THE CHINESE UNIVERSITY OF HONG KONG

Courseware Development Grant (2018-19)

<u>Final Report</u>

Report due 31 May 2019

Please return by email to CUHK cdgs@cuhk.edu.hk

<u>PART I</u>

Project title: **Introduction to SSPE Internship Programme**

Principal supervisor: **Daniel Chi Wo Lee**

Co-supervisor(s) **Dr. Isabel Hwang**

Department: **Sports Science and Physical Education (SSPE), Faculty of Education**

Project duration: From September 2018 to May 2019

Date report submitted: May 30, 2019

1. Project objectives

Three videos with Chinese subtitles have been completed, which were created to introduce the details of the SSPE Internship Programme SPED 4201 (Programme) to over 120 students, 30 collaborators and more than 60 supervisors involved in the Programme. With the information presented in the videos, students, collaborators and supervisors will be able to take greater responsibility for and exert more control over their own schedules to better understand the Programme settings and take action at different stages.

The project is on track to meet its objectives, which have not been changed as a result of the work done on the videos.

2. Process, outcomes or deliverables

Three videos have been produced to introduce the Programme. The Programme is unique because it includes two-year (four-semester) internships both on and off campus, course participation and the submission of internship reports. In addition, it is a required course for students in the two SSPE Undergraduate Programmes of the Faculty of Education. The videos can provide flexibility for students, collaborators and supervisors to refer to and have a target audience of over 200 people per year. The objectives, learning outcomes and general arrangements of the Programme are

introduced to current and potential collaborators in the first video. The second video is designed for students and includes not only the basic information but also the timelines and activities for the students throughout the Programme. The third video includes basic information and the timelines and activities of the Programme supervisors.

We did not encounter any major obstacles with this project. However, creating appropriate Chinese subtitles required extra caution to ensure that they were optimized for comprehensive and in-depth teaching purposes.
The download links for the videos are below:

1. Video 1 (collaborator version):

https://panopto.cuhk.edu.hk/Panopto/Pages/Viewer.aspx?id=f2c76e4a-7d43-4c88-af76-aa29001bc0ee

2. Video 2 (student version):

https://panopto.cuhk.edu.hk/Panopto/Pages/Viewer.aspx?id=e5f81c12-0c1e-43db-b238-aa3a003a9dc8

3. Video 3 (supervisor version):

https://panopto.cuhk.edu.hk/Panopto/Pages/Viewer.aspx?id=2cd63cb4-60e2-4829-94b4-aa3a003b4331

The nature of the deliverables has not changed, and overall, the project has been completed satisfactorily.

3. Evaluation Plan

As indicated in the application proposal, an e-form was developed to evaluate the current project and was distributed to the students to obtain objective feedback on the student version of the video before the submission deadline for this report. The results of the evaluation are shown in the table below.

Thus far, we have evaluated the student version of the video. Evaluations of the other two videos will be conducted later in 2019.

The evaluation results for the students' video (n = 34; ~60% of students replied) are shown in percentages (%).

	PESH			ESHE
*I am a student from …………	41.2			58.8

	<3 min	3-5 min	5-7 min	Until the end
*I spent approximately ...... on the video.	11.8	26.5	8.8	52.9

	Strongly agree	Agree	Neutral	Disagree	Strongly Disagree
*I enjoy watching the video for the Internship Programme information.	14.7	73.5	11.8	0	0
*I watch the video whenever I need information about the Internship Programme.	20.6	64.7	11.8	2.9	0
*The video helps me further understand the requirements of the Internship Programme.	23.5	70.6	5.9	0	0
*The video helps me further understand the timelines of the Internship Programme.	26.5	70.6	2.9	0	0
*I would like to see a similar video approach be expanded to other SSPE courses.	23.5	61.8	14.7	0	0

#What did you enjoy most about the video?	- Simple and clear graphics to bring us the information that students need to know - Clear explanations - Animations - Cartoons
#Any other comments / improvements you like to see in the video.	- 中文 version/字幕/語速快小小 - Could ask the interns to interview their tutor/supervisor

* mandatory question
\# optional and open question

Overall, the results of the evaluation indicate that the students' video achieved the objectives of the project.

4. Dissemination, diffusion and impact

Example of dissemination: The videos produced in this project have been uploaded to Panopto and shared with course students, supervisors and collaborators. A poster and an oral presentation on this project will be delivered at the Teaching and Learning Innovation EXPO 2019 at CUHK at the end of this year.

Examples of diffusion: The video (collaborator version) was shown at the Internship Ceremony on January 18, 2019, which was attended by over 200 guests, students and teaching staff, and it was very well received. It was also shared overseas with potential internship collaborators to introduce the Programme and promote the SSPE. Furthermore, an eLearning task force has been developed to discuss and plan the further adoption of flipped teaching and eLearning development in the SSPE. Colleagues will share their experiences of producing and disseminating eLearning materials. The project supervisor, Mr. Daniel Chi Wo Lee, has joined the eLearning Community of Practice Micro-Module Courseware subgroup (eLCoP). He has used this project as an example to encourage his colleagues at CUHK to proactively produce materials for flipped teaching and eLearning to enhance learning and teaching effectiveness and align the university's education strategies for 2016-2020. (https://gocuhk-my.sharepoint.com/:v:/g/personal/dcwlee_cuhk_edu_hk/EU9Xu1vaI MFEn-KfpBLaEP8BzZZQeQWEbKE_pYsEsQkicw?e=EsnLGY)

Impact of the project: A colleague from the SSPE, Dr. Jacky Chan Ka Wai, has been invited to join the eLCoP and may apply for CDG and produce further flipped teaching and eLearning materials for the SSPE. Meanwhile, project members will continue to enrich flipped teaching and eLearning in courses at the SSPE and CUHK.

PART II

Financial data

Funds available:

Funds awarded from CDG	$	90,000
Funds secured from other sources	$	NIL
(please specify_____)		
Total:	$	90,000

Expenditure:

Item	Budget as per application	Expenditure	Balance
Student helpers	5,775.00	5,775.00	0.00
Project evaluation	2,750.00	2,750.00	0.00
Storyboard for videos and courseware	5,550.00	5,550.00	0.00
Chromakey video studio and audio recording rental	5,250.00	5,250.00	0.00
Video, audio, and animation editing for video clips	28,000.00	28,000.00	0.00
Asset illustration for animation production	16,280.00	16,280.00	0.00
Design work	5,920.00	5,920.00	0.00
Miscellaneous (Travel)	2,500.00	483.90	2,016.10
Project hardware	14,975.00	13,152.00	1,823.00
Editing	3,000.00	6,818.70	-3,818.70
Total:	90,000.00	89,979.60	20.40

PART III

Lessons learned from the project

The videos provide a thorough review of the Programme requirements, timelines and activities. Thus, students and supervisors, who may have different needs at different time points, can focus on their individual needs. For example, a student who is completing his/her internship can be reminded to do an appraisal with his/her placement supervisor and submit it directly to the SSPE office before leaving the organization. The videos facilitate the students in initiating internship tasks and in being responsible for their internships.

The evaluation results indicate that the videos have been very well received because they are highly effective at preparing students for their internships.

The key success factors of this project are that colleagues from different departments with essential skills and knowledge have been brought into it, and the videos have effectively initiated students' self-practice before, during, and after the internship (flipped classroom and eLearning) and stimulated their interest in the Programme.
- Collaborators with the right skills and experience (Dr. Isabel Hwang)
- Service team members with the right skills (Academic Support Services (ACAD, ITSC)

The difficulties encountered in this project are as follows. First, the Chinese subtitles are available on the Panopto platform only, which can be problematic for sharing, such as when internship collaborators share the supervisor version with their colleagues. Further, the project period was limited to only 8.5 months. During the project period, which was mostly semester time, in which project teachers and students are engaged in teaching and classes, it is difficult to allocate sufficient time for quality project and products. Nonetheless, project teachers and students have squeezed time and scheduled the video production during non-office hours.

Suggestions to CUHK that the duration of the project should be extended to summer—that is, May to July—to enable teachers and students to participate in the project more flexibly. This will result in high-quality flipped classroom and eLearning materials.

PART IV
Information for public access
Three videos with Chinese subtitles have been completed, which were created to introduce the details of the SSPE Internship Programme SPED 4201. Using the videos, students, collaborators and supervisors will be able to take greater responsibility for and exert more control over their own schedules to better understand the Programme settings. The video (collaborator version) can be accessed via the link below, but the videos for students and supervisors are limited to specified viewers only:
https://panopto.cuhk.edu.hk/Panopto/Pages/Viewer.aspx?id=f2c76e4a-7d43-4c88-af76-aa29001bc0ee

1. Keywords

Please provide five keywords (in the order of relevance to your project) to describe your project.

(Most relevant)   Keyword 1: eLearning

Keyword 2: Flipped Teaching

Keyword 3: Internship

Keyword 4: Placement

(Least relevant)   Keyword 5: N/A

2. Summary statistics

Please provide information, if any, in the following tables, <u>and provide the details in Part I</u>.

Table 1: Publicly accessible online resources (if any)
(a) **Project website:**   *N/A*
(b) **Webpage(s):**   1.   Video 1 (collaborator version):   https://panopto.cuhk.edu.hk/Panopto/Pages/Viewer.aspx?id=f2c76e4a-7d43-4c88-af76-aa29001bc0ee   2.   Video 2 (student version):   https://panopto.cuhk.edu.hk/Panopto/Pages/Viewer.aspx?id=e5f81c12-0c1e-43db-b238-aa3a003a9dc8   3.   Video 3 (supervisor version):   https://panopto.cuhk.edu.hk/Panopto/Pages/Viewer.aspx?id=2cd63cb4-60e2-4829-94b4-aa3a003b4331
(c) **Other (please specify):**   N/A

Table 2: Resource accessible to a target group of students (if any)
If resources (e.g. software) have been developed for a target group of students (e.g. in a course, in a department) to gain access through specific platforms (e.g. CU Learning Management System (Blackboard), facebook), please specify.

Course Code/	**Term & Year of**	**Approximate No.**	**Platform**

Target Students	offering	of students	
SPED 4201 A/B	All 1st year students at ESHE and 2nd year students in PESH programme.	120 students 30 collaborators 60 supervisors	Panopto

Table 3: Presentation (if any)	
Please classify each of the (oral/poster) presentations into one and only one of the following categories	**Number**
(a) At a workshop/retreat within your unit (e.g. department, faculty)	*Two*
(b) At a workshop/retreat organized for CUHK teachers (e.g. CLEAR workshop, workshop organized by other CUHK units)	*No*
(c) At CUHK ExPo jointly organized by CLEAR and ITSC	*One*
(d) At any other event held in HK (e.g. UGC symposium, talks delivered to units of other institutions)	*No*
(e) At an international conference	*No*
(f) Other (please specify)	*No*

Table 4: Publication (if any)	
Please classify each piece of publications into one and only one of the following categories	**Number**
(a) Project CD/DVD	*No*
(b) Project leaflet	*No*
(c) Project booklet	*No*
(d) A section/chapter in a booklet/book distributed to a limited audience	*No*
(e) Conference proceedings	*No*
(f) A chapter in a book accessible internationally	*No*
(g) A paper in refereed journal	*No*
(h) Other (please specify)	*No*

3. A one-page brief write up

Please provide a one-page brief write-up of no more than 500 words for posting on the CDG website.

Video-reporting is appended in another file.

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