Completion Report
Project Supported by LTC/OBA Funding*

(Period covered: 16 September 2008 – 28 February 2010)

Part I: General Information

Funding Source: OBA Funding

Project Code:	2007-08/OBA/SD1	**Host Department:**	School of Design
Project Title:	Assessment of Programme Outcomes by Capstone Project at School of Design		

Project Team:	**Project Leader** (Name & Dept):	**Team Member(s)** (Name & Dept):
	Alice Lo (SD)	Violet Chan, Francis Hung, Anthony Lee and Henry Ma (SD)

Part II: Project Details

1. Financial Information

(a) Overview

Approved Funding:	Additional Funding Received (if any):	Total Funding Received:
	+	=

Source of Additional Funding: One-line budget of School of Design: HK$226,800
School Board Chairman (SD)'s Reserve: HK$184,600

(b) Project Expenditure

2. Project Schedule

	Start date (dd/mm/yyyy):	Completion date (dd/mm/yyyy):
Dates as Stated in Original Proposal:	2 May 2008	31 October 2009

	Start date (dd/mm/yyyy):	Completion date (dd/mm/yyyy)
Actual Start and Completion Dates:	16 September 2008	28 February 2010

	Total no. of extension(s) obtained :	Obtained during the project period:
Project Period Extension(s) (if any):	One time	For a total of four months

Reason(s) for Extension(s) (if any):	Due to delay of funding allocation and hiring of project staff

LTC: Learning and Teaching Committee
OBA Funding: Funding for Promoting Outcome-Based Approaches to Student Learning

3. Project Implementation

(a) Project objectives

1. Align the assessment of professional and generic competences in Capstone Projects with intended programme learning outcomes

2. Design a School-wide Capstone Project Assessment Framework to collect evidence of students' attainment of programme outcomes that could be adapted to different programme levels. This will provide a holistic programme learning outcomes assessment plan in the School of Design and a shared understanding of the learning goals and performance standards of sub-degree, degree and master degree programmes. It will enable a more accurate mapping of the Capstone Project's intended learning outcomes with the programme outcomes

3. Develop appropriate assessment methods for Capstone Projects and pilot the methods in sub-degree, degree and master degree programmes of the School of Design

4. Design a mechanism to report and act on outcome assessment data from Capstone Projects to evaluate and improve effectiveness of the programmes

(b) Overview of specific work undertaken for achieving the project objectives (including any changes to original proposal)

1. Completed a four-level learning outcomes alignment:
   Institutional level – PolyU institutional learning outcomes
   School level – School of Design core values
   Programme level – Programme learning outcomes
   Subject level – Final Project / Capstone Project learning outcomes

2. Completed the mapping of programme outcomes and Capstone Project assessment criteria with gaps identified in professional and generic competences

3. Finished conducting interviews with industry practitioners, alumni, current Final Year students and teaching staff of Higher Diploma in Multimedia Design & Technologies, BA(Hons) in Design (Advertising) and Master of Science in Multimedia & Entertainment Technology

4. Completed a mass survey of industry practitioners of Higher Diploma in Multimedia Design & Technologies, BA(Hons) in Design (Advertising) and Master of Science in Multimedia & Entertainment Technology

5. To collect valid assessment data from Capstone Projects for programme assessment, the following assessment tools are proposed:
   - An assessment form with well-defined assessment criteria based on the School of Design Core Values and the Capstone Project Design Process
   - Rubrics to articulate levels of performance, including excellent, pass and fail (as an assessment reference), for each learning outcome/assessment criterion
   - Visual rubrics to provide concrete illustrations of performance standards for mutual understanding amongst faculty members and students
   - Criteria for success or performance indicators, e.g., 80% of students being rated satisfactory or above on all criteria would indicate programme effectiveness in achieving the ILOs.

(c) Difficulties encountered, if any, which have affected progress, and remedial actions taken

- Due to delay of starting the project, the project team missed the crucial timing for pilot implementation of the proposed Assessment Framework for Capstone Project in individual programmes except for BA(Hons) in Design (Advertising).
- With consensus of faculty members and approval of individual programme committees, the pilot implementation of the proposed School-wide Capstone Project Assessment Framework could be carried out in 2010-11 academic year.

(d) Deliverables/useful findings/good practices emerged

Rubrics were piloted in the BA(Hons) in Design (Advertising) Final Project as an 'assessment reference' supplemented by 'visual rubrics'.

A School-wide Capstone Assessment Framework that will inform assessment practice across programmes is proposed And a 4-Step Approach to the Assessment of Programme Outcomes through Capstone Projects is also developed as a sustainable assessment process that will provide meaningful input by which programmes can be improved.

(e) Dissemination activities taken/planned to sustain impact

- Shared project progress at the OBA Projects Sharing Session on 3 Feb. 2009 under the auspices of VP(AD)
- Planned to publish papers in design education journals and presentation at international education conferences
- Disseminate project findings online through an OBE website

(f) Self-evaluation or additional information/remarks

Based on the stakeholders' interview and survey answers with regard to the School of Design's current Capstone Projects – we propose a number of improvements that could be made in terms of assessment methods and the curriculum.

A '4-Step Approach to the Assessment of Programme Outcomes through Capstone Projects' as a sustainable assessment process by which meaningful input is provided for programme improvement. We have also developed a School-wide Capstone Project Assessment Framework at the School of Design' to obtain reliable evidence of student performance in Capstone Projects, so as to determine which programme learning outcomes are being satisfactorily achieved and which need improving.

The recommendations presented in this project report should be regarded as part of a work in progress. An ongoing review of programme assessment through Capstone Projects is necessary to ensure reliable assessment results that can be used to evaluate student learning with the aim of improving the curriculum.

Issue for attention of funding authority
Although this project has been completed, the project team would like to request to keep the project account active until 31 May 2011. The balance of <u>HK$177,576.64</u> (refer to attached financial statement up to 19 May 2010) will be used for payment of part-time project staff and dissemination of project deliverables through a website and /or journal articles.

Name of Project Leader: _____ Date: 24 May 2010
(ALICE LO)

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THE HONG KONG POLYTECHNIC UNIVERSITY
Financial Statement for Outcome-based Approaches in Student Learning
Current Period: MAY-2010

Currency: HKD
WORK PROGRAMME=8BOV (Assessment of Programme Outcomes by Capstone Project at School of Design), RESPONSIBILITY CENTRE=73 (SD School of Design)

RESOURCE NATURE	Budget / Actual Expenditure	Outstanding Encumbrance				Net Balance	
		Salary for Current Year	Salary for Future Year	Others	Sub-total	Excluding Salary for Future Year	Including All Encumbrances
	(a)	(b)	(c)	(d)	(b) + (c) + (d)	(e)=(a)+(b)+(d)	(f)=(a)+...+(d)
Budget Allocated	468,597.00					468,597.00	468,597.00
Less: Expenditure and Encumbrance							
Subordinate Staff Wages	166,000.00	0.00	0.00	0.00	0.00	166,000.00	166,000.00
Research/Other Expenses	117,120.36	0.00	0.00	0.00	0.00	117,120.36	117,120.36
Subordinate Staff MPF	7,900.00	0.00	0.00	0.00	0.00	7,900.00	7,900.00
Total Expenditure	291,020.36	0.00	0.00	0.00	0.00	291,020.36	291,020.36
Surplus / (Deficit)	177,576.64					177,576.64	177,576.64

Part III: Evaluation by D/SLTC (or by HoD/Director of School^)

(a) Rating and comments/recommendations on the following areas of the project

(please put a ✓ in 1 of the following 2 ratings and provide comments)

Areas	Rating — Satisfactory	Rating — Needing attention	Comments and Recommendations
Overall financial management/ use of funding	✓		
Overall project progress	✓		
Outputs /deliverables / dissemination	✓		
Overall rating / comments on the project (Please suggest remedial actions if the rating is 'Needing attention')	✓		

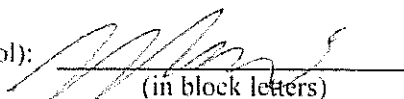(b) Issues requiring the attention of FLTC/Director of School and/or the funding authority

N A

(c) Outputs/deliverables/good practices of the project that can be shared with other subjects, programmes or departments within the Faculty, or with the wider PolyU community

Prof. Walter Yuen may be interested in these outcomes for potential use in other areas of PolyU

(d) Additional comments/remarks

Name of D/SLTC Chair
(or HoD/Director of School): _____   Date: 26/5/10
(in block letters)

FUNG Ho Yin

^ To be prepared by HoD/Director of School if the PL is also the D/SLTC Chair, **or if** the Centre/Unit/Office does not have a DLTC.

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Part IV: Evaluation by FLTC/Director of School#

(a) Overall rating on the project (please put a ✓ in 1 of the following 2 ratings):

☑ Satisfactory

☐ Needing attention

(b) Overall comments and recommendations on the project:

The project has provided useful insights into our Capstone projects that can be used by the School of Design. We can use the rubrics and assessments for future Capstone Subjects and continue to refine our processes.

(c) Issues requiring the attention of the funding authority:

Please keep extension for funding that has been requested by P.I

Name of FLTC Chair/
Director of School: _____ Date: 28 (5 (2010
                    (in block letters)

The Director of School *or* HoD of the Centre/Unit/Office needs not fill this part if he/she has already commented in Part III.

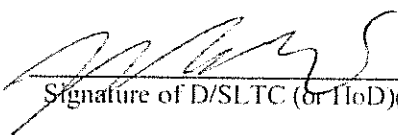## Part V: Response & Follow-up Plan by Project Leader

(Response and follow-up plan is required from the Project Leader if there is any area rated as 'needing attention' in Part III and/or IV.)
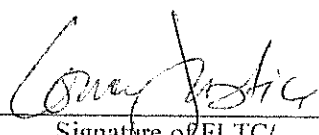
Name of Project Leader: _____   Date: _____
                        (in block letters)

_____   _____   _____
Signature of Project Leader   Signature of D/SLTC (or HoD)@   Signature of FLTC/
                                                              Director of School

_____   __26_/_5_/_10__   _Prof Lorraine Justice_
(Name in block letters)   (Name in block letters)   (Name in block letters)

@ To be signed by HoD *if* the PL is also the DLTC Chair, *or if* the Centre/Unit/Office does not have a DLTC; **leave** this blank *if the PL is also the SLTC Chair.*

The Project Leader and D/SLTC Secretary should each keep a copy of this *Completion Report* for records.
A copy of this *Completion Report* will be submitted along with the *F/SLTC Annual Report (Form 20)* to LTC/WGOBE as a supporting document.

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