor
By mid-term exam week of the first semester	Students to meet up with the supervisor and discuss the project at least once Supervisor to provide mid-term exam grades
By final exam week of the first semester	Students to submit project abstract/outline and upload abstract/outline onto TKU Students' Learning E-portfolio
By mid-term exam week of the second semester	Students to complete the Graduation Project Oral Examination Application Form and secure an oral examiner for their project Students to submit the completed Application Form to the departmental office together with two copies of their dissertation/report The departmental office to arrange for the dissertation/report to be passed on to the group's supervisor and oral examiner.
The week prior to the scheduled examination week for graduating	The Graduation Project Presentation

seniors.	
The examination week for graduating seniors	Students to submit three bound copies of final revised dissertation/report to the departmental office
Within university-specified grades submission deadline	Supervisors to submit term grades of group members to course instructor

Article 5 Supervisor

Each full-time faculty member has the duty to supervise at least one group. Exemption of supervision duty may be granted by the departmental Chairman under special circumstances.

5.1 Supervisors have the responsibility of assisting students to choose an appropriate research topic and supervise students throughout the project.

5.2 Supervisors should work with students in finding appropriate time for supervision. Face-to-face supervision should be given on a group basis at least 5 times per academic year (not including the initial contact where students invite the faculty member to be their supervisor).

Article 6 Grading

6.1 Graduation Project (I): Midterm assessment (30%), Final assessment (60%), Attendance (10%).

6.1.1 Mid-term assessment may include performance during the meeting(s) with the supervisor before the midterm exam.

6.1.2 Final assessment may include the production of project abstract/outline and uploading the abstract/outline onto TKU Students' Learning E-portfolio.

6.2 Graduation Project (II): Midterm assessment (20%), Dissertation/report (45%), performance at the Graduation Project Presentation (25%), Attendance (10%).

Dissertation/report is graded by content, structure, and writing skills. Supervisors can choose to grade group members individually or as a group.

6.3 Graduation Project Presentation:

6.3.1 Students should be present and participate in the Graduation Project Presentation from beginning to end. The exact time, venue and order of presentation will be announced by the department two weeks prior to the Presentation.

6.3.2 Performance will be evaluated by group supervisor and the oral examiner on the content of presentation, presentation skills (or performing skills), and question handling.

6.3.3 Graduation Project Presentation will usually take place around the end of May. It will be hosted by the course instructor and conducted in English. Each group

will be allocated approximately 30 minutes on stage.

6.3.4 After the Graduation Project Presentation, the oral examiner will complete the grading sheet and pass it onto the group supervisor, who then calculates the term grades for group members and submits their term grades to the course instructor.

6.3.5 Students must finish revising their dissertation/report within one week after the Presentation and submit the revised version to their supervisor for approval. Students should only print and bind their dissertation/report after the final approval is given by their supervisor.

Article 7 Style and formatting

7.1 The dissertation/report must be written in English and follow either MLA or APA style.

7.2 Please refer to the following documents for other guidelines:

Name of document	Appendix
Copyright license agreement	Appendix 2
Graduation Project Meeting Record	Appendix 3

7.3 The final dissertation/report will be presented in the order of Cover, Supervisor's signature page, Abstract, Acknowledgement, Table of Content, Lists of tables (if any), Lists of figures (if any), Main texts, Appendix, and Copyright license agreement.

Article 8

The Guidelines will take effect on the date of release after being passed in the departmental affairs meeting. The same applies to any later amendments.