Implementation guidelines on the Writing and Reading Requirements

Writing Requirement (subject with a "W" label)	
Policy	All students are to be required to complete one subject that includes a requirement for a substantial piece of writing in English and one subject with a requirement for a substantial piece of writing in Chinese among those taken within their CAR programme. These subjects will be given a "W" designation.
	In order for a CAR subject to be eligible for "W" designation, it must include an extensive piece of writing (2,500 words for English, 3,000 characters for Chinese).
	In order to be eligible for "W" credit for the subject, students will be required to participate in instructional activities (e.g. lecture, small-group tutorials) which will provide students with in-depth training/assistance in the writing assignment. These activities will be organized and conducted by ELC/CBS staff, in consultation with the instructor of the course. This piece of writing, as well as the performance of the students in the related activities, will be graded jointly by the subject instructor and the ELC/CBS staff member and will count for a substantial proportion of the final grade for the subject, with the precise weighting determined by the subject instructor.
	Any subject instructor who wishes to provide his/her own instructional activities to fulfil the "W" requirement without participation from ELC/CBS staff must receive prior approval from the office of VP(AD).
Implementation Guidelines	a) The instructional activities for training/assistance in writing will be organized, conducted and graded by ELC/CBS staff, in consultation with the subject instructor. In order to be eligible for "W" credit for the subject, students will be required to:
	i. view online a short lecture series focusing on writing strategies, provided by ELC/CBS;
	ii. submit online two drafts of the same piece of extensive writing in order for ELC/CBS staff to provide feedback and assess the progress made by the student in the writing process and the quality of their work. The grade assigned for these writing activities will account for 10% of the subject's final grade

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Reading Requirement (subject with an "R" label)

Policy	All students are to be required to complete one subject that includes a requirement for reading of an extensive text in English and one subject with a requirement for reading of an extensive text in Chinese among those taken within their CAR programme. These subjects will be given an "R" designation.
	In order for a CAR subject to be eligible for "R" designation, it must include a reading of an extensive text (100,000 words or 200 pages). If appropriate, the reading requirement can be fulfilled by the reading of a small number (but no more than 4) of manuscripts/texts with the same total word/page count.
	In order to be eligible for "R" credit for the subject, students will be required to participate in instructional and assessment activities which will assist students to acquire the appropriate reading skills and to demonstrate their understanding of the extensive text. These activities will be organized and conducted in consultation with ELC/CBS staff. The assessment of the reading assignment will count for a substantial proportion of the final grade for the subject.
Implementation Guidelines	a) For a CAR subject to claim an "R" designation, its subject description form is expected to include explicitly the specific reading requirements, listing for each required title the pages required for assessment purpose. It is expected that the reading assignments required should not be repetitive in nature, but should build upon each other to enhance the breadth and depth of understanding of the subject content.
	b) To ensure that the reading requirement is indeed met, CAR instructors should include items in the subject assessments, counting no less than 10% of the total assessment, that can only be answered successfully upon completion of that reading, without relying on exposition by the instructors before the assessments.

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Model for implementing R and W Requirements in CAR from 2012/13 onward

Updated 14 Oct 2011

Requirement	ELC/CLC support for students	ELC/CLC support for teachers
Reading	1. **Interactive online learning resources** for students to develop their reading skills for academic learning in English and Chinese (two different versions, to be developed and maintained by ELC/CLC respectively) to be undertaken by students on a <u>voluntary</u> basis. Subject teachers are required to include a standard section in their respective subject outlines or teaching and learning plans for students, indicating the resources available to support the R Requirement and urging students to undertake the online tutorial.	1. **Briefing /meeting** [to be conducted by VP(AD) Office/CoGUR with inputs from ELC/CLC] for CAR subject teachers with R and W Requirements in their subjects to: • Explain university policy and requirements • Explain implementation model • Explore effective strategies for implementing R and W Requirements in the subject 2. **Online resources (guidelines and templates) for teachers** for designing and implementing R and W Requirements in a CAR subject
Writing	1. **Interactive online learning resources** for students to develop their skills in writing extended texts at University in English and Chinese (two different versions, to be developed and maintained by ELC/CLC respectively) to be undertaken by students on a <u>voluntary</u> basis. Subject teachers are required to include a standard section in their respective subject outlines or teaching and learning plans for students, indicating the resources available to support the W Requirement and urging students to undertake the online tutorial. 2. **Detailed feedback** provided by CLC/ELC teachers on drafts produced by students (two-rounds) 3. **Voluntary tutorials** led by CLC/ELC teachers to discuss the detailed feedback provided online on first and revised drafts submitted by students.	3. (For W Requirements only): **Assessment** of students' written assignment – 10% of the overall marks on writing returned by ELC/CLC teachers to CAR subject teacher concerned for determining the overall grade on the written assignment

Protocol for communication between CAR subject teachers and ELC/CLC staffs for implementing the R and W Requirements in CAR

Time	ELC/CLC staff	CAR subject teacher
Before the semester starts		

During the briefing session or meeting (in the preceding semester)	• Explain implementation model
	• Provide access to the following information/packages:
	
	Reading Requirement:
	  o Guidelines for CAR teachers
	  o Online interactive learning resources for students
	
	Writing Requirement:
	  o Guidelines for CAR teachers
	  o Online interactive learning resources for students
	  o Student information about submission of drafts and tutorials conducted by ELC/CLC staff (also available online)
	
	• Explore effective strategies for implementing R and W Requirements in the subject	

After the briefing session /meeting (before the semester starts)		Submit to ELC/CLC:
		• Subject information handout
		• Planned number of groups offered, expected enrolment per group, and number of tutorial groups the CAR class is divided into
		• Reading assignments and assessment details (frequency, types of assessment, criteria and design)
		• Writing assessment instructions and guidelines for students
		• Deadline for submission of students' drafts (usually Weeks 7 and 11) to be confirmed before timetabling period
		• Other information (if available)
		  o Writing assessment criteria and weighting
		  o Plagiarism detection/prevention mechanism (if yes, which one)
		  o Any special aspects ELC/CLC staff need to look for in students' drafts

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Time	ELC/CLC staff	CAR subject teacher
In the semester when the subject is offered		
Before week 1	Inform individual subject teachers the ELC/CLC staff responsible for coordinating the R&W instructions and support for their respective subjects	
Week 3 (after add/drop period)		Submit to ELC/CLC staff concerned the following information: • Actual enrolment • number of tutorial groups and • list of students in each group
One week before deadline for students to submit First Draft of writing assignment	Send to staff (and students): • Date reminder for the embedded writing tutorial • Student grouping • Tutorial venue	
Week 15	Submission of marks on the writing assignment to CAR subject teacher for determining the overall subject grade	

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