



The Graduate School Newsletter

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Graduate School Courses

GRSC6001 Introduction to Thesis Writing

Content:

The course will consider all aspects of writing a thesis. It will look at the overall organisation of the thesis and writing an abstract, as well as the content, organisation and language used in each chapter. It will cover how to formulate research questions and how to acknowledge sources. It will also discuss the writing of a research proposal.

Organisation:

This is a twenty-four hour course, consisting of 2 two-hour lessons each week over a period of six weeks. Each lesson will consist of brief input sessions from the teacher followed by small group discussions of texts which illustrate the points covered in the input sessions. There will be short exercises to practice the points covered.

Enrolment:

This course is compulsory for all MPhil students enrolling in or after September 1999, and is open to all other postgraduate students up to a maximum of 30 per class.

Assessment:

Assessment will take the form of a 2000-word paper related to the student's research area. The topic should be chosen by the student, preferably in collaboration with his/her supervisor, and the paper must be submitted to the English Centre for assessment within 2 weeks of completion of the course. The student will be graded Pass or Fail on the basis of this paper.

Date and Time

Class F Monday and Thursday
3 - 5 pm
February 14 - March 27, 2000

Class G Tuesday and Friday
10:40 am - 12:30 pm
February 5 - March 24, 2000

Class H # Thursday
and I # 6 - 8 pm
Saturday
10:40 am - 12:30 pm
February 17 - March 30, 2000

Class J Tuesday and Friday
10:40 am - 12:30 pm
April 11 - May 23, 2000

Class K Monday, Wednesday and Friday
9:30 am - 12:30 pm
May 31 - June 16, 2000

GRSC6002 Writing Workshops I

Content:

This course will cover those language points which have been observed to cause the greatest problems in students' writing as incorrect use leads to misunderstandings or ambiguities and makes the writing difficult to read.

The course will concentrate on how to create cohesive text by correct use of paragraph development, given-new information structure, vocabulary and pronoun reference. It will also look at the importance of certain grammatical choices, such as verb tense and voice, subordination and co-ordination and relative clauses. There will be provision for students to suggest other points to cover.

Organisation:

This is an eight-hour course, consisting of one weekly two-hour lesson over a period of four weeks. Each lesson will consist of brief input sessions from the teacher with small group discussions of examples and exercises allowing for the maximum amount of practice.

Enrolment:

Each offering of the module is limited to a maximum of 30 students.

Assessment:

Assessment will take the form of continuous assessment of classroom-based exercises and/or a short exam at the end of the course.



Students will be graded Pass or Fail on the basis of this work.

Date and Time

Class ID#	Tuesday	6 - 8 pm
	February 15 - March 7, 2000	
Class IE	Friday	3 - 5 pm
	February 18 - March 10, 2000	
Class IF	Tuesday	10:40 am - 12:30 pm
	March 7 - 28, 2000	
Class IG	Tuesday	10:40 am - 12:30 pm
	May 9 - 30, 2000	

GRSC6003

Writing Workshops II

Content:

This course will cover those language points which are of particular relevance to thesis writing. It will concentrate on citation techniques and reporting verbs; tentative language needed for criticising others and making claims about research findings; paraphrasing techniques; and summarising techniques.

NOTE

This course should preferably be taken after Core Course I (Introduction to Thesis Writing) has been completed as it will be largely based on concepts that have been introduced in that course and will allow for more practice of the language previously introduced.

Organisation:

This is an eight-hour course, consisting of one weekly two-hour lesson over a period of four weeks. Each lesson will consist of brief input sessions from the teacher with small group discussions of examples and exercises allowing for maximum amount of practice.

Enrolment:

Each offering of the module is limited to a maximum of 30 students.

Assessment:

Assessment will take the form of continuous assessment of classroom-based exercises and/or a short exam at the end of the course. Students will be graded Pass or Fail on the basis of this work.

Date and Time

Class IIC	Friday	3 - 5 pm
	February 18 - March 10, 2000	
Class IID	Friday	3 - 5 pm
	March 24 - April 14, 2000	

Class IIE# Tuesday 6-8 pm
April 11 - May 2, 2000

Class IIF Friday 3 - 5 pm
April 28 - May 19, 2000

GRSC6004

Oral English for Academic Purposes

Content:

This course will teach students the skills required to make an effective academic presentation in English. It will provide students with the opportunity to practice presentations in front of a small audience. These presentations will be videotaped to allow for self-assessment and detailed individual feedback from the teacher.

Organisation:

This is an eight-hour course, consisting of one weekly two-hour lesson over a period of four weeks. Examples of presentations will be shown to introduce the skills being taught and students will then be able to give presentations to put the skills into practice.

Enrolment:

Each offering of the module is limited to a maximum of 30 students.

Assessment:

Assessment will be in the form of continuous assessment of presentations given during the course.

Date and Time

Class C	Friday	3 - 5 pm
	March 24 - April 14, 2000	
Class D#	Tuesday	6 - 8 pm
	May 9 - 30 2000	
Class E	Tuesday	10:40 am - 12:30 pm
	February 15 - March 7, 2000	
Class F	Tuesday	10:40 am - 12:30 pm
	April 11 - May 2, 2000	
Class G	Tuesday	10:40 am - 12:30 pm
	May 9 - 30, 2000	

GRSC6005

Introduction to Statistics for Humanities Students

Content:

The module is not limited to Humanities students, but is restricted to students who have no, or a very limited, background in mathematics/statistics.

Basic statistical concepts to allow students to



make good sense of the statistical figures and numbers they are exposed to in daily life. The following topics will be covered in the courses: Presentation of data. Measures of central tendency and dispersion. Probability and its applications. Standard probability distributions. Concepts of statistical inference, estimation and hypothesis testing. Categorical data and contingency table.

Organisation:

Each offering of the module comprises eight hours (two hours per week for four weeks, or a 1-2 day workshop). The module is offered twice per year.

Enrolment:

There is no formal limit to the number of students who can enrol in this module.

Assessment:

Pass/Fail: Continuous assessment and/or exam.

Date and Time

Class B **Tuesday** **4 - 6 pm**
February 15 - March 7, 2000

GRSC6006
Statistics for Sciences Students

Content:

This module is designed for students who have had some contact with statistics in their undergraduate years (including, **but not restricted to, Engineering, Life Sciences, Sciences, and Social Sciences**). This course should preferably be taken after GRSC6005.

The course will cover the following topics: Statistical concepts, Experimental designs and analysis of variance, Regression analysis: Simple linear regression and multiple regression, Logistic regression.

Organisation:

Each offering of the module comprises eight hours (two hours per week for four weeks, or a 1-2 day workshop). The module is offered twice per year.

Enrolment:

There is no formal limit to the number of students who can enrol in this module.

Assessment:

Pass/Fail: Continuous assessment and/or exam

Date and Time

Class B **Tuesday** **4 - 6 pm**
March 21 - April 18, 2000

GRSC6008
Transferable Skills

Content:

This course aims at providing essential survival skills for postgraduate students and to prepare them to manage pro-actively the major blocks in their study. The major skills fall into four areas including managing relationship with supervisor, time management, communication for effect and oral presentation. Each student is encouraged to fully participate in the exercises and discussions. They will be given chances to practice their skills openly. No matter the skill-level of the students, they will find this course an excellent investment to obtain a more successful learning experience.

Organisation:

Each offering of the module comprises eight hours (two hours per week for four weeks). The module is offered six times per year, including once after office hours in each semester to cater for part-time students.

Enrolment:

Each offering of the module is limited to a maximum of 30 students. PhD students and MPhil students who registered prior to September 1999 may also enrol.

Assessment:

1. Participation in class activities and role-play performance (60%)
2. Homework exercise and assignment (40%)

Date and Time

Class D **Monday**
10:40 am - 12:30 pm
February 14 - March 6, 2000

Class E **Monday**
10:40 am - 12:30 pm
March 13 - April 3, 2000

Class F# **Wednesday**
6 - 8 pm
April 12 - May 3 2000

GS9901-05
Computer Induction Programme

A good working familiarity with PCs and the University network is essential if you are to take advantage of the facilities which are intended to help you with your research and the timely completion of your thesis. Each course listed below has 25 places and consists of a half day session:



- Introduction to the PC and MS Windows 95 (3 hours)
- Network Services (3 hours)
- Microsoft Excel 5.0 for Windows 95 (3 hours)
- Microsoft Word 6.0 for Windows 95 (3 hours)
- Microsoft Powerpoint 4.0 for Windows 95 (3 hours)

Date and Time

Class B

- GS9901B Monday, Feb 21, 2000
9:30 am – 12:30 pm
- GS9902B Wednesday, Feb 23, 2000
2 – 5 pm
- GS9903B Friday, Feb 25, 2000
9:30 am – 12:30 pm
- GS9904B Monday, Feb 28, 2000
9:30 am – 12:30 pm
- GS9905B Wednesday, March 1, 2000
2 – 5 pm

Class C

- GS9901C Thursday, April 6, 2000
2 - 5 pm
- GS9902C Tuesday, April 11, 2000
9:30 am – 12:30 pm
- GS9903C Thursday, April 13, 2000
2 - 5 pm
- GS9904C Tuesday, April 18, 2000
9:30 am – 12:30 pm
- GS9905C Thursday, April 20, 2000
2 - 5 pm

GS9910

Preparing and Delivering Effective Presentations

There is an art to presenting information in a dynamic and stimulating manner. Like any art form a high degree of skill can only be achieved through repeated practice. However there are a number of rules of good practice which may help the inexperienced presenter to develop skill as quickly as possible. This workshop explores some of those rules and provides participants with an opportunity to critique their efforts within a supportive environment.

Date and Time

Friday 1:30 - 4:30 p.m.
January 14, 2000

GS9911

The Craft of Lecturing and Explaining

Effective explanations, like effective lectures, require preparation with careful attention to content as well as to structure and delivery. The purpose of this session is to help you identify the underlying components of effective explanations so that you can develop and apply these principles to your own teaching context. In this 2-day session, participants will be asked to give two 5-minute lectures/explanations on a topic of their choice so that they can receive constructive feedback and improve their craft.

Date and Time

Friday 1:30 – 4:30 p.m.
January 21 and 28, 2000

GS9912

Encouraging Student Participation in Tutorials

Active involvement of students in the learning process is a highly-valued aspect of university education. This workshop will introduce to tutors a number of effective strategies for encouraging student participation in class activities. They include: seating arrangements, sub-grouping, discussion, questioning and responding, opening and closing a tutorial, and ways to deal with problem incidents.

Date and Time

Friday 9:30 a.m. - 12:30 p.m.
February 18, 2000

GS9913

Teaching on the Web

The University of Hong Kong, like universities world wide, is offering an increasing number of its courses on the Web. In some cases this means providing supplementary resources for conventional teaching; in other cases the entire course is delivered via the Internet. This session introduces the underlying principles of Web-based Instruction (WBI), and will cover issues such as:

- appropriate learning theories and teaching paradigms,
- setting and assessing performance outcomes,
- adapting lecture content for web delivery,



- site design and navigation,
- working within WebCT,
- evaluation.

Please note that this is not a "how to write HTML" course. All material for the session will be on a WebCT site and participants will be expected to have enrolled in advance and completed some of the exercises.

Prerequisites: Word processing and basic HTML skills. An interest in using the Web for teaching. (To register for the WebCT, please contact Dr. Ian Hart by e-mail at: ianhart@hkusua.hku.hk).

Date and Time

Friday 1:30 – 4:30 p.m.
February 25, 2000

GS9914

Marking Tests and Assignments

Most students are extremely concerned about marks and grades. Although for the most part assessments are set by the lecturer, tutors are often involved in marking tests and assignments. This workshop will familiarise tutors with the basic principles and techniques of testing and grading. Tutors who wish to devise their own quizzes for use in tutorials will find the workshop useful.

Date and Time

Friday 1:30 – 4:30 p.m.
March 3, 2000

GS9915

Assessing Students' Written Work

In this workshop we will look at different ways of grading written assignments and the principles that underlie such methods. The workshop will take a "hands-on" approach and participants will have the opportunity to work through a number of useful tasks including a standardisation exercise.

Date and Time

Friday 1:30 – 4:30 p.m.
March 10, 2000

GS9916

Documenting Teaching and Preparing a Teaching Portfolio

Increasingly, Universities around the world are requiring academic staff to provide evidence of their teaching experience and ability at the time of hiring, promotion or for other personnel decision-making

purposes. To that end, appropriate combinations of self, peer and supervisory evaluation as well as feedback from students can be used to provide teachers with valid and reliable information about the quality of their teaching. However, organizing evidence so that it fully and fairly represents an individual's teaching efforts can be difficult. One means to doing this, which is becoming widely practiced around the world, is to develop and maintain a teaching portfolio. Individuals are often encouraged to begin construction of such portfolios right from the beginning of their academic career. In this seminar some of the issues surrounding the use of portfolios will be discussed and information on how to construct one will be presented.

Date and Time

Friday 1:30 – 4:30 p.m.
March 24, 2000

GS9917

Cantonese Courses for Social Purposes for Expatriates

The workshop is based on the textbook "A Cantonese Book", in which a great variety of dialogues, exercises and activities are designed according to authentic situations in Hong Kong. Students will start to learn simple phrases, and eventually develop themselves to be able to express their ideas and speak in full sentences.

There will be 15 units which covers over 300 vocabularies and about 50 grammar points. Topics include:

1. To count numbers
2. Daily greetings
3. To ask and give directions to drivers
4. To introduce someone
5. Making and answering phone calls
6. Shopping
7. Eating out
8. Weather
9. To ask and tell location
10. Daily conversations about living in Hong Kong and learning Cantonese

Date and Time

Class A Monday and Thursday
1:00 - 1:50 pm
Jan 10 - June 12, 2000

Class B Tuesday and Friday
4:00 - 4:50 pm
Jan 11 - June 13, 2000



“...the
Libraries
will be
paying
half of
the cost
incurred
in obtaining
photocopy
of journal
articles
or loaned
copies from
external
sources...”

GS9918

粵語課程

Cantonese Courses for Social Purposes for Mainland Students

課程旨在幫助學生能在日常生活環境中用粵語與本地學生交流及討論，享受校園生活。教學方法以老師講解及示範，學生跟讀和個別練習，分組討論為主。對象為以普通話為母語之內地研究生。內容包括：

- (一) 發音原理：
- 1) 介紹粵語聲母及韻母
 - 2) 比較粵語及普通話之聲母及韻母
- (二) 發音練習：
- 1) 單音節及多音節練習
 - 2) 變調
- (三) 介紹常用短語
- (四) 日常生活對話
- (五) 粵語俗語

A 班：星期二及星期四 1:00pm-1:50pm
二〇〇〇年一月十一日至六月十三日

B 班：星期三及星期五 5:30pm-6:20pm
二〇〇〇年一月十二日至六月七日

Eligibility and Enrolment

From 1999-2000, newly registered MPhil students are required to complete the coursework component in the New MPhil curricula. Existing research postgraduate students (including F/T & P/T) may also take courses organized by the Graduate School.

Relevant Course Brochures and Application Forms for newly registered MPhil students and continuing MPhil and PhD students, are available in all Faculty/Department offices and the Graduate School offices.

To enrol for the above courses (except GS9901 - 05 and GS9910 - GS9918), please complete the required Application Form and return it IN PERSON to The Graduate School Office between 9 am - 6 pm on January 19 - 21 (Wednesday - Friday) and 9 am - 5 pm on January 22 (Saturday).

The Graduate School is located in P402-P406 Graduate House and is open to all postgraduate students during normal office hours. We can be contacted at:

Tel.: 2857-3470 Fax: 2857-3543

Email: research@hkucc.hku.hk

URL: <http://www.hku.hk/research>

Interlibrary Loans Service for Research Students

The University Libraries has recently set up a Central Fund (Interlibrary Loans) to subsidize all current HKU postgraduates in procuring materials through our interlibrary loans service. Under this programme, the Libraries will be paying half of the cost incurred in obtaining photocopy of journal articles or loaned copies from external sources while the requester will be required to pay the remaining half of the cost.

In the year 2000, the Libraries will provide up to ten subsidized ILL requests for each eligible postgraduate which are processed on a “first-come-first-served” basis until the Central Fund (Interlibrary Loans) is exhausted. This programme is offered on a trial basis and will be reviewed after one year.

The Interlibrary Loans Department will be receiving library-subsidized ILL requests starting January 3, 2000. For details, please call ILL Department at 2859-2215 or Ms. Lorraine Lok, ILL Librarian at 2859-7011

The Graduate School Lecture Writing for Publications

Wednesday, January 26th
3 - 6 pm T6 Meng Wah Complex

For early career researchers who need to develop a research profile, one of the most difficult challenges lies in getting their research published.

This workshop provides an opportunity for participants to explore ways of selecting the most appropriate place to publish their research; turning a research project into publishable papers; overcoming writing blocks and strategies for dealing with reviews and rejections.

Dr. Angela Brew is the President of the Higher Education Research and Development Society of Australasia (HERDSA). She is also Acting Director in the Centre for Teaching and Learning at the University of Sydney and has worked in the area of academic development for over 20 years. Dr. Brew has researched and published in the area of innovation and change in higher education in the UK and in Australia. Her published work includes *Directions in Staff Development*, published by the Open University Press.

All are Welcome!

