

PPOL5770 PROFESSIONAL DEVELOPMENT FOR TAUGHT POSTGRADUATE STUDENTS

Semester: 2024-25 Academic year

Course code: PPOL 5770 (0-credit)

Course title: Professional Development for Taught Postgraduate Students

Abbreviated title: Professional Development for TPG

Course Coordinator: Dr. Marie Bernal

Course Instructors: Prof. Raul Lejano (PPOL)

Prof. Michael Chen (PPOL)

Prof. James Wong (PPOL)

Dr. Michael Tyralla (PPOL)

Dr. Marie Bernal (PPOL)

Ms. Victoria Caplan (Research & Learning Support at HKUST Library)

Ms. Vanessa Chan (AIS)

Ms. Grace W Siu (DSTO Career Centre)

Communication Tutor: Ms. Cynthia Hui

External Consultant: Dr. Laura McHale

Target students: MPP Year 1 and MPM Students

Total class quota: 200 (two sessions)

Grading requirement: This course is required for MPP and MPM graduation. It is graded **Pass/Fail**. **90% completion of mandatory components is required to pass.**

I. Course description:

This comprehensive course is designed to equip postgraduate students with the knowledge and skills necessary to excel in their PPOL program and ultimately in the field of public policy. The course is divided into four main modules:

A. Orientation: Designed to welcome students to the program and provide them with the necessary tools to succeed in it. This module is divided into three parts and includes an introduction to the program, a series of workshops on writing and communication basics, and a session on library research skills, citation scholarship, and best practices in group work.

B. Engagement: Encourages students to actively participate in talks, lectures, conferences, and symposia. Students are also expected to participate in outings and field trips. An end-of-year awards ceremony and cocktail party provide opportunities for networking and celebration as well as incentives to go above and beyond the minimum program requirements.

D. Career Development: The career development module prepares students for their future careers. It includes sessions on interpersonal dynamics, career development workshops, internship programs and opportunities at HKUST, job searching for public policy and project management, resume and cover letter writing workshops, and academic writing workshops. Individual consultation sessions are also available throughout the two semesters.

C. Wellness: This part of the module aims to guide students to adjust to university life by providing advice, material and discussions on well-being and growth. Students will learn about stress and time management skills, and personal and professional development planning. By improving self-management skills, such as goal setting, and relationship-building, students will be better equipped to succeed in our program.

OVERVIEW

A. ORIENTATION

PART 1 – Tue. Aug. 27th – Welcome, Let's Get Ready!

Introduction to HKUST and PPOL (~2.5 hrs, *Mandatory*)

Celebratory Lunch

Introduction to Individual Programs (~1.75 hrs, *Mandatory*)

PART 2 – Wed. Aug. 28th - Writing and Communication Basics

Professional Practice (20 mins., *Mandatory*)

English Communication Tools (1hrs., *Mandatory*)

Policy Brief Basics (1hr., *Mandatory*)

Policy Analysis Structure (1hr., *Mandatory*)

Understanding and Learning from Case Studies (1hr., *Mandatory*)

PART 3 – Sept.-Oct. - Writing and Communication Basics Cont.

Library Research Skills (1.5hrs., *Mandatory*)

Citation Scholarship as Conversation (1.5 hr., *Mandatory*)

Group Work; Ethics and Best Practice (1 hr., *Mandatory*)

B. ENGAGEMENT

Talks and Lectures - *Mandatory* 8 minimum (1 per month on average (Sep-Nov, Feb-Jun)).

PAE Conference - *Mandatory*

Conferences and Symposia - *Mandatory* minimum 1 per term if/when available.

Outings/Field Trips - All events *Mandatory*

End-of-year Awards Ceremony - *Optional*

End-of-year Cocktail Party - *By invitation only*

C. CAREER DEVELOPMENT*

Career Development Workshop (1 session, *MPP Mandatory*) *

Internship Programs and Opportunities at HKUST (1session, *Optional*) *

Job Searching for PP & PM (1 session, *MPP Mandatory*) *

Resume writing workshop, Cover letter Writing workshop. (1session, *Optional*) *

NOL/IANG – Open Session (1 open session, *Optional*) *

Academic Writing workshop I (1 session, *MPP Mandatory*)

Academic Writing workshop II (1 session, *MPP Mandatory*)

Presentation Skills workshop (1 session, *MPP Mandatory*)

Individual Consultation (these sessions will run through two semesters, *Optional*)

*Career Center workshop content and dates are tentative and will be announced as soon as possible

D. WELLNESS

Lumina Spark Program (1 session, *Mandatory*)

Lumina Spark Enrichment Sessions (*Optional*)

Divisional Gatherings and Social Activities (*Optional*)

A. ORIENTATION & PREPAREDNESS

- ILOs:**
1. Understand the structure and expectations of the PPOL programs at HKUST.
 2. Develop basic English writing and communication skills necessary for their courses.
 3. Understand the structure and applications of common policy documents frequently assigned in PPOL courses.
 4. Acquire library research skills and understand the importance of citation and scholarship in academic work.
 5. Develop an understanding of the ethical considerations in our program and the principles of academic integrity and professional work and behavior.

PART 1 – *Tues. Aug. 27th* – **Welcome! Let's Get Ready! Rm. LT-D** (*Mandatory*)

- MC Welcome and Introductions – *Dr. Marie Bernal*
- Head's Welcoming Remarks – *Prof. Naubahar Sharif*
- AIS Dean's Welcoming Remarks – *Prof. Huamin Qu*
- Keynote Speaker – *Prof. Anthony Cheung*
- Introduction to HKUST and PPOL – *Prof. Kira Matus, Dr. Marie Bernal, Ms. Grace Siu*
- Faculty and Staff Introductions
- Intercultural Expectation and Cultural Awareness – *Dr. Michael Tyralla*
- Academic Integrity and Work Ethics – *Prof. Raul Lejano*
- Agenda for PPOL 5770 – *Dr. Marie Bernal, Prof. James Wong*

- Break for Lunch – **MPP to Chinese Garden, MPM & RPG to UniQ** (*Optional*)

MPP Program Orientation (14:00-15:30, Rm. LT-D) *	MPM Program Orientation (14:00-15:30, Rm. 1410) *	RPG Program Orientation (14:00-15:30, PPOL Conf. Rm. 4615)
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*All individual program sessions are *Mandatory*

PART 2 – *Wed. Aug. 28th* - **Writing and Communication Basics (Rms. LT-D + 1410)**

- Professional Conduct – *by Prof. Raul Lejano* (*Mandatory*)
- Policy Brief Basics – *by Dr. Michael Tyralla* (*Mandatory*)
- Policy Analysis Structure – *by Dr. Marie Bernal* (*Mandatory*)
- English Communication Tools – *by Ms. Cynthia Hui* (*Mandatory*)
- Understanding & Learning from Case Studies – *by Prof. Michael Chen* (*Mandatory*)

PART 3 – *Over 3 days in Sep.- Oct.* – **Writing and Communication Basics Cont.**

Library Literacy - (*Sep 10th – Zoom session 1.5hrs., Mandatory*) - MPP+MPM
Citation Scholarship as Conversation (*Sep 17th – Zoom 1.5 hrs., Mandatory*) - MPP+MPM

Group Work; Ethics and Best Practice (*1.5 hrs., Mandatory*)
Oct. 8th – MPP – 2 sessions 12:00- 13:30 & 14:30 – 16:00
Oct. 22nd – MPM – 1 session 12:00 – 13:30

B. ENGAGEMENT

- ILOs:**
1. Develop critical thinking skills through active participation in discussions.
 2. Learn to articulate and defend your own viewpoints in a respectful manner.
 3. Gain exposure to diverse perspectives on public policy issues.
 4. Build community and gain practical exposure to public policy in action through participation in outings and field trips.
 5. Incentivize performance and foster community and empathy through the recognition and celebration of achievements in the program through an end-of-year awards ceremony.
 6. Network with peers and professionals in the field of public policy.

Content: **PPOL-organized Talks, Seminars, and Lectures** - *Mandatory* minimum 8 through the school year (1 per month on average (Sep-Nov, Feb-Jun)). Same requirement for part-timers. Scan ID for attendance tracking. It is the students' responsibility to seek office staff and be marked present. Attendance after the first 10 minutes will not be marked/recorded. Cumulative attendance will be posted at the end of each term.

PAE Conference – *Mandatory* for all students.

Conferences and Symposia - *Mandatory* minimum 1 per term if/when available. Same requirement for part-timers. Scan ID for attendance tracking. It is the students' responsibility to seek office staff and be marked present.

Outings/Field Trips - All events *Mandatory* if/when available. Same requirement for part-timers. Scan ID for attendance tracking. It is the students' responsibility to seek office staff and be marked present.

End-of-year Awards Ceremony – *Optional*

End-of-year Cocktail Party – *By invitation only*

C. CAREER DEVELOPMENT

Content:

Date	Instructor	Events	MPM Yr. 1	MPP Yr. 1
	Career Centre	Career Development Workshop	Optional	<i>Mandatory</i>
	Career Centre	Internship Programs and Opportunities at HKUST	Optional	Optional
	Career Centre	Job Searching for PP & PM	Optional	<i>Mandatory</i>
	Career Centre	Resume writing workshop, Cover letter Writing workshop	Optional	Optional
	Career Centre	NOL/IANG – Open Session	Optional	Optional
8-Nov	Cynthia Hui	Academic Writing workshop I	Optional	<i>Mandatory</i>
14-Feb	Cynthia Hui	Academic Writing workshop II	Optional	<i>Mandatory</i>
15-Nov	Cynthia Hui	Presentation Skills workshop	Optional	<i>Mandatory</i>
By apt. only	Cynthia Hui	Individual Consultation (this session will run through two semesters)	Optional	Optional

D. WELLNESS

- ILOs:**
1. Understand personal strengths and areas for development.
 2. Develop strategies for managing stress and coping with challenges.
 3. Learn effective time management techniques.
 4. Participate in community building and social events to foster a supportive learning environment.
 5. Understand the importance of wellness in academic and professional success.

Content: Lumina Spark Program Self-Test – (*1 self-test, Mandatory*)
Lumina Spark Program Debriefing Session – (*1 session, Mandatory*)
Lumina Spark Enrichment Sessions – (*Optional*)
Divisional Gatherings and Social Activities - (*Optional*)

Notes:

- 1) Relevant dates, times and venues will be announced by email.
- 2) There will be no exception to late attendance to events, lectures, etc. The expectation is that you will attend as many as available, with an absolute mandatory minimum as specified above. We suggest that you avoid misunderstandings and mistakes by fulfilling well above the minimum requirements.
- 3) Always come with your student ID to be marked present. There will be no exceptions made to this rule.
- 4) Engagement means more than “warming a seat.” We highly encourage you to be an active participant of all of the events and opportunities we have made available to you.
- 5) Instructional materials available from any sessions will be posted on Canvas. If they are not, you are welcome to politely request them directly from the speakers or the instructors.