

THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY
Common Core Course Excellence Award 2012

Course Dossier

Course Title

Course Code

To: (Course Instructor or Team Leader of the Instructional Team)

Cc: (Other Members of the Instructional Team)

From: Secretariat of the Common Core Course Excellence Award

We are pleased to confirm acceptance of the nomination of your course for the 2012 Common Core Course Excellence Award. To assist the Selection Committee in evaluating this course for the Award, the instructional team is invited to prepare a course dossier consisting of, but not limited to, the following:

1. A **reflective statement** (up to 1,500 words or a maximum of 3 pages) to describe how this course exemplifies the achievement of the award criteria (see Annex). The statement may include:
 - a) The overall philosophy, approach, and goals of this course;
 - b) The design, organization and assessment plan of this course;
 - c) Teaching and learning innovation in course development and delivery;
 - d) Challenges encountered and responses to these challenges ;
 - e) Improvements made during the course in response to feedback from students or peers;
 - f) The extent to which the course objectives have been achieved.

2. **Other information** to be attached as appendices:
 - a) Course materials: course outline, lecture notes, power point and selected students' work (soft copies are acceptable)
 - b) Student evaluation of teaching, including SFQ score preferably with students' comment, plus other solicited/unsolicited comments from students
 - c) Evaluation and comments (solicited/unsolicited) of teaching by peers/supervisors
 - d) Any other relevant information

Please send the course dossier to the Undergraduate Core Education (UCE) Team, Office of the Provost on or before **15 March 2013**, which will then be forwarded to the Selection Committee for consideration of the award. If you need further information, please feel free to contact Ms Angel Li of the UCE Team (Tel: 2358 5795; Email: ucoreaward@ust.hk).

Annex: Selection Criteria for the Common Core Course Excellence Award

Selection Criteria for the Common Core Course Excellence Award

Courses nominated for the award should have good evidence demonstrating that a high standard has been achieved in the following areas:

a) *Exemplar of a Good Common Core Course*

Indicators of an exemplary course may include, but are not limited to the following: whether the course is able to spark passion for learning, broaden students' horizons and liberate their minds; whether the course is effectively interdisciplinary; whether the teaching of the subject makes reference to current research and the knowledge derived therein, and has successfully integrated them into the learning process; and whether the course provides an exemplary model, promoting good practice in the delivery of the common core.

b) *Design of the Course Syllabus and Assessment Plan*

Indicators of a well-designed course may include, but are not limited to the following: whether the course design helps to develop in students the University's desired attributes – *ABC LIVE*; whether the course helps students to enhance competencies such as communication skills, quantitative reasoning and critical thinking, as well as challenging them to consider social, cultural or philosophical issues; whether the course design takes into account the diverse background and abilities of students studying in the common core, and employs appropriate learning and assessment activities to address varied needs and measure performance objectively.

c) *Course Delivery, Pedagogy and Teaching Innovation*

Indicators may include, but are not limited to the following: whether teaching strategies and course delivery inspire and motivate students to approach an unfamiliar discipline and arouse their interest in it; whether the course draws on students' life experience and makes good connections between theories and applications to the real world; whether the course engages in continuous improvement in teaching and enthusiastically adopts and develops educational innovations to stimulate and support student learning.