

General Education Consolidation Course Staff Briefing

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Professor Laurance Splitter
Director, General Education



Course Synopsis

- 3-credit point, 1-semester “capstone” course towards the end of undergraduate studies
- Requires students to:
 - Reflect critically on their undergraduate learning experience (inside and outside classroom)
 - Develop an integrated view of how and where they position themselves in relation to their future goals, plans, and aspirations
 - Submit an annotated e-portfolio based on their experience, reflections and stored artefacts from their undergraduate studies

Course Prerequisites

- Complete GE Foundation Course
- Complete required number of GE Breadth Courses, which is normally 4
 - Allowing more flexibility for (especially non-BEd) students, the last GEBC could be taken concurrently with GECC

Course Intended Learning Outcomes

CILO₁

- Communicate (orally and in writing) personally, reflectively and critically *about their undergraduate experience* (including, but not restricted to, GE), utilizing the Institute structures of the 4Cs Learning Framework and 7 Generic Intended Learning Outcomes, the GE Learning Outcomes (GELOs) and GE Criteria.

CILO₂

- Make, and reflect critically on, connections *between* what they have learned in their undergraduate studies *and specific aspects of their own lives and experiences beyond the classroom*.

CILO₃

- Articulate their own beliefs, values and goals in order to describe a personal description or vision for living a worthwhile life.

Content, CILOs and Teaching & Learning Activities

Course Content	CILOs	Suggested Teaching & Learning Activities
Recapitulation of 4Cs Learning Framework, 7 Generic Intended Learning Outcomes, GELOs, GE-CILO A, Criteria and F-CILOs	CILO ₂	Documentary review and analysis, and class sharing
Reflection on students' FC, BCs, major, other studies and beyond-classroom learning experiences and outcomes	CILO _{1 & 2}	Student presentation (short and informal), class sharing and discussion
Review of e-portfolio as a learning tool and students' relevant records	CILO _{1 & 2}	Case studies, IT workshops and class discussion
Analytical and creative approaches to preparing a CC e-portfolio	CILO ₂	Reflective entries and class discussion
Guided brainstorming of themes for a CC e-portfolio with respect to students' reflection	CILO _{1, 2 & 3}	Online and Class discussion
Evaluation of reflections raised by students during working on their theme and e-portfolio	CILO _{1, 2 & 3}	Individual presentation, and class sharing

Tentative Assessment Scheme

Assessment task	Weighting (%)	CILO
Reflective entries with following two elements:	20%	CILO _{1, 2 & 3}
1. Self-reflection on class meetings, sharing, discussions and e-portfolio construction	<i>1st entry: 7%, 2nd entry: 13%</i>	
2. Critical feedback on peer study group members' construction of e-portfolio		
An individual presentation on e-portfolio	20%	CILO _{1, 2 & 3}
An individual e-portfolio	60%	CILO _{1, 2 & 3}

Words in blue:

Revised in Professional Staff Development Workshop on 30th October, 2014.

Course Structure

- Attend mass lecture (per programme) at the beginning of the semester to acquire skills for reflective thinking and writing
- Then engage in interactive reflective sharing and discussion in the two-hour small meetings
- Meet with GECC supervisor and fellow group-members (as *critical friends*) in consultation sessions* for reflective writing and preparing their individual e-portfolio
- Complete reflective entries of self-reflection on class meetings, sharing, discussions and e-portfolio construction as well as critical feedback on peer study group members' construction of e-portfolio, for the purpose of guiding and consolidating their self-discovery learning progress
- Present and submit their e-portfolio at the end of the course

* *Students are divided into 5x5-member peer study groups (with 25 students constituting a single class under the supervision of a GECC supervisor).*

GECC Supervisor Workload

- 39 hours (full-course workload) for individual GECC supervisor:
 - Pre-semester professional development workshop of 6 hours
 - 1 mass lecture of 2 hours
 - 4 small-class meetings of 2 hours each
 - Group consultation session of 2 hours for each group (5 groups of 5 students)
 - Individual presentation in 2 meetings, 3 hours each
 - Individual consultation sessions (by appointment) of 7 hours spared in total

Tentative Course Schedule

Course Schedule	Timeframe		Contact Hour (Supervisor)	Contact Hour (Student)
Professional development workshop	Pre-semester	(Oct, 2014)	6	0
Student mass awareness meeting	Pre-semester	(27 th Nov, 2014)	---	(1)
First phase:				
Mass lecture	Week 1	(5 th – 9 th Jan, 2015)	2	2
4 small-class meetings	Week 2-5	(12 th Jan – 6 th Feb)	4 x 2 = 8	4 x 2 = 8
Submission of 1st reflective entry	Week 3	(19 th – 23 rd Jan)	---	---
Submission of 2nd reflective entry	Week 5	(2 nd – 6 th Feb)	---	---
Second phase:				
Group consultation session	Week 6-7	(9 th – 27 th Feb)	5 x 2 = 10	2
E-portfolio workshop (hosted by LTTC, voluntary attendance on need basis)	Week 6-7	(9 th – 27 th Feb)	0	2
Third phase:				
Individual presentations	Week 8-10	(2 nd – 20 th Mar)	2 x 3 = 6	2 x 3 = 6
Individual consultation session (appointment on need basis)	Week 10-12	(16 th Mar – 10 th Apr)	7	---
Submission of e-portfolio	Week 13	(13 th – 17 th Apr)	---	---
Total contact hours:			39	20

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Notice

- CC timeslots are pre-assigned by the Registry; please do not arrange major courses in the same timeslots.
- All students are to take GECC in pre-assigned semesters, any special case (e.g. exchange or failure of GEBC) will be considered one by one.
- In the semester prior to taking GECC, programmes need to reserve a 1-hour session for students to attend a GEO mandatory awareness meeting to alert them to begin serious preparation for GECC.

Actions to be taken

- Please check your students' GEBC status and remind them to fulfil GECC prerequisites at least 1 semester before taking CC.
- Please inform GEO the number of students taking GECC in each cohort by Dec. 2014.
- Please nominate and encourage suitable academic and teaching staff of your faculties and departments.