

it's all about **Writing**
and **Reading** in The Hong Kong Polytechnic University



**English Writing and Reading
Requirements:
Briefing for CAR Subject Teachers**

Semester 1, 2024-2025

Today's briefing will focus on...

Basics of English
Reading and
Writing
Requirements

EWR Team and
stakeholders

Supporting the
EWR

Reading and Writing Requirements at PolyU

English Reading Requirement

All students are required to

- complete one CAR subject with an “R” designation
- extensive reading of a text, or 4 manuscripts, of 100,000 words or 200 pages in English
- participate in instructional activities and assessments related to the reading assessment designed in consultation with ELC
- no less than 10% of the subject grade marked by CAR subject teacher

English Writing Requirement

All students are required to

- pass one CAR subject with a “W” designation
- completion of a 1500-2500 word writing assignment in English
- participate in instructional activities to revise two drafts of the assignment
- no less than 40% of the subject grade (10% of which to be marked by ELC)

Writing Genres this semester

Academic Essay

Analytical Academic essay

Analytical Art essay

Analytical Film review

Analytical essay

Argumentative essay

Book report

Book Review

Literature review

Project report

Reflective essay


Scientific summary report

Short story

Site visit report

some more to come...





Roles of stakeholders

English Writing Requirement Team: Facilitating Collaboration

EWR ELC Coordinator: Dr. Linda Lin
EWR ELC Deputy Coordinator : Jay Bidal

EWR Liaison Team:

- Adam Barker, Christy Wong, Denise Cheung , Jim Lo, Agnes Ng, Mitchell Mak , Pinna Wong

Assistant Technical Officer:

- Gigi Au Yeung



Roles of the EWR Team

1

Liaise with CAR teachers:

- Role of EWR
- Preparation of assignment details and EWR documents for students and expected outcomes

2

Communicate with ELC teachers:

- Assignment orientation
- Preparation of action points
- Feedback and marking issues

3

Communicate with students:

- EWR orientation
- Respond to student queries
- Follow up on submission issues
- Workshops and drop-in consultations

Roles of the ELC teachers



Guide students through the process of writing



Help them understand the type of writing (genre) required in the assignment



Provide specific action points for revision

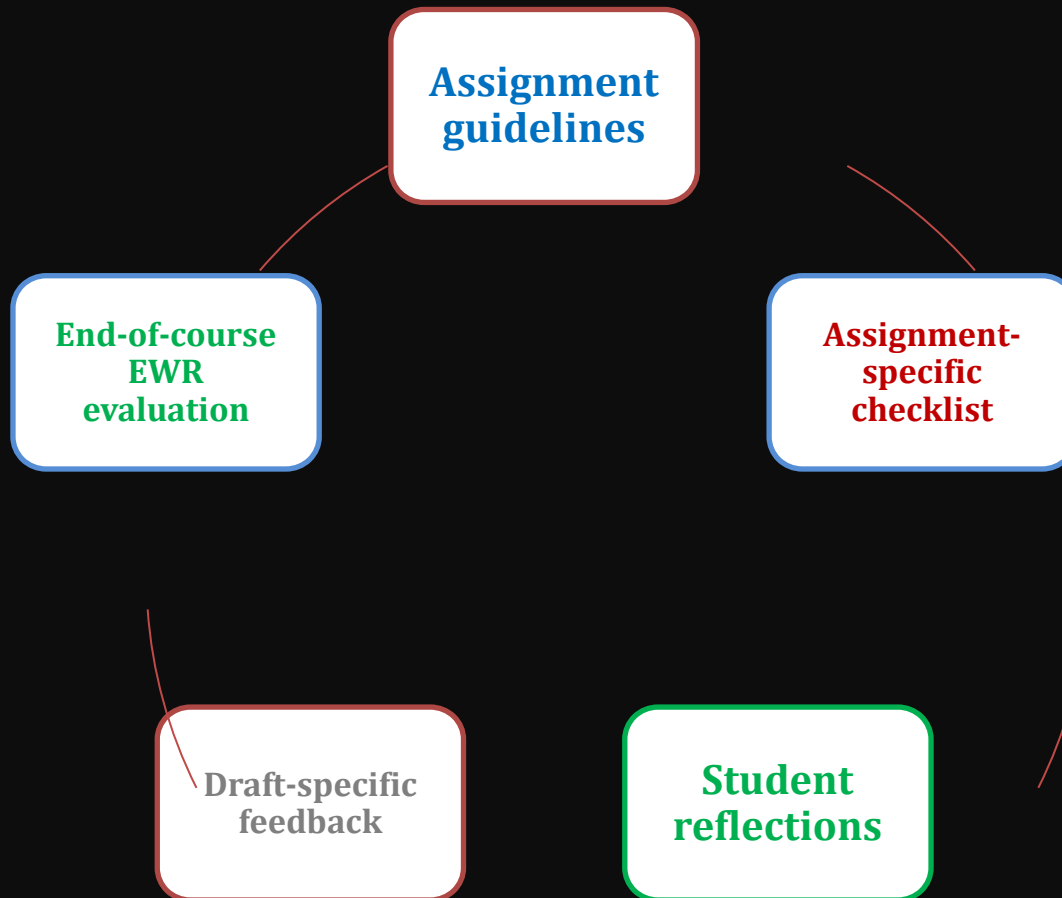


Offer further support through optional consultations

Roles of the CAR Subject Teachers

- Show EWR intro videos in Week 2
- Invite EWR liaison to conduct EWR orientation in Week 3
- Connect teaching to EWR assignment at times
- Familiarize yourselves with the EWR dates, tools and checklists to support students

Our 'tools'



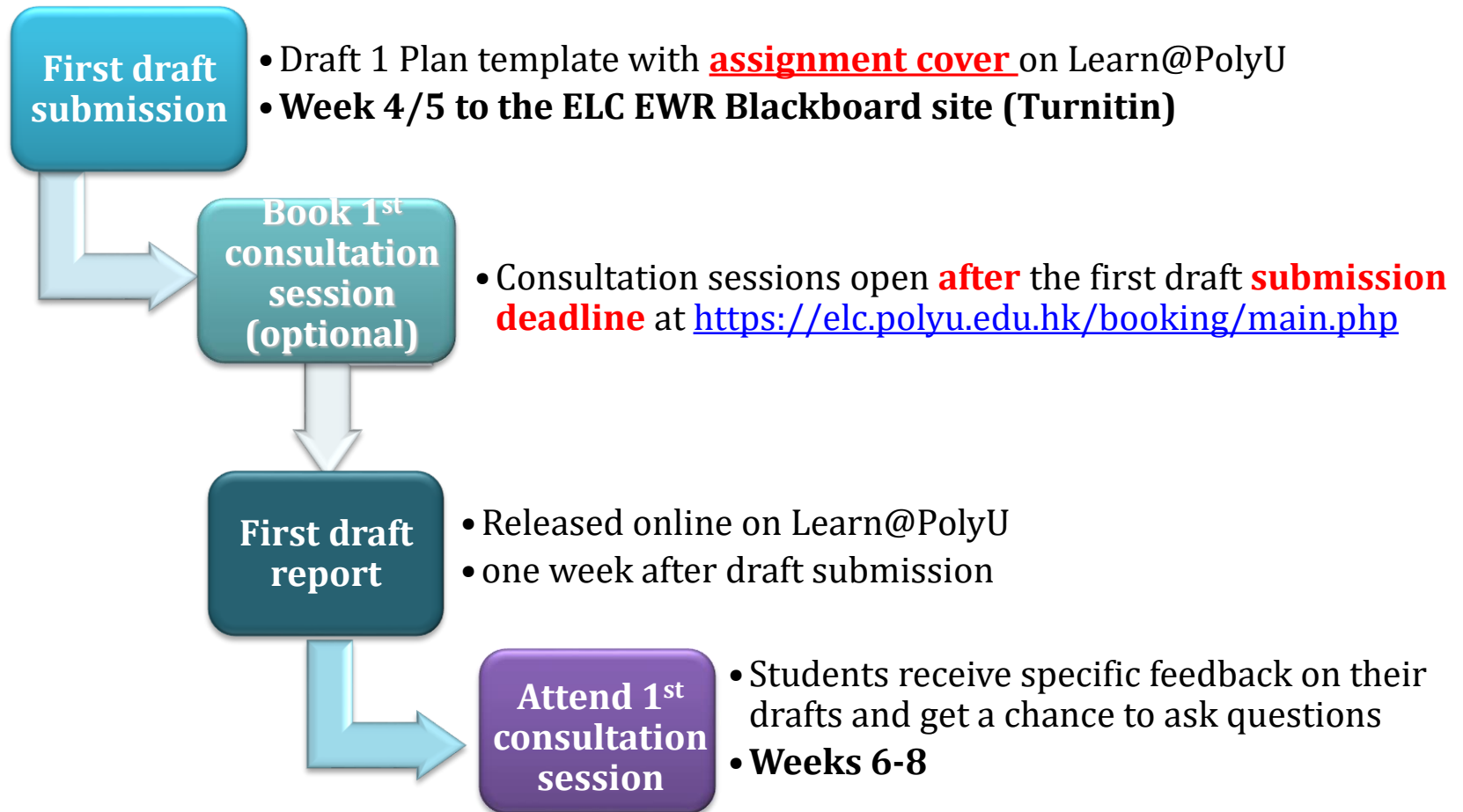
Basics

Word limit

- Draft 1: **according to the plan template**
- Draft 2: **1,500** words
- Final Submission: **1500-2,500** words



The process (1st draft)



The process (2nd draft)

Second draft submission + Reflection

- 1,500 words with assignment cover/checklist
- First draft feedback reflection
- Week 8/9 to the ELC EWR Blackboard site (Turnitin)



Book 2nd consultation session (optional)

- Consultation sessions open **after** the second draft **submission deadline** at <https://elc.polyu.edu.hk/booking/main.php>



Second draft report

- Released online on Learn@PolyU
- two weeks after draft submission



Attend 2nd consultation session

- Students receive specific feedback on their drafts and get a chance to ask questions
- **Week 11/12**

A mark out of 10 is given to the 2nd draft based on task fulfillment, organisation, language and revision

The process (final draft)

Final draft submission

- 1,500-2500 words
- **Week 12/13/14, to Turnitin on the CAR subject Blackboard site**

In order to fulfil the English Writing Requirement, **students must pass the Writing component assessment**, i.e., attain a minimum grade D in the EWR final draft assignment. Please note that ELC score accounts for 10% of the Writing component score. Failing the ELC score does not mean failing the Writing component.

They must also pass the CAR subject, i.e., attain a minimum grade D on the course.

Orientations

Video orientation

In Week 1/2

A set of narrated PPTs (link provided to CAR subject teachers)

Assignment orientation

in class, face to face

In Week 3

Conducted by ELC EWR liaison during CAR subject teacher's lecture



EWR Consultations

- Booked via ELC Online Booking System
- With ELC feedback teachers
- 30 minutes, face to face
- Max. 2 students per session





EWR Drop-In Consultations

Support for EWR students
throughout the semester

- Daily, Drop-in
- One-hour sessions
- **Online**
- With an EWR Liaison
- Only for EWR students



EWR Draft Preparation Workshops

Support for EWR students throughout the semester

- **EWR Workshops** Face to Face
- **Recorded**
 - **EWR Draft 1 Workshop** x1 sessions, one week before Draft 1 deadline
 - **EWR Draft 2 Workshop** x1 sessions, one week before Draft 2 deadline



EWR Writing Workshops in CILL

Support for EWR students throughout the semester

- **EWR Workshops** Face to Face

EWR Writing Workshops - multiple sessions on each type, e.g.

- Leveraging GenAI in the EWR assignment
- Applying ELC Feedback to your Draft
- Submitting an Excellent Final Draft



Grading the ELC Component of EWR

ELC gives students a mark out of 10 on Draft 2

- students do not see this mark until the end of the semester
- the marks are sent by email to the CAR teachers towards the end of the semester
- the equivalent letter grade for each mark is also provided
- it is the CAR teacher's responsibility to enter the ELC mark into their Blackboard Grade Centre as part of EWR assignment
- CAR teachers can inform students of their ELC mark once the final drafts are marked



Marking criteria:

1. Checklist fulfilment
2. Organisation
3. Accuracy

Grading ELC Component of EWR

ELC gives students a zero "0" if they

1. do not submit both drafts;
2. do not submit one of the two drafts; or
3. submit two drafts but with no evidence of revision.



Note that ELC score accounts for 10% of the Writing component score. A low ELC score **does not** mean the student fails the assignment or the course.

GENAI and EWR

ELC teachers give students a zero if their Draft 2 is judged to be written by GenAI

The script is judged three times:

1. by the ELC marking teacher
2. by the EWR liaison
3. by Jay/Linda

If all three agree, then the EWR ELC Deputy Coordinator sends an email to the student, informing him/her of the decision and offering the opportunity to appeal by submitting supporting evidence of authorship (especially an original draft) by email. A subsequent meeting with the student might also need to be conducted.

The CAR teacher is also informed on the Excel grade sheet and should check that the final draft is also not generated by GenAI.



What we need from you before semester begins...



- assignment information (working with ELC liaison)
- Access to your Blackboard site (Please add our functional account “**ecewr**” to your CAR subject site as **Teaching Assistant** so that we can build this inter-site link)
- Ongoing feedback on the requirement and its implementation (online survey at end of semester)

The background is a solid teal color. It features several decorative elements: a cluster of white dots in the top-left corner, a larger, irregularly shaped area of white dots in the top-center, a solid teal shape on the right side, a solid teal shape on the left side, and a cluster of white dots in the bottom-left corner.

Thank you!
Q&A