English Writing and Reading Requirements:
Briefing for CAR teachers

Semester 2, 2020-2021

Today's briefing will focus on…

- Basics of English Reading and Writing Requirements
- Supporting EWR
- EWR Team and stakeholders' roles, tools, process, completion
- Enhancements and changes
- EWR on Learn@PolyU

Numbers: 2012 - 2016

	2012-13 S1	2012-13 S2	2012-13 S3	2013-14 S1	2013-14 S2	2013-14 S3	2014-15 S1	2014-15 S2	2014 - 15 S3	2015 - 16 S1	2015 - 16 S2	2015 - 16 S3	Total
CAR subjects	5	9	1	13	25	7	23	24	11	30	26	12	186
CAR teachers	9	26	1	24	47	8	27	32	10	31	29	17	261
Students	227	440	84	932	1449	469	2027	2077	952	2507	1687	1030	13881
ELC teachers	23	42	5	75	91	26	85	85	40	89	84	49	694

These numbers DO NOT include the **9 subjects** from the pilot stage of the programme (2010 – 2011).

Numbers: 2016 - 2019

	2012-2016 (sub-total)	2016 - 17 S1	2016 - 17 S2	2016 - 17 S3	2017 - 18 S1	2017 - 18 S2	2017 – 18 S3	2018-19 S1	2018-19 S2	2018-19 S3	Total
CAR subjects	186	29	31	16	31	28	17	28	28	15	409
CAR teachers	261	39	36	25	33	34	15	34	35	24	543
Students	13881	2249	1858	1075	2,126	1,866	1,076	1910	1643	755	28410
ELC teachers	694	93	85	53	84	88	45	85	85	36	1348

These numbers DO NOT include the **9 subjects** from the pilot stage of the programme (2010 – 2011).

Numbers: 2019 – 2020

	2012-2019 (sub-total)	2019 - 20 S1	2019 - 20 S2	2019 - 20 S3	2020 - 21 S1	Total
CAR subjects	409	26	29	7	23	494
CAR teachers	543	31	36	9	27	646
Students	28410	2029	2054	663	74	33230
ELC teachers	1348	82	92	36	1858	3416

These numbers DO NOT include the **9 subjects** from the pilot stage of the programme (2010 – 2011).

CAR Subjects with EWR

1	new	AAE1B01	Introduction to Aviation Industry	Ellen
2		ABCT1D15	Our Endangered Earth	Hannah
3		APSS1B16	Gender and Social Changes in Chinese Societies	Hannah
4		APSS1B17	Contemporary Chinese Society and Popular Culture (LEC001)	Denise
5		APSS1B17	Contemporary Chinese Society and Popular Culture (LEC002)	Denise
6		APSS1B18	From Gloom to Bloom: Global New Urbanism	Denise
7		APSS1C33	History of Hong Kong	Mitchell
8	new	APSS1C35	Growing up in Hong Kong: Reflections on its cultural and moral values	Jim
9		APSS1C37	Introduction to Western Philosophy of Religion	Hannah
10		BME1D01	Bionic Human and the Future of Being Human	Pinna
11		BME1D02	Wearable Healthcare and Fitness Devices for Everyone	Pinna
12		BSE1B04	Creating Sustainable Living Environment	Mitchell
13		CBS1A18	Life and Death	Hannah
14		CBS1A22	Creativity and Creative Thinking	Jay
15		CBS1C29	Chinese Art and Design	Ellen
16		EE1D03	Light: The science, the engineering, and how it shapes our civilization	Jay
17		ELC1A01	Science Fiction as a Reflection on Humanity	Mitchell
18		ELC1A04	From Lord of the Rings to Harry Potter: Fantasy, reality and humanity	Hannah
19		ELC1A06	Humanities and Human Relationships Through Films Across Chinese and Western Cultures	Denise
20		ELC1C03	Creative Writing in English	Shari
21		FH1C02	An Introduction to Asian Popular Culture 亞洲流行文化導論	Adam
22		FH2C05	The Underground World of Early Imperial China 中國早期帝國的地下世界	Adam
23		HTM1E02	The World and Responsible Consumers and Travellers	Adam
24	new	ITC1A03	Fashion and Beauty	Pinna
25		ITC1C02	Fashion and Culture	Pinna
26	new	ITC1D04	Smart Wearables and Smart Living	Lucy
27		LGT1B01	Hong Kong, Greater China and Transport Development	Mitchell
28		LSGI1B02	Climate Change and Society	Jim
29		LSGI1D03	Living on a Dynamic Earth	Ellen
30		LSGI2B01	Map Reading and Interpretation	Jim
31		ME1D01	Engineering and Environmental Management	Adam
32		ME1D02	Products and Materials in Modern Society	Mitchell
33		SN2A01	Fundamentals of disaster resilience	Pinna

Writing Genres this semester

Academic Essay

Analytical academic essay

Academic analytical essay

Analytical Film Review

Book report

Book review

Creative Problem Solving Case Study

Literature review

(mini) Project report

Reflective essay

Short Story

Site visit report

Term paper

some more to come...

English Reading Requirement

CAR Subjects

2014-15

Student Support Materials

English Language Centre
The Hong Kong Polytechnic University

Reading support for CAR teachers

Writing support for CAR teachers

Writing Requirements in the Four-Year Curriculum

Guidelines for CAR Teachers

English Language Centre
The Hong Kong Polytechnic University

Roles of stakeholders

English Writing Requirement Team

Our role: To be the channel of communication between CAR teachers, ELC teachers and students

Coordinator: Shari Lughmani

Team Members:

- Lucy Chan, Adam Barker, Denise Cheung , Ellen Mok, Hannah Lai , Jay Bidal, Jim Lo, Mitchell Mak , Pinna Wong

Assistant Technical Officer:

- Gigi Au Yeung

Roles of the EWR Team

- Liaise with CAR teachers:
  - Role of EWR
  - Assignment details and expected outcomes

- Communicate with ELC teachers:
  - CAR subject
  - Assignment and its genre
  - Feedback on student texts
  - Procedures and timing

- Communicate with students:
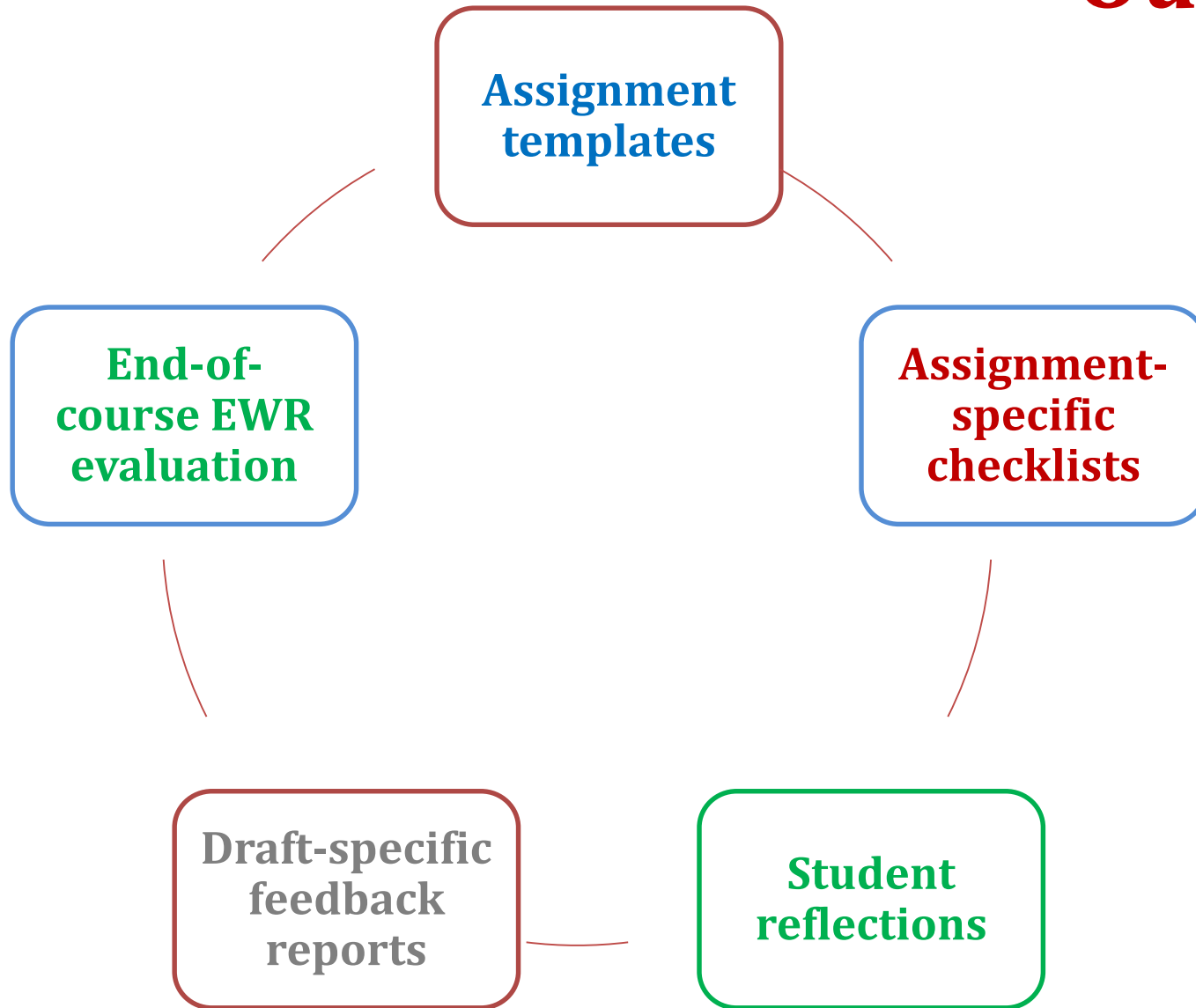 - Assignment and its genre
  - Procedures and timing

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

- Deliver EWR Video Orientation in Week 1 or 2

- Invite EWR Team to conduct Assignment Orientation in Week 3 or 4

- Integrate literacy as part of subject pedagogy

- Familiarize yourselves with the EWR dates, tools and checklists to support students
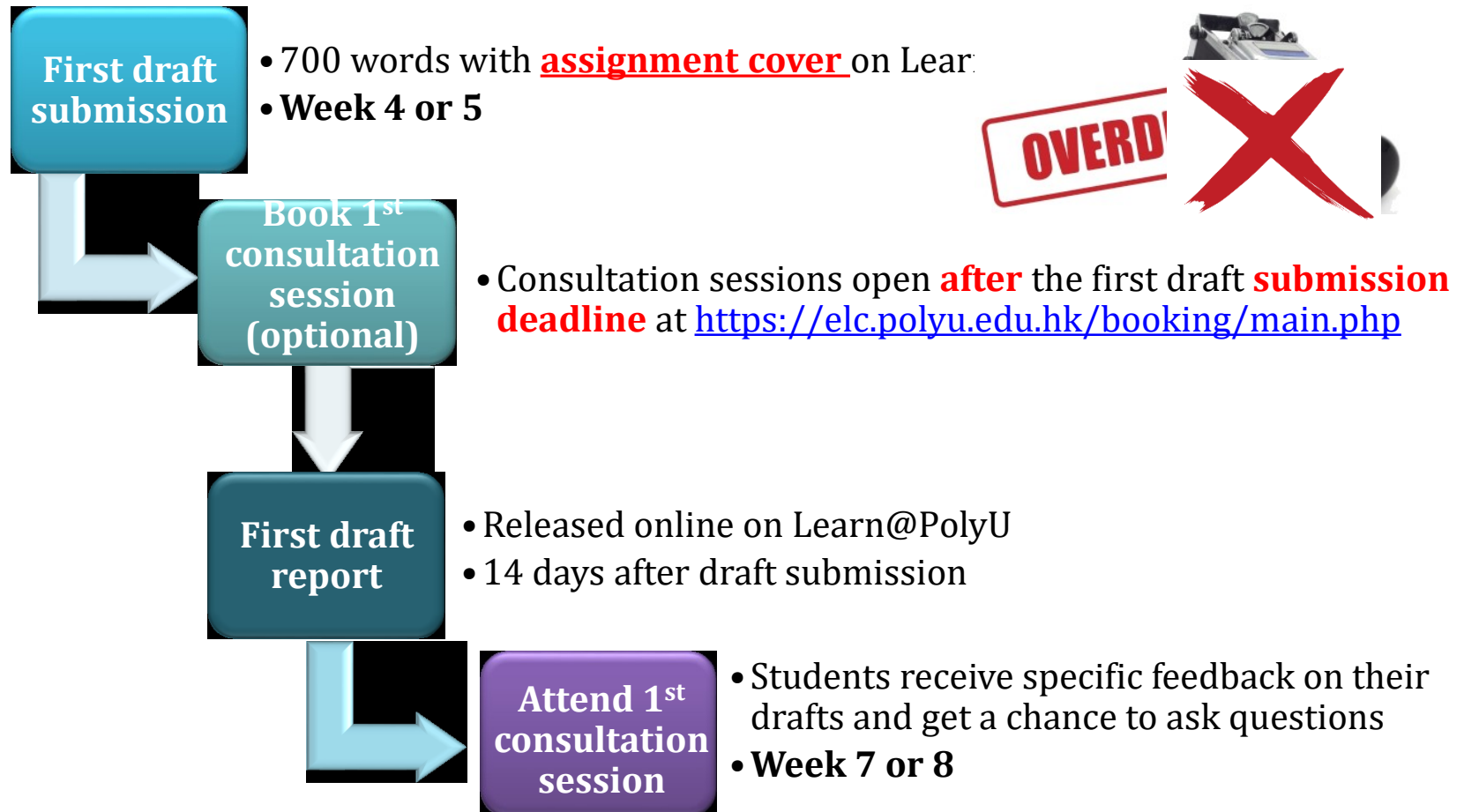
Our 'tools'

Assignment templates

Assignment-specific checklists

Student reflections

Draft-specific feedback reports

End-of-course EWR evaluation

Basics of the EWR

- Word limit
  - Draft 1: **700** words
  - Draft 2: **1,500** words
  - Draft 3: 2,500 words or above

- Orientations
  - Video orientation (suggested in week 1-2)
  - Assignment orientation (suggested in week 3-4)
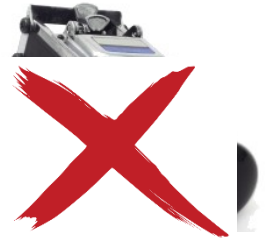
The process (1ˢᵗ draft)

First draft submission
- 700 words with **assignment cover** on Lear...
- **Week 4 or 5**

Book 1ˢᵗ consultation session (optional)
- Consultation sessions open **after** the first draft **submission deadline** at https://elc.polyu.edu.hk/booking/main.php

First draft report
- Released online on Learn@PolyU
- 14 days after draft submission

Attend 1ˢᵗ consultation session
- Students receive specific feedback on their drafts and get a chance to ask questions
- **Week 7 or 8**

Approximately 2 weeks for revision and development

The process (2nd draft)

Second draft submission + Reflection

- 1,500 words with **assignment cover**
- **First draft feedback reflection** is NEEDED
- **Week 8 or 9**

OVERD~ ✗

Book 2nd consultation session (optional)

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

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

Second draft report

- Released online on Learn@PolyU
- 14 days after draft submission

Attend 2nd consultation session

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

Approximately 2 weeks for revision and development of final draft (2,500 words) submitted to CAR subject teacher

Options

Option 1:

			Notes
Draft 1	Submission	12 February (FRI) 23:59 Week 4 *(submission link open until 9am next day)*	Feb. 11: Lunar New Year's Eve Feb. 12 - 15: Lunar New Year Holidays Feb. 16 - 20: Lunar New Year Break
	Feedback report release date	5 March (FRI) 23:59 Week 6	
	Consultations	8-12 March, Week 7	
Draft 2	Submission	19 March (FRI) 23:59 Week 8 *(submission link open until 9am next day)*	
	Feedback report release date	2 April (FRI) 23:59 Week 10	Apr. 2 - 5: Easter Holidays / Apr. 6: The day following Ching Ming Festival
	Consultations	7-9 April Week 11	

Submission of final draft to CAR teacher: 12 April (MON) or after

Options

Option 2:

			Notes
Draft 1	Submission	26 February (FRI) 23:59 Week 5 *(submission link open until 9am next day)*	
	Feedback report release date	12 March (FRI) 23:59 Week 7	
	Consultations	15-19 March Week 8	
Draft 2	Submission	26 March (FRI) 23:59 Week 9 *(submission link open until 9am next day)*	
	Feedback report release date	9 April (FRI) 23:59 Week 11	Apr. 2 - 5: Easter Holidays / Apr. 6: The day following Ching Ming Festival
	Consultations	12-16 April Week 12	

Submission of final draft to CAR teacher: 19 April (MON) or after

Failing the ELC component

- **Students will receive no marks from the ELC if they**

1. fail to submit both drafts to ELC,

2. fail to submit one of the two drafts,

3. submit two drafts but with no evidence of revision

Failing the CAR subject with EWR

- **Students fail a CAR subject with the English Writing Requirement if they**

1. fail the EWR assignment,

2. fail the subject due to lower/failing marks on all assignments, or

3. pass the EWR assignment but fail the other assignments.

IMPORTANT

Writing support beyond Consultations and Orientations

– **Drop-in consultations**

- Daily basis one-hour sessions in a computer lab
- Starting from Week 2
- Answers specific questions from a writing teacher

– **EWR workshops**

- Help student to (1) understand the EWR assignment genre and expectations; (2) plan drafts in a timely manner; (3) understand language teachers' feedback on drafts; and (4) incorporate feedback into revisions.

What we need from you before semester begins...

- Finalised writing assignment templates and other subject documents

- 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 and grant access to other EW teachers to your site)

- Ongoing feedback on the requirement and its implementation 🙏

Beyond the EWR

- Inscribe
  - A refereed e-journal that publishes excellent writing requirement work
- [Literacy in the Disciplines (LID)](#) Platform
  - Funded by UGC-funded ELC-led inter-institutional project (HKD3.28 million) and open for further liaison
  - Supporting materials for writing assignments in Science, Social Science and Engineering
- LEG funded Project for EWR Liaison Enhancement
- LEG funded Project for Developing an open platform for writing support in the disciplines across the faculties

EWRite_

Reading and Writing Requirements at PolyU

Reading
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

Writing
All students are required to

- pass one CAR subject with a "W" designation

- completion of a 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)

Liaison for Sem 2, 2020-21

Shari Lughmani (Coordinator)

- ELC1C03 Creative Writing in English

Lucy Chan

- ITC1D04 Smart Wearables and Smart Living
- New CAR subject guidelines supervision
- Coordinating piloting and evaluation work
- EWR Team development
- LID liaison APSS116

Adam Barker

- FH1C02   An Introduction to Asian Popular Culture 亞洲流行文化導論
- FH2C05 The Underground World of Early Imperial China 中國早期帝國的地下世界
- HTM1E02 The World and Responsible Consumers and Travellers
- ME1D01   Engineering and Environmental Management

Denise Cheung

- APSS1B17 Contemporary Chinese Society and Popular Culture (LEC001)
- APSS1B17 Contemporary Chinese Society and Popular Culture (LEC002)
- APSS1B18 From Gloom to Bloom: Global New Urbanism
- ELC1A06   Humanities and Human Relationships Through Films Across Chinese and Western Cultures

Liaison for Sem 2, 2020-21

Ellen Mok

- AAE1B01 Introduction to Aviation Industry
- CBS1C29 Chinese Art and Design
- LSGI1D03 Living on a Dynamic Earth

Hannah Lai

- ABCT1D15 Our Endangered Earth
- APSS1B16 Gender and Social Changes in Chinese Societies
- APSS1C37 Introduction to Western Philosophy of Religion
- CBS1A18 Life and Death
- ELC1A04 From Lord of the Rings to Harry Potter: Fantasy, reality and humanity
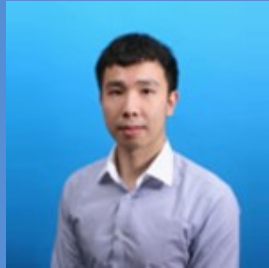
Jay Bidal

- CBS1A22 Creativity and Creative Thinking
- EE1D03   Light: The science, the engineering, and how it shapes our civilization

Jim Lo

- APSS1C35 Growing up in Hong Kong: Reflections on its cultural and moral values
- LSGI1B02 Climate Change and Society
- LSGI2B01 Map Reading and Interpretation

Liaison for Sem 2, 2020-21

Mitchell Mak

- APSS1C33 History of Hong Kong
- BSE1B04   Creating Sustainable Living Environment
- ELC1A01   Science Fiction as a Reflection on Humanity
- LGT1B01   Hong Kong, Greater China and Transport Development
- ME1D02   Products and Materials in Modern Society

Pinna Wong

- BME1D01   Bionic Human and the Future of Being Human
- BME1D02   Wearable Healthcare and Fitness Devices for Everyone
- ITC1A03   Fashion and Beauty
- ITC1C02   Fashion and Culture
- SN2A01   Fundamentals of disaster resilience

Gigi Au Yeung

EWR technical support for
- Submission of drafts
- EWR reports
- EWR Blackboard site

Expectations from
ELC teachers

Setting up your turnitin assignment
(if needed)

Concerns about EWR

Expectations from EWR