



# POLYU COMMUNITIES OF PRACTICE

# What is Community of Practice (CoP)?

CoP is a community of people who **share a common interest** in a certain area, and it provides these people at **different levels and of different backgrounds** with an opportunity to **exchange knowledge, skills, experiences, and information** in this area.

Through interactions, people in the community **give and get support and advice** in person and virtually. CoP provides a rather **informal and relaxing environment** where everyone can **learn and develop** himself or herself professionally.

(Image source: UBC CoP website)



# Background of PolyU CoPs (2012-16)



In 2012, PolyU established five thematic Communities of Practice (CoPs) to echo one of UGC's strategies for revitalising teaching and learning at both the system and institutional levels.

Up to today, the CoPs have attracted more than 330 affiliated faculty members and more than 90 professional development activities have been organised. A range of scholarly output has been produced, including survey reports, conference papers, e-Learning courses and videos, which serve as useful resources for staff development.

# PolyU CoPs 2012-16

 **Academic  
Advising**

 **Developing, Recognising &  
Rewarding Excellent Teaching**

 **Enhancing Students'  
English Abilities**

 **Service  
Learning**

 **Using Blackboard LMS to  
Enhance Learning & Teaching**

<https://www.polyu.edu.hk/CoP/2012/>

# PolyU CoPs (2016-19)



To sustain the impact brought by the CoPs, the CoP Steering Committee adopted a bottom-up approach and called for proposals with a view to establishing more thematic CoPs for the triennium 2016-2019 that are related to PolyU strategic plan and UGC's strategic themes for teaching and learning development.

# PolyU CoPs 2016-19

**Academic Advising**

**Conducting Learning Analytics to Inform Teaching and Learning**

**Developing, Recognising & Rewarding Excellent Teaching**

**Service-Learning**

**Technology-enhanced Teaching & Learning**

**Using English for Academic Success**

<https://www.polyu.edu.hk/CoP/>

# CoP on Academic Advising

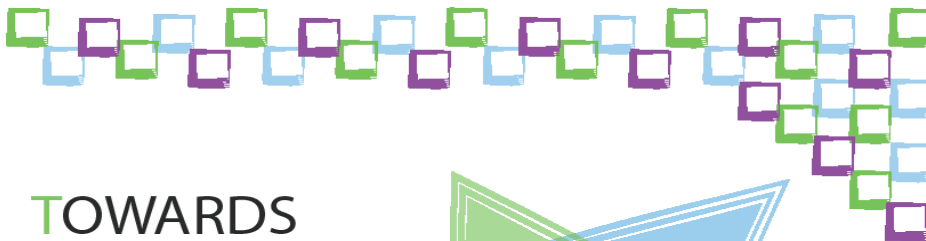
## Objectives

- Promote and support **quality practice of academic advising** in University;
- Promote and adopt the **Appreciative Advising Approach** for practice and training of academic advisors;
- Promote “**Advising as Teaching**” to Academic Advisors;
- Form an **Advisory Committee on Academic Advising** to refine the academic advising system to better meet the needs of students.

# CoP on Academic Advising Activities 2012-16

- Survey on academic advising of Year 1 and Year 2 students
- Academic advising e-learning course
- Mini projects on academic advising
- Sharing sessions of academic advisors
- Workshops on academic advising
- Attendance at NACADA International Conference
- Cross-institutional symposium on academic advising





# TOWARDS EFFECTIVE ACADEMIC ADVISING

## Academic Advising Symposium 2015

**20 April 2015 (Monday)**

**8:45am - 4:30pm**

**Y302, Lee Shau Kee Building,  
The Hong Kong  
Polytechnic University**

### KEYNOTE

Academic Advising for Young People: A Collaborative Process  
*Prof Daniel Shek*  
Associate Vice President (Undergraduate Programme)  
The Hong Kong Polytechnic University

Advising for Student Success and Career/ Life Planning  
*Dr Andrew Siu*  
Head, Office of General University Requirements  
The Hong Kong Polytechnic University

### PRESENTATIONS BY VARIOUS UNIVERSITIES

The Hong Kong University of Science and Technology  
Facilitating Advising through Peer Advising and Working with Faculties

The University of Hong Kong  
Academic Advising@HKU

The Hong Kong Polytechnic University  
Academic Advising with a Purpose  
Practice in Academic Advising: a Centralized Service Model  
Research on Academic Advising

### ADVISING PROJECTS SHOWCASE

Posters Presentation of Mini Projects on Academic Advising

Please register by 2 April 2015: <http://goo.gl/dnNQF2>  
Full programme details can be found on <http://www.polyu.edu.hk/ogur/symposium/>. For more information, please contact  
[head.ogur@polyu.edu.hk](mailto:head.ogur@polyu.edu.hk) or 3400 8203.



Organized by:  
 OFFICE OF GENERAL UNIVERSITY REQUIREMENTS  
大學核心課程事務處



# THANKS



Dear students

## Thank Your Academic Advisor or Academic Counsellor TODAY!

Does your Academic Advisor or Academic Counsellor :

- Assist you with course selection and provide guidance and information on curriculum requirements and academic opportunities?
- Helping you manage your academic/personal situation?
- Serving as your direct link to other University resources?
- Made an impact on your life in some way?
- Deserve a thank you?

If you answered **YES** to any of the above, you might want to send a "thank you" note to your **Academic Advisor or Academic Counsellor**. Among the most rewarding things a student can do for their Academic Advisor or Academic Counsellor is simply to say **"Thank you."**



Our office, will print your "thank you" note on a card and send it to your Academic Advisor or Academic Counsellor on your behalf. Please reply to this email and share with us in **less than 200 characters** what you would like to say to your Academic Advisor or Academic Counsellor. Enclosed the template for your action.

Remember, whatever you decide, any opportunity you take to thank your Academic Advisor or Academic Counsellor for their hard work will definitely be appreciated.

Best Regards

Office of General University Requirements (OGUR)

Note: This is NOT a messaging service to Academic Advisor or Academic Counsellor. We review all the submissions and reserve the right to delete submissions that not do not conform to the intended purpose of the 'Thank you note'.



## Scholarship for Academic Advising 2017 NACADA Academic Advising Summer Institute

*Date*

**June 18-23**

*Place*

**Daytona Beach, Florida**

*Target*

**All Academic Advisors**

(Nomination from Department is also welcomed)

*By attending the Institute you will:*

- Learn from facilitators who are expert practitioners and national leaders in the field
- Develop a network of peers globally
- Develop a workable action plan that will advance your advising work

*Sponsorship*

**Funding support by CoP-AA and Faculty**

Please contact Ms Christne Chan at ext 8239 for further details.  
NACADA - National Academic Advising Association, The Global Community of Advising

**Opening Minds • Shaping the Future • 啟迪思維 • 成就未來**

# CoP on Conducting Learning Analytics to Inform Teaching and Learning

## General Objectives

- To **promote the use of learning analytics** to inform teaching and learning
- To provide a platform for **sharing experience, expertise, and good practice in performing learning analytics** at PolyU;

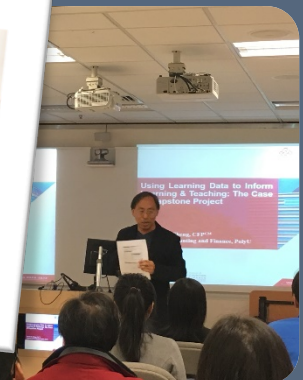
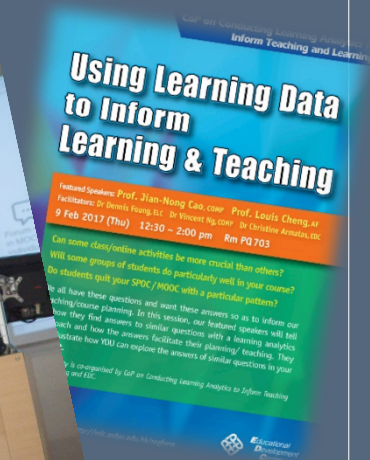
## Target

- Teachers, academics, researchers, project staff, and administrators who
  - are **interested in** conducting learning analytics
  - **may or may not have any skills / experiences** in conducting learning analytics

# CoP on Conducting Learning Analytics to Inform Teaching and Learning

## Activities

- ✓ Skills development workshops for beginners and advanced analysts
- ✓ Seminars by outstanding learning analytics researchers
- ✓ Sharing sessions by frontline teachers who conduct learning analytics
- ✓ Regular meetings for sharing experiences



# CoP on Developing, Recognising and Rewarding Excellent Teaching

## Objectives

- To bring together **a diverse range of stakeholders** and build a community of **like-minded colleagues** to help promote and develop our practice **as educators**;
- To nurture and cultivate a culture of **sharing best and next practices** for professional development of our educators;
- To encourage the awareness of **GOOD teaching to SCHOLARLY teaching** (Scholarship of Teaching & Learning) as a medium of career and professional development;
- To promote the value of **evidence-based teaching and learning portfolios** as a form of reflective practice;
- To connect our community to other communities in/outside PolyU to **broadening our perspectives** on our practice;
- To engage outside practitioners so that educators get **a deeper sense of real world problems, issues and challenges**;
- To **align our community efforts to the strategic direction of PolyU** in the continued professional development of our educators;
- To collect evidence of the degree of **impact of our community's engagement** in members' own practice as educators; and
- To provide important links to key decision making entities within PolyU and share insights, suggestions and recommendations from our community in an effort **to help shape the current and future strategic direction of teaching and learning** within PolyU.

## Roundtable Teaching and Learning

### Researchers Hooked on Teaching and Teachers Hooked on Research

Most academics polarise the important practice of teaching and research into separate and distinct worlds – often rarely integrating them as complementarities in our pursuits towards better scholarship. This roundtable discussion brings together a distinguished lineup of three scholar/educators who have successfully bridged this apparent divide. One thing they have in common is a passion for meaningful and free-challenging work.

## Roundtable Teaching and Learning

### Books that Inspired my Thinking

Reading widely is one of the hallmarks of a great mind! Great educators often have a passion for reading. This Roundtable Teaching & Learning session brings together three top educators to share their favourite books and how these books impacted their hearts and minds, allowing them to become better educators. Please join us to hear what inspires them through their love of reading.

## Roundtable Teaching and Learning

### MOOCs and the Flipped Classroom

Massive Open Online Courses (MOOCs) and the power of the "flipped" classroom are helping redefine the way we teach and learn. What lessons are learned from these pedagogical approaches that prepare our students to learn better? What experience do you have with these approaches in order to improve your own research and teaching?

## Roundtable Teaching and Learning

### Why are assumptions important in our teaching, learning & research?

It is a word we don't often think about, although we use it a lot. Yet, "assumptions" are powerful drivers of how we think, feel and act! Most often we take our assumptions for granted. Yet all great scholars (researchers and teachers alike) know the value and importance of (re)examining our current taken-for-granted assumptions as a way to open up deeper understandings and explanations of why things work and why things don't work. Please join us in this engaging and interactive Teaching & Learning Roundtable and hear how three of our accomplished scholars



Allan Chan  
Associate Head &  
Associate Professor (ITC)



Remi Leclerc  
Assistant Professor (SD)



Yi Tang  
Assistant Professor (MM)

## Roundtable Teaching and Learning

### What can philosophy teach us about teaching (and research)?

If you want to fail less, you need to fail more! The quickest way is the longest way! And it is because we are incomplete, we are whole! These and many more reflections of our everyday coping bring us powerful insights to what real knowledge and understanding can do. This is philosophy at its most profound. Come and join us and engage with three world-class educators in how they have consistently used the power of philosophical thinking in their research and teaching and in the process, open up new ways of thinking and doing.

## Roundtable Teaching and Learning

### Enhancing learning in an increasingly multicultural classroom

One of the hallmarks of a world-class university is the presence of international students from all around the world. To capitalize on this opportunity, how are we tapping into this geography of thought to help take our teaching and learning to the next level? Come and join us and engage with three distinguished educators in how they take advantage of our increasingly multicultural classrooms, and in the process, open our students to a world of learning unlike their own.

## Teaching and Learning Sharing

### The Use of Simulation Game Design and Animation as Assessment

Games and simulations are often used to improve class interactions. Most games are acquired from the market at a cost or designed by teachers. This sharing describes an alternative in which students are asked to design games or simulations for assessment. The project was shortlisted in Reimagination Education 2016.

This activity is jointly organised by CoP on Developing, Recognising & Rewarding Excellent Teaching and EDC.

### Revitalizing Final Year Projects

Final year projects (FYPs) are a crucial part of many curricula. With the development of new 4-year Bachelor curricula and associated changes, new challenges relating to FYPs have appeared which call for innovative solutions. The aim of this session is to generate insights regarding how to revitalize FYPs by sharing views and experiences with colleagues from different disciplines.

This activity is jointly organised by CoP on Developing, Recognising & Rewarding Excellent Teaching and EDC.



Prof. Jason Choi  
Professor of Fashion Retailing, ITC



Date: 27  
Time: 12:30 - 1:45 pm  
(Please arrive early)  
Venue: TU11  
These monthly discussions aim to create more of a COMMUNITY of like-minded colleagues from our entire university to come together on a regular basis and discuss important themes that have the power to stimulate new ways of thinking and new ways of doing our practice of educating life-long learners. We welcome researchers, teachers and administrators to join us. Light snacks and tea/coffee will be provided. Please scan the QR code to register or register online at <http://edc.polyu.edu.hk/regform>



Date: 24  
Time: 12:30 - 1:45 pm  
(Please arrive early)  
Venue: TU11  
These monthly discussions aim to create more of a COMMUNITY of like-minded colleagues from our entire university to come together on a regular basis and discuss important themes that have the power to stimulate new ways of thinking and new ways of doing our practice of educating life-long learners. We welcome researchers, teachers and administrators to join us. Light snacks and tea/coffee will be provided. Please scan the QR code to register or register online at <http://edc.polyu.edu.hk/regform>



Date: 20 April 2017  
Time: 12:30 - 1:45 pm  
(Please arrive early)  
Venue: TU616  
These monthly discussions aim to create more of a COMMUNITY of like-minded colleagues from our entire university to come together on a regular basis and discuss important themes that have the power to stimulate new ways of thinking and new ways of doing our practice of educating life-long learners. We welcome researchers, teachers and administrators to join us. Light snacks and tea/coffee will be provided. Please scan the QR code to register or register online at <http://edc.polyu.edu.hk/regform>



Date: 31 May 2017 (Wed)  
Time: 3:00 - 4:00 pm  
(Please arrive early as the session starts at 3:00 pm sharp)  
Venue: TU411  
These monthly discussions aim to create more of a COMMUNITY of like-minded colleagues from our entire university to come together on a regular basis and discuss important themes that have the power to stimulate new ways of thinking and new ways of doing our practice of educating life-long learners. We welcome researchers, teachers and administrators to join us. Light snacks and tea/coffee will be provided. Please scan the QR code to register or register online at <http://edc.polyu.edu.hk/regform>



Organised by Community of Practice (CoP) on Developing, Recognising and Rewarding Excellent Teaching and EDC in cooperation with:



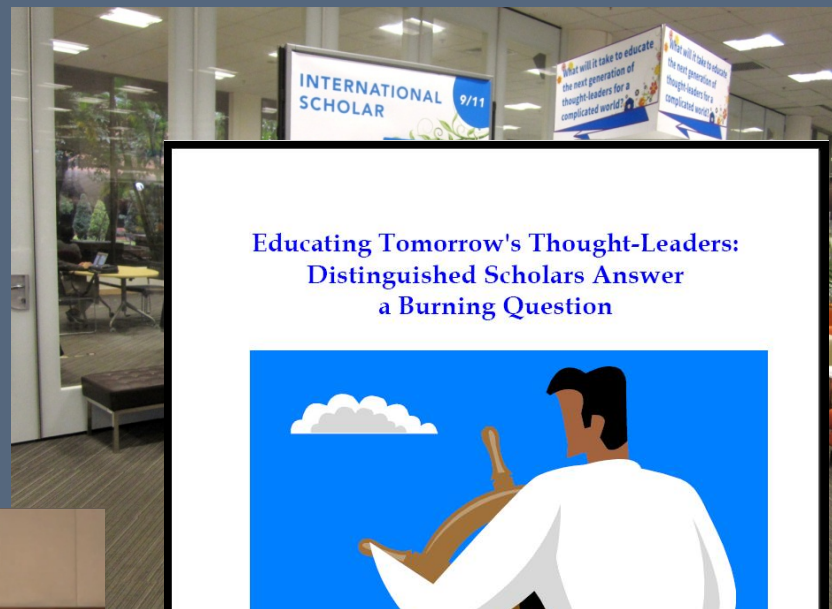
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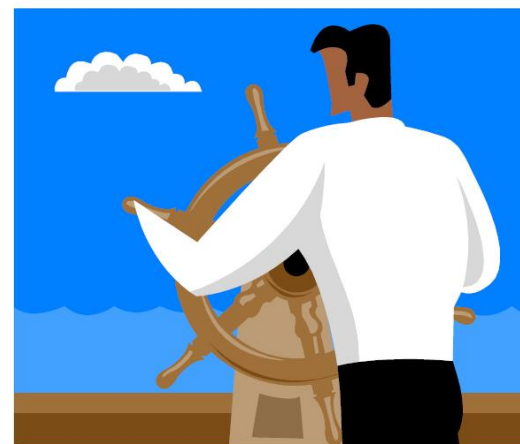
Organised by Community of Practice (CoP) on Developing, Recognising and Rewarding Excellent Teaching and EDC in cooperation with:



# One-minute Video Exhibition



## Educating Tomorrow's Thought-Leaders: Distinguished Scholars Answer a Burning Question



Edited by

**Robert P. Wright**

Faculty of Business, The Hong Kong Polytechnic University

**Kenneth G. Brown**

Henry B. Tippie College of Business, The University of Iowa

Prof. Timothy W. Tong  
President  
The Hong Kong Polytechnic University



# CoP on Service-Learning

## Objectives

- To expand and improve our teachers' current knowledge and skills in SL pedagogy, including the design, delivering, and assessment of SL subjects;
- To provide a means to exchange experiences on international trends and effective practices on service-learning pedagogies between local faculty members and international counterparts;
- To provide a platform for teachers from different disciplines to share their SL experiences, good practices, and new ideas and foster cross-discipline collaborations on SL projects;
- To equip staff with the knowledge and means to preform scholarly work on teaching and learning in SL; and
- To consolidate the impact of service-learning experience on student development and learning outcomes.

# Informal Gathering – to share, brainstorm, ...



*SL = service + learning? What does that really mean?  
Where can I find funding for offshore projects?  
How do I find partners?  
How do I deal with problematic students?  
How do I ...?*

# Overseas Trips to Experience SL

## Experience Service-Learning This Summer in Cambodia



### A Unique Summer Course

Spend an intensive and deeply rewarding 11 days with educators immersed in creating curriculum and projects focused on service-learning. Learn while involved in projects being carried out by University students under the supervision of teachers experienced in service-learning.

#### DURATION

**12 – 22 June 2014** (with 2 workshop sessions (can be attended in person or online) in late May/early June)

#### Location

This unique summer course takes place at **Phnom Penh, Cambodia**. Attendees are advised to meet and travel from Hong Kong to Cambodia together (group tickets can be arranged)

### AN EXCELLENT OPPORTUNITY

The course enriches and deepens service-learning practice through ongoing opportunities for dialogue with experienced service-learning practitioners and peers. As a participant you will develop a deepened practical approach to service-learning, while creating an integrated service-learning plan that meets your own unique curriculum or programme needs. Small study groups will provide participants with an important opportunity to share their key challenges and receive feedback, suggestions and support from fellow participants. Participants also have opportunities to observe and contribute to projects in action.

### Who Should Attend

All teachers who are interested in developing or enhancing a credit-bearing service-learning subject are welcome to apply.

### Course Fee

HK\$6,500 (including air-ticket (HK-Cambodia-HK), accommodations, transportation and basic meals for the 11 days period)

*\*(PolyU staff who are also members of Community of Practice in Service-Learning are eligible for a full scholarship to cover the course fee)*

### How to Apply

Please submit your application form by **14 March 2014 (Friday)** by email to [oslinfo@polyu.edu.hk](mailto:oslinfo@polyu.edu.hk). Acceptance will be based on responses to the "application questions" in application form and commitment to attending the course. Notification of acceptance will be sent in late March of 2014.

### Enquiries

For any enquiries, please call 2766 6802 or email to [oslinfo@polyu.edu.hk](mailto:oslinfo@polyu.edu.hk).

### Course Team



Dr. Josephine Castej  
([josephine.castej@polyu.edu.hk](mailto:josephine.castej@polyu.edu.hk))

- Senior Education Development Officer, Hong Kong Polytechnic University
- Course Coordinator



Dr. Stephen L. Chan  
([stephen.l.chan@polyu.edu.hk](mailto:stephen.l.chan@polyu.edu.hk))

- Head, Office of Service Learning, The Hong Kong Polytechnic University
- Course Facilitator and Community of Practice



Dr. Grace Ngai  
([grace.ngai@polyu.edu.hk](mailto:grace.ngai@polyu.edu.hk))

- Associate Professor, Computing, The Hong Kong Polytechnic University
- Committee on Service Learning



Ms. Bernice Leung  
([bernice.leung@polyu.edu.hk](mailto:bernice.leung@polyu.edu.hk))

- Service Learning Officer, Office of Service Learning, The Hong Kong Polytechnic University
- Course administrator



# Developing Proposals for Service-Learning Subjects



**Dr Grace Ngai**

Chair Sub-committee on  
Service-Learning Subjects

**Dr Josie Csete, EDC**

**4 May (Mon)**

**3:30 – 5:00 pm**

**Rm TU 411**

The University has announced another call for proposals for credit-bearing service-learning subjects for the 4-year curriculum. This seminar will explain:

- what service-learning means at PolyU,
- what qualifies as a service-learning subject,
- how you can develop a good service-learning proposal that benefits your students and the community,
- an alternative model for developing and delivering service-learning subjects in collaboration with the Office of Service Learning, and
- the support available in developing service learning.

*Post-seminar consultation sessions will be offered to interested colleagues on request.*

Jointly organized by the Office of SL and EDC

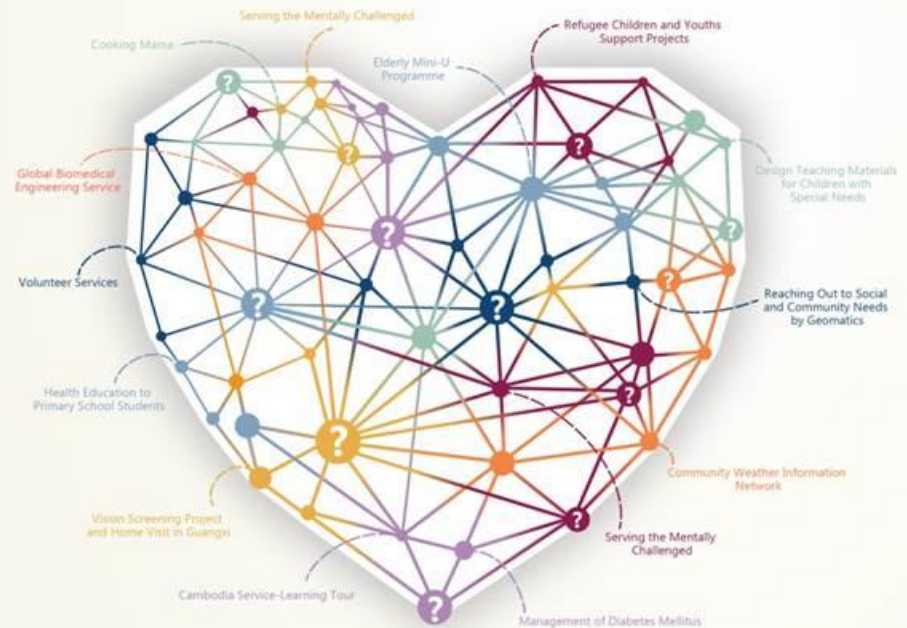
Registration:

1. contact Tirzah Wu of EDC at 2766 4237, or
2. register online at: [http://edc.polyu.edu.hk/Regis\\_Form.asp](http://edc.polyu.edu.hk/Regis_Form.asp)



**Educational  
Development  
Centre**

# Consultation Sessions for the Scholarship of Service-Learning



## Did you know that PolyU is hosting an International Conference on Service-Learning?

This conference is to be held in November of 2014 and is focused on the research and practice of service-learning. Conference details are available at <http://www.osl.polyu.edu.hk/usrs/2014/>

If you are interested in submitting a paper, feel free to stop by to discuss your ideas and/or receive feedback on your paper. This is not a formal session with a presentation. Instead, people who are involved with Service-Learning will be available to answer the questions you have to help you develop a good service-learning paper.

Registration is not required, but helps us better prepare for the sessions. Feel free to pass this notice on to interested colleagues. Go to the EDC Website at <http://edc.polyu.edu.hk/> and click on the events calendar to register for the session titled "Consultations Sessions for the Scholarship of Service-Learning".

*We look forward to seeing you!*

Educational  
Development  
Centre



Jun 2014	Jun 2014	Jun 2014
25	26	27

Date: **25-27 Jun 2014**

Time: **2:30 – 5:00pm**

Venue: **TU617**

Facilitators: **Members of OSL & EDC**

# Impact of Service-Learning on Students: Ecotourism in Rural Regions



**Chloe Lau, SHTM**

**Alan Wong, SHTM**

**28 April (Tue)**

**12:30 – 2:00 pm**

**Rm TU411**

Please join us for this informal lunch session with a team of award-winning teachers experienced in conducting a service-learning subject with very positive results.

In addition to welcoming any issues you are interested in discussing they will share their insights on:

- Designing a subject to help students achieve the intended learning outcomes
- Building positive relationships with community stakeholders
- Seeing the subject through the eyes of the students, and
- Sharing success factors

Everyone is welcome

# How do Students Learn while Serving the Community through Engineering Projects?

**SPEAKER: PROF KAM-TIM WOO**  
**The 2015 UGC Teaching Award Winnier**

Associate Professor of Engineering Education  
of the Department of Electronic and Computer Engineering,  
The Hong Kong University of Science and Technology

SERVING



Challenging engineering projects such as underwater robotics and mobile apps can be a great way to learn. It can also be a great way to serve the community with real impact. But when one objective is focused on **learning** and another objective is focused on **serving**, can the two objectives truly be integrated into the same project? How do you **design** such a project? How do you **teach** the students to do it? How do you know it is making an **impact**? Dr. Tim Woo, UGC Teaching Award recipient in 2015, will be sharing his experience in making it happen.



LEARNING



Date: 11 November 2015 (Wednesday)

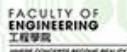
Time: 12:30pm – 2:00pm (light lunch will be ready at 12:15pm outside the Senate Room)

Venue: M1603 (Senate Room), 16/F, Lee Ka Shing Tower

Enrollment: <http://goo.gl/BA2mKS>

Enquiry: 27666802 (Ms. Renee Leung) / [wai.l@polyu.edu.hk](mailto:wai.l@polyu.edu.hk)

Organizers:



Sponsors:



# Mandatory Service-Learning: Do Students Learn from It?

Dr Stephen Chan, OSL Dr Grace Ngai, COMP

Dr Kam Por Kwan, OSL

26 Nov (Thu) 12:30 – 2:00 pm Rm TU411



This seminar will present the major findings from an evaluation of the impact of PolyU's mandatory service-learning requirement on students' learning and development, particularly for those who were initially less inclined and felt "compelled" to engage in it.

*This session is jointly organized by OSL, CoP-SL and EDC.*

Please register online at:  
<http://edc.polyu.edu.hk/regform>



**Educational  
Development  
Centre**

# Briefing Session on Guidelines for Assessing Credit-bearing Service-Learning Subjects



**Dr Stephen Chan, OSL**

**Dr Grace Ngai, COMP**

**19 Jan 2016 (Tue)**

**3:30 – 5:00 pm**

**Rm TU411**

*(Light refreshment will be provided)*

The aim of this briefing session is to ensure a shared understanding of and a consistent practice in the assessment of service-learning subjects. This session will share recently-drawn-up guidelines on assessing service-learning subjects and sample assessment components and rubrics.



**Educational  
Development  
Centre**

# CoP on Technology-enhanced Teaching and Learning

## Objectives

- To demonstrate that technologies can enhance teaching and learning especially in **upholding the effectiveness of learning and in the enrichment of learning experience for students and teachers**;
- To **harness, develop and adopt good practices** in all aspects of leveraging technologies to enhance teaching and learning;
- To exhibit **a culture of active learning and sharing** among all members and extend this to colleagues campus-wide; and
- To become part of a network of learning and sharing communities, local and overseas, so as **to expand our learning and sharing boundaries beyond our own institution**.



# CoP on Technology-enhanced Teaching and Learning (2016-19)

**A mega CoP consists of five sub-communities**

- e-Assessment and Grading
- Augmented and Virtual Reality (VR/AR)
- Clickers@PolyU
- Learning Management System and Tools
- MOOCs and SPOCs

# CoP on Using English for Academic Success

## Objectives

- Enable the **effective delivery of lectures** through exploring classroom language instruction and speaking features;
- Explore the linguistic and organizational characteristics of **students' written and spoken tasks** in different genres and **their common problems** in engaging in these assessments;
- Enable the **effective use of language** for assignment task sheets and examination papers;
- Prepare **grant proposals and academic writing** for teaching and/or professional-related topics.

# Activities organised

CoP on Using English for Academic Success

## Writing the Introduction & Abstract of a Doctoral Thesis

Dr Julia Chen, ELCC  
17 Jan 2017 (Tue) 12:30 – 2:00 pm Rm TU411

The Introduction chapter and the Abstract of a doctoral thesis are important because first impressions matter. This workshop will start with what writers would want to accomplish in these two sections of a thesis, followed by the moves and language that should be employed.

This activity is jointly organised by ELCC and the new CoP on Using English for Academic Success.

Please register online at: <http://edc.polyu.edu.hk/regform>

Educational Development Centre

CoP on Using English for Academic Success

## Improving Word Choice in Academic Writing – Tools You Need

Dr Linda Lin, ELCC  
7 Mar (Tue) 12:30 – 2:00 pm Rm TU411

Educationalists believe that effective writing is all about effective word choice and proper ordering. Making appropriate word choice and using these words appropriately, however, can be a challenge to many academic writers, in particular those who write in a second language.

This workshop introduces aspects of vocabulary knowledge that academic writers should pay attention to and tools that these writers can use in order to select words correctly and effectively when writing academic texts.

The workshop is jointly organised by the CoP on Using English for Academic Success and ELCC. Registration priority will be given to academic faculty with teaching responsibility.

Please register online at: <http://edc.polyu.edu.hk/regform>

Educational Development Centre

CoP on Using English for Academic Success

## Effective Presentation

Dr Joe Ching, CILL coordinator of ELCC  
29 Mar (Wed) 12:30 – 2:00 pm Rm TU411

Oral presentations play an important role in the academic community, particularly in seminars and conferences. This workshop aims to provide some tips that will help make your presentation more effective.

It will start with an introduction of the CILL website on presentation and skillful ways to prepare for a PowerPoint. Then the focus will switch to moves and language that can be employed in the various sections (e.g. rationales, literature review, methodology, findings and so on) of the presentation.

The workshop is jointly organised by the CoP on Using English for Academic Success and ELCC. Registration priority will be given to academic faculty with teaching responsibility.

Please register online at: <http://edc.polyu.edu.hk/regform>

Educational Development Centre

CoP on Using English for Academic Success

## Tips for Publishing Peer-reviewed Articles in Linguistics & Sociology for Early-career Researchers

Dr Xue Bai (yes), Dr Stephen Politzer-Ahles & Dr Cai Cai Zhang (yes)  
10 April 2017 (Mon) 12:30 – 2:00 pm Rm TU411

Success on the job market and academic appraisal often depends on publishing record; however, in some fields, many scholars do not get much training about academic publishing during their regular studies. In this workshop we will briefly discuss the peer review and academic publishing processes and hold a question-and-answer panel for colleagues to address their questions about publishing. The focus will be on publishing quantitative empirical articles (i.e., articles describing results of a quantitative study, which usually have a format like: Introduction - Method - Results - Discussion), but colleagues from all backgrounds are welcome.

This activity is jointly organised by CoP on Using English for Academic Success and ELCC.

Please register online at: <http://edc.polyu.edu.hk/regform>

Educational Development Centre

CoP on Using English for Academic Success

## Tips for Publishing in High-Ranking Journals: An Editor's Point of View

Prof. Jason Choi, ELCC  
24 April (Mon) 2:30 – 4:00 pm Rm BC401

Publishing papers in peer-reviewed academic journals is an important job for all scholars. In this workshop, we will:

- share some recent editorial policies and trends in Operations Research (OR) and Systems Engineering (SE) related journals; and
- examine various quick tips on English writing which will help enhance the chances of paper acceptance.

While this workshop focuses on OR-SE journals, many points apply to other fields. Please come to learn more about both current practices in academic publishing and quality writing.

The workshop is jointly organised by the CoP on Using English for Academic Success and ELCC. Registration priority will be given to academic faculty with teaching responsibility.

Please register online at: <http://edc.polyu.edu.hk/regform>

Educational Development Centre

CoP on Using English for Academic Success

## Tips for Writing Large-scale UGC Proposals

Ir Prof. Alex Wol, Vice President (Research Development)  
23 May 2017 (Tue) 12:30 – 2:00 pm N003 Room changed

Proposal writing is an important yet challenging skill for an academic. Having a good idea is necessary but alone is insufficient to win a proposal. Instead, the style, the accessibility and organization are crucial. Having the experience of writing and evaluating a substantial number of large grant proposals and been involved in the Research Grants Council in various capacities in the past twenty years, the presenter will share with you how to write a winning proposal for UGC grants. In this workshop, the presenter will particularly focus on the following aspects:

- The grant review process
- Elements for a competitive proposal
- Common pitfalls in proposal writing
- Successful and unsuccessful cases in recent years

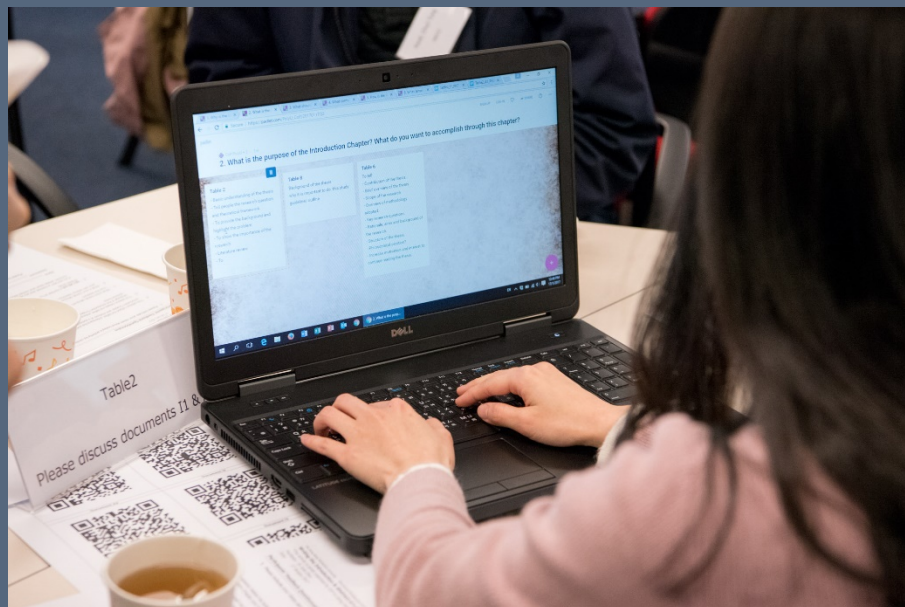
This activity is jointly organised by CoP on Using English for Academic Success and ELCC. Food and beverage will be provided from 12 noon. To support the University's campaign for Green Campus, please bring your own drinks.

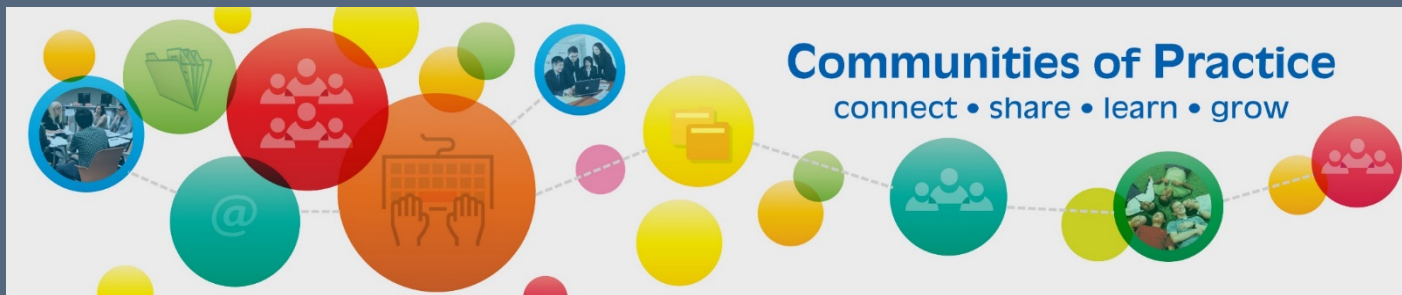
Please register online at: <http://edc.polyu.edu.hk/regform>

Educational Development Centre



## Staff development workshops





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