GECC3130 Exploration & Discovery

Chung Chi College, The Chinese University of Hong Kong

Project Report Guidelines

A final written report of each group (that includes the findings as well as the feedback collected during discussions) should be submitted to course supervisor **within two weeks after the presentation, unless other specified by course supervisor.**

1 Format
- The report can be written in either Chinese or English.
- All reports must be type written on standard A4 white paper in double line spacing with font size at point 12 and margins of 2 cm.
- The length of the report should be between 4,000 and 6,000 words (excluding bibliography and appendices).
- All reports must include full references, quotations, notes and bibliography for sources cited.
- Use the *Cover Page Template* downloadable at College GE website.

2 Content
- **Introduction**: Why your group is interested in this project and some background information.
- **Purpose and rationale of the study**: What does your group want to achieve through this project and the rationales behind.
- **Question(s)**: What specifically you want to find out?
- **Literature review**: an account of what has been discussed and published on a topic.
- **Learning from the study trip**: learnings and insights from the trip; follow-up integration, processing and analysis of the information/data you obtained from the trip.
- **Methodology (and ethical considerations if any)**: the study design, data collection and analysis; what are the benefits and limitations about the process, any ethical consideration when conducting the study?
- **Findings and interpretation**: a detailed discussion of the results.
- **Implications/recommendations**: any workable solution or new development?
- References / Bibliography; Appendices and/or Supplemental materials, if any.

3 Submission
- **Upload to VeriGuide:** All students of the same group should be asked to sign the declaration, each of whom is responsible should there be any plagiarized contents in the group project, irrespective of whether he/she has signed the declaration and whether he/she has contributed directly or indirectly to the plagiarized contents.
- **Submission to course supervisor:** The project report, together with its signed (all members) declaration form should be submitted to course supervisor via the specified means.
- **Submission to Blackboard:** A duplicate of Project Report must be uploaded to the designated Blackboard website for all GECC3130 classes.