

## Subject Description Form

<b>Subject Code</b>	ITC321PC
<b>Subject Title</b>	Capstone Project and Dissertation Preparation
<b>Credit Value</b>	4
<b>Level</b>	3
<b>Pre-requisite/ Co-requisite/ (Exclusion)</b>	<p><i>Students who are non-Chinese speakers or whose standards are at junior secondary level or below, and assigned to take CBS1151/ CBS1152/ CBS2151/ CBS2152/ CBS2154, will be exempted from CBS components in the subject.</i></p> <p>(ITC3042T Professional Language Skills and Project Preparation (by Thesis) or ITC3228D Professional Language Skills and Project Preparation (by Collection))</p>
<b>Objectives</b>	The subject orientates students towards their final year capstone project(s) and develops their ability in planning and management the project. It covers various kinds of research methodology, teamwork, time management, and specifically reinforces the language use of both Chinese and English in writing project proposal and thesis.
<b>Intended Learning Outcomes</b> <i>(Note 1)</i>	<p>Upon completion of the subject, students will be able to:</p> <ol style="list-style-type: none"> <li>a. understand the basic kinds of research methods and processes;</li> <li>b. search research publications;</li> <li>c. apply critical and creative thinking in initiating and writing an achievable design project proposal;</li> <li>d. understand the requirements and elements of a project proposal, including structure, format, and composition;</li> <li>e. identify potential design project in respect to its implementation plan, evaluation of limitations, and proposal of solutions;</li> <li>f. plan, organise and produce project proposals in a clear and systematic manner;</li> <li>g. summarise research publications effectively;</li> <li>h. plan, organise and deliver effective oral presentations on project proposals;</li> <li>i. understand the components of a thesis.</li> </ol>
<b>Subject Synopsis/ Indicative Syllabus</b> <i>(Note 2)</i>	<p>(I) <b>About final year capstone projects</b>            Purpose of final year capstone projects            Requirements of final year capstone projects            Planning and scheduling of project implementation            Final year project supervisor</p> <p>(II) <b>Capstone project requirements</b></p>

	<p>Defining objectives Data collection Data analysis Interpretation of results</p> <p>(III) <b>Dissertation/report composition</b> Contents of thesis Format of thesis Reference styles</p> <p>(IV) <b>Thesis/report writing</b> Writing of project proposal in English Writing introductory chapter for a thesis and a literature review for an area of study in the appropriate format and style of English Writing a project synopsis in Chinese</p> <p>(V) <b>Presentation of project proposal</b> Logical and coherent organisation of presentations Verbal and non-verbal interaction strategies for persuasive presentations</p>																																																					
<p><b>Teaching/Learning Methodology</b> <i>(Note 3)</i></p>	<p>Lectures will be structured to introduce the basics of carrying out a capstone project. Instructions will be provided through lectures in order to reinforce the use of language in developing a project proposal and a thesis. Tutorials will be conducted to reinforce taught subjects and instructions. Assignments will be used to reinforce learning and assess learning progress. This subject is collaboratively developed and delivered by staff from ITC, CBS and ELC.</p>																																																					
<p><b>Assessment Methods in Alignment with Intended Learning Outcomes</b> <i>(Note 4)</i></p>	<table border="1" data-bbox="553 1062 1438 1415"> <thead> <tr> <th rowspan="2">Specific assessment methods/tasks</th> <th rowspan="2">% weighting</th> <th colspan="9">Intended subject learning outcomes to be assessed</th> </tr> <tr> <th>a</th> <th>b</th> <th>c</th> <th>d</th> <th>e</th> <th>f</th> <th>g</th> <th>h</th> <th>i</th> </tr> </thead> <tbody> <tr> <td>1. Assignments</td> <td>80%</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>2. Presentations</td> <td>20%</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>✓</td> <td>✓</td> <td></td> </tr> <tr> <td>Total</td> <td>100 %</td> <td colspan="9"></td> </tr> </tbody> </table> <p>Explanation of the appropriateness of the assessment methods in assessing the intended learning outcomes:</p> <p>Students will be required to identify the project areas of interest or work on an assigned brand/case, prepare project proposals in a clear and systematic manner, and deliver oral presentations. Students will be required to submit project proposals for capstone projects I and II in an appropriate format and style of English, as well as project briefs in Chinese</p> <p>ITC staff will contribute to the assessment of Intended Learning Outcomes (a), (b), (c), (e) to (i).</p> <p>CBS staff will contribute to the assessment of Intended Learning Outcomes (b), and (h).</p> <p>Remarks: <i>Students who are non-Chinese speakers and exempted from CBS components in the subject are not required to complete the CBS study hours. The overall assessment of this subject will be derived by proportion excluding CBS assessment results.</i></p>	Specific assessment methods/tasks	% weighting	Intended subject learning outcomes to be assessed									a	b	c	d	e	f	g	h	i	1. Assignments	80%	✓	✓	✓	✓	✓	✓	✓	✓	✓	2. Presentations	20%							✓	✓		Total	100 %									
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	ELC staff will contribute to the assessment of Intended Learning Outcomes (b), (d), (f), (g), (h) and (i).	
<b>Student Study Effort Expected</b>	Class contact:	
	▪ Lecture (CBS: 10 Hrs.; ELC: 10 Hrs.; ITC: 6 Hrs.)	26 Hrs
	▪ Tutorial (CBS: 8 Hrs.; ELC: 8 Hrs.; ITC: 10 Hrs.)	26 Hrs.
	Other student study effort:	
	▪ Self-study/Preparation	85 Hrs.
	▪ Presentation	5 Hrs.
	Total student study effort	142 Hrs.
<b>Reading List and References</b>	<p><b><u>Essential</u></b> Guidelines for the Preparation of Final Year Project, ITC, PolyU.</p> <p><b><u>Supplementary</u></b> Flynn, J. Z., &amp; Foster, I. (2009). Research methods for the fashion industry. Lester, J. D., &amp; Lester, J. D. (2018). Writing research papers: A complete guide. New York: Longman. Silverman, D., &amp; Marvasti, A. (2008). Doing qualitative research: A comprehensive guide. Sage. 陳俊榮. (2012). 論文寫作方法與格式. 威仕曼文化 事業股份有限公司, 新北市。</p>	