



THE UNIVERSITY OF HONG KONG

DEPARTMENT OF SOCIAL WORK & SOCIAL ADMINISTRATION

Master of Expressive Arts Therapy

Student Handbook

2019 Intake

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I. Introduction

This student handbook aims to provide important information to facilitate the learning process of a student studying in the Master of Expressive Arts Therapy programme. Students are required to sign a Learning Goals Contract before the commencement of study.

II. Important Dates

Date	Events
2019-	
Aug 19 – Sep 13	Add/Drop Period for Courses (First & Second Semesters)
Aug 22	Orientation Session
Sep 2	First Day of Teaching (First Semester)
Sep 19, 21	Endnote Workshops
Oct 14 – 19	Reading Week*
Nov 30	Last Day of Teaching (First Semester)
2020-	
Jan 20	First Day of Teaching (Second Semester)
Jan 20 – Feb 7	Add/Drop Period for Courses (Second & Summer Semesters)
Jan 25 – 31	Class Suspension Period for the Lunar New Year
Mar 9 – 14	Reading Week*
May 2	Last Day of Teaching (Second Semester)
May 18	First Day of Teaching (Summer Semester)
Aug 22	Last Day of Teaching (Summer Semester)

*Classes may be arranged during the reading week, please refer to the schedules in the course outlines.

III. Regulations

These regulations apply to candidates admitted to the Master of Expressive Arts Therapy in the academic year 2019-20 and thereafter.

Any publication based on work approved for a higher degree should contain a reference to the effect that the work was submitted to the University of Hong Kong for the award of the concerned degree.

Admission requirements

MEXAT 1. To be eligible for admission to the courses leading to the degree of Master of Expressive Arts Therapy, candidates

- (a) shall comply with the General Regulations and the Regulations for Taught Postgraduate Curricula;
- (b) shall hold a Bachelor's degree of this University, preferably in a field related to social sciences, healthcare, education or the arts disciplines; or a qualification of equivalent standard from this University or another comparable institution accepted for this purpose;
- (c) for a candidate who is seeking admission on the basis of a qualification from a university or comparable institution outside Hong Kong of which the language of teaching and/or examination is not English, shall satisfy the University English language requirement applicable to higher degrees as prescribed under General Regulation G2(b);
- (d) shall satisfy the examiners in a qualifying examination if required; .
- (e) shall submit an arts portfolio to demonstrate proficiency in using at least one arts form (visual art, music, dance, drama, poetry); and
- (f) shall preferably have had a minimum of three years of post-qualification experience in the relevant fields.

MEXAT 2. An application for exemption from the above requirements shall be considered on a case by case basis.

Qualifying examination

MEXAT 3.

- (a) A qualifying examination may be set to test the candidates' formal academic ability or their ability to follow the courses of study prescribed. It shall consist of one or more written papers or their equivalent and may include a project report.
 - (b) Candidates who are required to satisfy the examiners in a qualifying examination shall not be permitted to register until they have satisfied the examiners in the examination.
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Award of degree

MEXAT 4. To be eligible for the award of the degree of Master of Expressive Arts Therapy, candidates

- (a) shall comply with the General Regulations and the Regulations for Taught

- Postgraduate Curricula; and
- (b) shall complete the curriculum as prescribed in the syllabuses and satisfy the examiners in accordance with the regulations set out below.
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Period of study

MEXAT 5. The curriculum shall normally extend over two academic years of full-time study; or three academic years of part-time study. Candidates shall not be permitted to extend their studies beyond the maximum period of registration of three academic years of full-time study or five academic years of part-time study, unless otherwise permitted or required by the Board of the Faculty.

Exemption

MEXAT 6. Candidates may be exempted, with or without special conditions attached, from the requirement prescribed in the regulations and syllabuses governing the curriculum with the approval of the Board of the Faculty, except in the case of a capstone experience. Approval for exemption of a capstone experience may be granted only by the Senate with good reasons. Candidates who are so exempted must replace the number of exempted credits with courses of the same credit value.

Completion of curriculum

MEXAT 7. To complete the curriculum, candidates shall satisfy the requirements prescribed in TPG 6 of the Regulations for Taught Postgraduate Curricula and follow courses of instruction and complete satisfactorily all prescribed assignments and assessments of:

- (a) 10 compulsory courses;
 - (b) 2 elective courses;
 - (c) 500 to 750 hours of practicum; and
 - (d) a dissertation in accordance with MEXAT 8 as prescribed in the syllabuses.
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Dissertation

MEXAT 8. Subject to the provision of Regulation MEXAT 7(d), candidates shall complete a dissertation in the final academic year of study. Candidates shall submit the title of dissertation for approval by March 31 of the final academic year of study and the dissertation shall be presented by not later than August 1 of the final academic year of study. The length of dissertation should not exceed 20,000 words. Candidates shall submit a statement that the dissertation represents their own work undertaken after registration as candidates for the degree.

Assessment

MEXAT 9.

- (a) Candidates shall be assessed for each of the courses for which they have registered, and assessment may be conducted in any combination of continuous assessment of coursework, written examinations and/or any other assessable activities. Only passed courses will earn credits.
- (b) Students will be assessed by multiple assessment methods, including continuous and terminal assessments. Assessment methods will take the form of class presentations, examinations, projects, term papers, and coursework assignments. A final performance evaluation will be used to assess the practicum placement. To complete the curriculum, candidates shall satisfy the examiners in the examination of courses as prescribed in the curriculum.

MEXAT 10. Candidates shall not be permitted to repeat a course for which they have received a passing grade for the purpose of upgrading.

MEXAT 11. Candidates who have failed to satisfy the examiners at their first attempt, in not more than half of the number of courses to be examined, whether by means of written examination papers or coursework assessment, during any of the academic years of study, may be permitted to make up for the failed course(s) in the following manner:

- (a) undergoing re-assessment/re-examination in the failed course to be held no later than the end of the following semester (not including the summer semester); or
- (b) re-submitting failed coursework, without having to repeat the same course of instruction; or
- (c) repeating the failed course by undergoing instruction and satisfying the assessments; or
- (d) for elective courses, taking another course in lieu and satisfying the assessment requirements.

MEXAT 12. Candidates who have not satisfactorily completed any prescribed practicum placement may be permitted to undertake an additional period of practicum placement to be specified by the Head of the Department. Candidates who are not permitted to undertake the additional period of practicum placement or have failed to satisfy the examiners at their second attempt may be required to discontinue their studies.

MEXAT 13. Subject to the provision of Regulation MEXAT 8, candidates who have failed to present a satisfactory dissertation may be permitted to submit a new or revised dissertation within an approved specified period.

MEXAT 14. Candidates who are unable because of their illness to be present at the written examination of any course may apply for permission to present themselves at a supplementary examination of the same course to be held before the beginning of the following academic year. Any such application shall be made on a form prescribed within two weeks of the first day of the candidate's absence from any examination. Any supplementary examination shall be part of that academic year's examinations, and the provision made in the regulations for failure at the first attempt shall apply accordingly.

MEXAT 15. There shall be no appeal against the results of examinations and all other forms of assessment.

MEXAT 16. Candidates who

- (a) are not permitted to present themselves for re-assessment/re-examination in any failed course(s) or to repeat the failed course(s) or take another course in lieu under Regulation MEXAT 11; or
- (b) have failed to satisfy the examiners at a second attempt in any course(s); or
- (c) are not permitted to submit a new or revised dissertation under Regulation MEXAT 13; or
- (d) have failed to submit a satisfactory new or revised dissertation under Regulation MEXAT 13; or
- (e) have exceeded the maximum period of registration

may be required to discontinue their studies.

Grading systems

MEXAT 17. Individual courses should be graded according to the following grading system:

<i>Grade</i>		<i>Standard</i>	<i>Grade Point</i>
A+	}	Excellent	4.3
A			4.0
A-			3.7
B+	}	Good	3.3
B			3.0
B-			2.7
C+	}	Satisfactory	2.3
C			2.0
C-			1.7
D+	}	Pass	1.3
D			1.0
F		Fail	0

Classification of awards

MEXAT 18. On successful completion of the curriculum, candidates who have shown exceptional merit may be awarded a mark of distinction, and this mark shall be recorded in the candidates' degree diploma.

IV. Learning Outcomes

Upon completion of the programme, students should be able to:

1. Critical intellectual enquiry and acquiring up-to-date knowledge and research skills in expressive arts therapy;
2. Application of knowledge and research skills to practice or theoretical exploration in expressive arts therapy, demonstrating originality and creativity;
3. Tackling novel situations and ill-defined problems with expressive arts therapy;
4. Collaboration and communication of expressive arts therapy knowledge to specialists and the general public;
5. Awareness of cultural context and adherence to personal and professional ethics in expressive arts therapy; and
6. Enhancement of leadership and advocacy skills in expressive arts therapy.

V. Curriculum Structure

Students are required to complete 10 compulsory courses (6 credits each), 2 elective courses (6 credits each), a practicum of 500 to 750 hours (36 credits) and a dissertation (12 credits), with a total of 120 credits. Each course comprises the equivalent of at least thirty-six contact hours.

Candidates may be approved to enroll up to 2 courses offered by other postgraduate curriculum of the Faculty as substitute of elective courses in this curriculum. The substitute must be relevant to expressive arts therapy and comprise the equivalent of at least thirty-six contact hours.

Compulsory courses

Expressive Arts Therapy

- EXAT7001. Theory and principles of expressive arts therapy (6 credits)
- EXAT7002. Expressive arts studio (6 credits)
- EXAT7003. Community applications of creative process (6 credits)
- EXAT7004. Facilitating creative process and expression (6 credits)
- EXAT7005. Group creative process and expression (6 credits)
- EXAT7006. Professional practice and ethics in expressive arts therapy (6 credits)

General Helping Professions

- EXAT7105. Assessment in clinical setting (6 credits)
- EXAT7106. Human development and expressive arts therapy (6 credits)
- MSBH6106. Abnormal psychology (6 credits)
- MSBH7005. Scientific inquiry and research methods in behavioral health (6 credits)

Elective courses

- EXAT7100. Special topics in expressive arts therapy (6 credits)
- EXAT7101. Fundamentals of music therapy (6 credits)
- EXAT7102. Fundamentals of drama therapy (6 credits)
- EXAT7103. Fundamentals of art therapy (6 credits)
- EXAT7104. Fundamentals of dance and movement therapy (6 credits)
- MSBH6101. Counselling and psychotherapy (6 credits)
- SOWK6206. Play therapy (6 credits)
- SOWK6259. Contemporary perspectives on death, dying and bereavement (6 credits)
- SOWK6274. Theories and practices in positive psychology and strength-based interventions (6 credits)

(Note: not all elective courses will necessarily be offered in a given year.)

Capstone Experience Courses (Compulsory)

Candidates shall complete the following courses:

- EXAT7020. Expressive arts therapy practicum and supervision (36 credits)
- EXAT7022. Dissertation (12 credits)

Full-Time Study

		Semester 1			Semester 2			Summer Semester	
Year 1	Compulsory	EXAT7001	Theory and Principles of Expressive Arts Therapy	EXAT7002	Expressive Arts Studio	EXAT7006	Professional Practice and Ethics in Expressive Arts Therapy (Part 1)	*Students don't need to enroll this course in Y1 summer semester	
		MSBH6106	Abnormal Psychology	EXAT7003	Community Applications of Creative Process				
		MSBH7005	Scientific Inquiry and Research Methods in Behavioral Health	EXAT7105	Assessment in Clinical Setting				
	Elective			EXAT7106	Human Development and Expressive Arts Therapy				
	Practicum							Elective	
							EXAT7020(SA)	Expressive Arts Therapy Practicum and Supervision	
Year 2	Compulsory	EXAT7004	Facilitating Creative Process and Expression						
		EXAT7005	Group Creative Process and Expression						
		EXAT7006(FY)						Professional Practice and Ethics in Expressive Arts Therapy (Part 2&3)	
	Elective						Elective		
	Practicum	EXAT7020(FY)						Expressive Arts Therapy Practicum and Supervision	
Dissertation	EXAT7022(FY)						Dissertation		

Part-time Study

		Semester 1			Semester 2			Summer Semester	
Year 1	Compulsory	EXAT7001	Theory and Principles of Expressive Arts Therapy	EXAT7002	Expressive Arts Studio	EXAT7006	Professional Practice and Ethics in Expressive Arts Therapy (Part 1)	*Students don't need to enroll this course in Y1 summer semester	
		MSBH6106	Abnormal Psychology	EXAT7003	Community Applications of Creative Process				
	Elective			EXAT7106	Human Development and Expressive Arts Therapy				
Year 2	Compulsory	EXAT7004	Facilitating Creative Process and Expression	EXAT7105	Assessment in Clinical Setting				
		EXAT7005	Group Creative Process and Expression						
	EXAT7006(FY)				Professional Practice and Ethics in Expressive Arts Therapy (Part 2&3)				
	Elective						Elective		
Year 3	Practicum	EXAT7020(2A)				Expressive Arts Therapy Practicum and Supervision			
	Compulsory	MSBH7005	Scientific Inquiry and Research Methods in Behavioral Health						
	Elective							Elective	
	Practicum	EXAT7020(FY)				Expressive Arts Therapy Practicum and Supervision			
	Dissertation	EXAT7022(FY)					Dissertation		

VI. Course Descriptions

Compulsory Courses

EXAT7001. Theory and principles of expressive arts therapy (6 credits)

As the introductory course in expressive arts therapy, students will be immersed in the development, history and overview of expressive arts therapy. Students will be grounded in the foundational theories of the field by learning to appreciate and integrate a diverse array of psychotherapy, philosophical, spiritual and educational concepts. This initial course will engage students in a critical reflection of the ancient roots and more contemporary influences on the place of the arts in medicine to understand the philosophical underpinnings that guide expressive arts therapist. They will come to see the place of expressive arts therapy in the overall context of health promotion, educational achievement and community development. Assessment: 100% coursework.

EXAT7002. Expressive arts studio (6 credits)

The creative process is a driving force of human innovation and healing. In all cultures at various times in history, the arts have played a crucial role in health. In order for this force to be fully engaged, practitioners must have first-hand experience of the creative process. With a primary focus on experiential learning and studio practice, students will participate in visual art, music, dance/movement, drama, photography and writing activities to explore the theme of “Who am I?”. By gaining comfort with various arts forms, students will be immersed in their own creative process in order to learn how the arts can be a way of knowing the world. This knowledge will serve as a primary force for students to apply creative experiences in the context of expressive arts therapy. Students will gain appreciation for Paolo Knill’s ideas of “low skill, high sensitivity” in order to promote the importance of integrating various art forms by remaining empathic to client needs. Assessment: 100% coursework.

EXAT7003. Community applications of creative process (6 credits)

Expressive arts therapists frequently find themselves working in diverse settings across the healthcare, educational and community sectors. Astute practitioners often need to adapt to various work cultures while maintaining the core principles of the profession. This course primarily focuses on essential questions practitioners need to address when applying expressive arts therapy to various workplaces— such as clinics, hospitals, schools, and community centers. In addition to setting considerations, expressive arts therapists need to become culturally aware and competent to effectively work with clients from socially and culturally diverse populations. Students will learn how to conceptualize and formulate objectives, goals, interventions, and evaluation methods to match the requirements and mission of different settings. The course will also immerse students in how to engage supervision to inform their adaptations and enhance their professional development. Assessment: 100% coursework.

EXAT7004. Facilitating creative process and expression (6 credits)

The main task of the expressive arts therapist is to apply the transformative process of creativity to the benefit of a client. At the root of successful expressive arts therapy is to foster empathic relationships, empower client strengths, nurture creativity and identify possible obstacles to engaging with clients. The focus of this course is on how to form and sustain a therapeutic relationship with an individual in expressive arts therapy. Students will learn the stages of the expressive arts therapy process that include beginning/introductory, middle/working, and ending/termination stages, as well as, how those stages affect intervention design. Major emphases will be on facilitating active imagination and the importance of the triangular relationship among expressive arts therapist, client and art product to further treatment and healing. Client-centered processes will form the foundation for engaging clients and inform culturally-competent, phenomenological based methods of interpretation and responsive art making. Cultivating self-awareness and retaining an accepting stance for clients, students will examine the intricacies and benefits of expressive arts therapy. Assessment: 100% coursework.

EXAT7005. Group creative process and expression (6 credits)

Group dynamics bring their own challenges and opportunities to expressive arts therapy. Members of a group can influence creative expression in subtle or overt ways. The carefully attuned group expressive arts therapist has strong core knowledge in theories of group dynamics and how artistic process affects them. Particular attention will be paid to how to help group members provide verbal and arts-based feedback to each other within a safe and secure environment. Considerations for how to effectively facilitate group expressive arts therapy in terms of goals, structure, and outcomes will be further discussed. Learning to discern and identify systems and patterns, students will gain competency for how to further group process through the intentional application of expressive arts therapy. Specific strategies for engaging unwilling or disruptive clients will also be included. Assessment: 100% coursework.

EXAT7006. Professional practice and ethics in expressive arts therapy (6 credits)

Expressive arts therapists constantly have to act in ways that take into account what is best for their clients, agencies, and society. When sessions do not go according to prescribed plans, there is a need to make decisions in ambiguous situations when multiple courses of action may be considered beneficial or detrimental depending on the context. By analyzing the codes of ethics of leading expressive arts therapy associations alongside the codes of practices of other disciplines that guide practice in Hong Kong, students will understand how to use them to inform their practice. There will be specific emphasis on core matters related to expressive arts therapy, such as confidentiality, duty to warn and protect, progress notes, storing artwork, and maintaining records. The course will encourage students to think critically, while acting intentionally, especially in the face of needing to adhere to multiple sets of ethical codes and in various work settings. Assessment: 100% coursework.

EXAT7105. Assessment in clinical setting (6 credits)

The course equips students with a range of knowledge and core skills in conducting clinical assessment, such as history-taking, mental state examination, and professional issues related to assessment in the clinical setting, informed by current evidence-based practice and research. The focus of this course goes beyond the medical model of assessment to address the multidimensionality nature of mental health issues from a systemic, bio-psycho-social perspective by paying attention to factors predisposing, precipitating, and perpetuating the presenting problems. The course emphasizes on strengthening students' competence in conducting clinical assessment, deriving multidimensional case formulation and deploying strategic-holistic treatment plan for common mental health issues. To broaden the students understanding of clinical assessment, the state-of-the-art and evidence-based assessment practices using different art modalities will be introduced. In addition, the course also focuses on enhancing students' awareness and critical appraisals of current issues related to assessment in clinical setting. Assessment: 100% coursework.

EXAT7106. Human development and expressive arts therapy (6 credits)

This course examines psychological and artistic development across the life span from infancy to old age. Individual, social, cultural, and familial conditions affecting growth at different stages in the life cycle are integrated with how expressive arts therapy supports developmental tasks. Human development will also be analyzed as a metaphor for archetypal development at all ages. Assessment: 100% coursework.

MSBH6106. Abnormal psychology (6 credits)

This graduate level course will discuss past and current research regarding theoretical, clinical and experimental perspectives of the study of psychological abnormality. Emphasis is on classification, etiology, assessment and accepted treatment of major categories of mental disorders described in the Diagnostic and Statistical Manual (DSM) of the American Psychiatric Association, Version 5. In addition, the course also aims to provide an appreciation for the incomplete nature of our understanding of mental illness. A variety of in-class exercises – including small group discussions and video tapes are used to understand mental disorders. Controversial and culturally-relevant issues, especially with reference to the Chinese context, in abnormal psychology will also be explored and discussed. Case examples will be shared to enhance students' learning. Assessment: 100% coursework.

MSBH7005. Scientific inquiry and research methods in behavioral health (6 credits)

This course covers the nature and logic of scientific inquiry, and fundamental concepts like truth, reality, knowledge, and theory. Basic quantitative and qualitative research methods and research ethics are covered; advanced research methods and specific approaches in behavioral health e.g. social network analysis, use of images and movement in research, etc will also be introduced. Students will learn to be

critical consumers of the scientific literature. Towards the end of the course, students are required to prepare a research proposal in which classroom learning can be applied to practical examples in behavioral health. Assessment: 100% coursework.

Elective Courses

EXAT7100. Special topics in expressive arts therapy (6 credits)

The special topics course is for advanced applications and specific approaches to expressive arts therapy that may arise in order to provide students with timely practices, innovative interventions, and specialty areas. Assessment: 100% coursework.

EXAT7101. Fundamentals of music therapy (6 credits)

Through both listening to and actively making music, the intentional application of sound and music in therapy has been used for a variety of purposes. Expressive arts therapists who wish to use music in treatment have to become aware of how the properties of rhythm, pitch, and tempo affect all levels of healing from expression to relaxation. By increasing comfort with a variety of musical instruments, genres and styles, students can identify when to offer specific interventions to advance therapy and healing. In becoming secure in the history and foundational theories of the field of music therapy, practitioners can locate their work in a larger theoretical context, while being mindful of cultural variances and considerations. Assessment: 100% coursework.

EXAT7102. Fundamentals of drama therapy (6 credits)

Theatre and dramatic activity have often been used to communicate essential truths and to express particular values. Within the context of therapy, drama allows clients to recreate life experiences, imagine new ones, and experiment with alternate endings and choices. Through re-enactment or witnessing others tell one's story, acting is essential modality of healing. Understanding the history and theory of the fields of drama therapy while taking into consideration such activities as improvisation or pantomime can learn to offer drama in therapeutic and educational settings. Developing cultural sensitivity, self-awareness and critical appreciation will allow students to be competent in offering drama activities with clients. Assessment: 100% coursework.

EXAT7103. Fundamentals of art therapy (6 credits)

This course is designed for helping service professionals, educators, and artists to learn about the practice and profession of art therapy. Content area covered will focus on history, theories and application of art therapy with various populations. In addition to lectures and discussions, students will participate in experiential art workshops to facilitate their understanding of the creative process. Although this course does not qualify students to practice art therapy, students will gain awareness

of art in therapeutic settings and how to ethically apply art making in their work settings. This course is based on the education standards of the American Art Therapy Association. Assessment: 100% coursework.

EXAT7104. Fundamentals of dance and movement therapy (6 credits)

As one of the modalities engaged by creative and expressive arts therapists, dance and movement allow individuals to express, communicate, and engage in healing through their bodies. Engaged in a variety of clinical and educational settings, dance and movement can be engaged as effective nonverbal interventions. In order to be able to use it effectively, practitioners must be grounded in anatomy, comfortable with their own body awareness, and attuned to the artistic, social, and cultural influences that affect movement. By exploring the history of the field of dance and movement therapy and the various ways to involve the body in therapy, students will be able to use dance and/or movement as a way to help facilitate the process during interventions with clinical and non-clinical populations. Assessment: 100% coursework.

MSBH6101. Counselling and psychotherapy (6 credits)

This course examines the basic tenets and therapeutic processes of the major counselling and psychotherapy treatments available to modern-day practitioners. It covers basic counselling skills and core issues in clinical practice, such as values, ethics and therapeutic alliance. Major psychological treatments are introduced, including psychodynamic therapy, behavioural treatment, cognitive-behavioural therapy, humanistic/existential approaches and mind-body approach. Students are expected to be active knowledge seekers. They are encouraged to participate actively in group discussion and role-play. Emphasis is placed on the cultivation of independent, critical, and reflective thoughts through reading, discussion and experiential learning. Assessment: 100% coursework.

SOWK6206. Play therapy (6 credits)

This course introduces the class to the use of play therapy in working with children, adolescents and families. The students will be presented with the essential elements and principles of play therapy, including historical development, theoretical modalities, basic techniques and applications. Assessment: 100% coursework.

SOWK6259. Contemporary perspectives on death, dying and bereavement (6 credits)

Death is an inevitable life experience for everyone. Death-related problem is one of the commonest issues that clients brought to counseling, but is also rated as the most uncomfortable scenario by beginning counselors. This course offers a basic orientation to the knowledge and intervention approaches in working with death-related situations, including end of life care and bereavement counseling. Major theories and models related to death, dying and bereavement would be introduced. Corresponding clinical implications and practical work approaches would also be

highlighted. Apart from the knowledge and skills, the course also emphasizes on personal exploration and review on one's attitudes toward life and death issues. It is hoped that students are better equipped with knowledge competence, practice competence as well as self competence in working with death, dying and bereavement. Assessment: 100% coursework

SOWK6274. Theories and practices in positive psychology and strength-based interventions (6 credits)

Positive Psychology emphasizes the discovery and cultivation of human strengths and potential for a flourished life, and strength-based interventions include counseling and therapy models that foster psychological well-being and reduce distress and symptoms in clients. This course critically reviews the theory and practice of positive psychology, including the study of happiness, character strengths, optimism, resilience, compassion, meaning, goals, flow, creativity and hope and their relevance to psychological health and psychotherapy, as well as strength-oriented interventions which include mindfulness-based, compassion-based and valued-based models. The cultural relevance of Positive Psychology and strength-based interventions will also be examined. Assessment: 100% coursework.

Capstone Experience Courses

EXAT7020. Expressive arts therapy practicum and supervision (36 credits)

The clinical practicum focuses on the integration of theory into practice with expressive arts therapy. Students engage in approximately 500 to 750 practicum hours of prescribed work in a clinical internship with regular supervision. A practice supervisor will be assigned to supervise the student's clinical work, provide both informal and formal feedback and to facilitate completion of the practicum report. The report should essentially be an evaluation of the clinical application of behavioral intervention provided by the student. Individual and group supervision will be provided. Assessment: 100% coursework.

EXAT7022. Dissertation (12 credits)

Students are expected to complete a scholarly dissertation in the form of a research study or an in-depth case study that demonstrates insights for professional practice. The length of dissertation should not exceed 20,000 words. The title of the dissertation shall be submitted for approval by not later than March 31 of the final academic year of study, and the dissertation shall be presented by not later than August 1 of the final academic year of study. Assessment: 100% coursework.

VII. Policies on Learning

A. Attendance and Absence

Students should explain to the course teachers and programme secretary concerned in advance and in writing, regarding absences from classes and supervision sessions. If possible, prior notice should be given for reasonable absences. In case of illness, a medical certificate is required. Absences which are unexplained or unsatisfactorily explained will result in a deduction of marks. A minimum attendance rate of lectures/tutorials/seminars/workshops is stated in respective course outlines and attendance for practicum supervision is compulsory. A student who cannot meet these requirements without acceptable reasons may be deemed to have performed unsatisfactorily in which case G11 of the Postgraduate Degree Regulations may apply:

G11. Unsatisfactory performance or progress:

A student whose performance at examinations or in continuous assessment as may be held from time to time is unsatisfactory, or in the case of a higher degree student whose progress is unsatisfactory, may be required by the Senate (a) to discontinue his studies, or (b) to repeat any part of his course before being admitted to further assessments or before being allowed to present his thesis or dissertation, or (c) to represent himself for assessment without repeating any part of his course.

B. Grading System

Students will receive the following grades instead of marks for their assignment.

Grade		Standard	Grade Point
A+	}	Excellent	4.3
A			4.0
A-			3.7
B+	}	Good	3.3
B			3.0
B-			2.7
C+	}	Satisfactory	2.3
C			2.0
C-			1.7
D+	}	Pass	1.3
D			1.0
F		Fail	0

C. Distinction List

Distinctions are proposed to be awarded to students who achieved a cumulative grade point average (CGPA) of 3.6 or above without any failed courses, and attained the grade of A- at least in practicum and dissertation. The chief examiner has the final decision on recommendation for conferment of the degree with a mark of distinction.

D. Submission of Assignments

For most of the courses (subject to the course teachers), students are expected to submit their assignments via Turnitin @ Moodle system. This system will detect any plagiarized materials. More information and training can be obtained in the Turnitin website: <http://lib.hku.hk/turnitin>.

For some courses, teacher may require students to submit the hard copies of their assignments. Please follow the instructions according to the respective course outlines.

E. Penalty of Late Submission

All assignments should be submitted on time. According to the Departmental guidelines, late submission of assignment will receive the following penalties

Late for	% of marks to be deducted
1 day	10%
2 days	20%
3 days	30%
4 days	40%
5 days	50%
6 days	60%
7 days	70%
More than 7 days	No marks will be given

If the submission is overdue for more than 7 days, zero mark will be given to the assignment, but the teachers concerned will provide feedback on the paper.

F. Penalty on Late Submission of Re-assessment of Failed Paper

If a student fails a particular paper, and if re-assessment is allowed by means of a resubmission of assignment, the student must submit the assignment for re-assessment on or before the due date. No mark will be given to late paper unless prior approval is sought from the teacher of the course.

G. Academic Conducts

The University Regulations on academic dishonesty will be strictly enforced! Please check the University Statement on plagiarism on the web: <http://www.hku.hk/plagiarism/>.

Academic dishonesty is behavior in which a deliberately fraudulent mis-representation is employed in an attempt to gain undeserved intellectual credit, either for oneself or for another. It includes, but is not necessarily limited to, the following types of cases:

1. Plagiarism

- (a) According to the HKU policy <http://www.hku.hk/plagiarism/>, "Plagiarism is defined as the unacknowledged use, as one's own, of work of another person, whether or not such work has been published."

- (b) The representation of someone else's ideas as if they are one's own. Where the arguments, data, designs, etc., of someone else are being used in a paper, report, oral presentation, or similar academic project, this fact must be made explicitly clear by citing the appropriate references. The references must fully indicate the extent to which any parts of the project are not one's own work. Paraphrasing of someone else's ideas is still using someone else's ideas, and must be **acknowledged**.
 - (c) The following also constitute plagiarism: (i) copying past papers of seniors or classmates without proper referencing, (ii) submission of assignments with similar content by the same student to different courses can also be considered as self-plagiarism.
 - (d) Plagiarism is a serious offence in the academic world. This University takes plagiarism seriously. Academically, it is almost certain that the plagiarized work will receive a fail grade (and most likely a zero mark). There may also be disciplinary action against the student who commits the offence of plagiarism. A warning letter will be issued in case of minor plagiarism. In the more serious cases, the students concerned will be referred to the Vice-Chancellor for referral to the University Disciplinary Committee for disciplinary action (extracted from HKU website <http://www.hku.hk/plagiarism/>).
2. Unauthorized Collaboration on Out-of-Class Projects
- The representation of work as solely one's own when in fact it is the result of a joint effort. Where a candidate for a degree or other award uses the work of another person or persons without due acknowledgement.
- (a) Dishonesty in collaborative work

Where a candidate for a degree or other award represents his/her work as solely one's own when in fact it is the result of a joint effort of a group of persons constitutes dishonesty and will thus be penalised.
 - (b) Completing assignments for others

The department does treasure mutual support among students. Yet, it does not mean a student can complete assignment for another classmate. Even the act is of good intention, both students will be penalised for such act.
3. Penalty
- (a) The relevant Board of Examiners may impose a penalty in relation to the seriousness of the offence.
 - (b) The relevant Board of Examiners may report the candidate to the Senate, where there is prima facie evidence of an intention to deceive and where sanctions beyond those in (a) might be invoked.

H. Important Note to Students Sitting Examinations/ Quizzes

Students are reminded that “all electronic devices **MUST** be switched off and put under the chair/on your desk throughout the examination/quizzes in a position visible to the invigilators. Make sure that you do not have any printed/written matter, mobile phone, or any other electronic/communication/sound-making devices in your pocket or on your body throughout the examination/quizzes.

Unless you have obtained the prior permission of an examiner or invigilator, you are not allowed to access the content of your bag at any time during the examination/quizzes. Students do not comply with the above-mentioned instructions may be disqualified.

I. Compulsory Course Exemption

Candidates may be granted exemption of up to two compulsory courses in recognition of studies completed in related areas. Exemption will only be considered in special circumstances and each application for exemption will be considered on its own merit. The exempted course should be replaced by an additional elective course to meet the degree requirements.

To exempt a compulsory course, students have to submit to the Programme Director the following documents:

- ✧ the application letter;
- ✧ the course outline of the course you have taken before;
- ✧ the academic result you have obtained

The result will be released by the Faculty of Social Sciences by mail.

J. Student-Staff Consultation Committee (SSCC)

Communication, formal and informal, between students and teachers is important for facilitating mutual understanding and nourishing mutual trust. In order to promote frank exchange and open communication between students and teachers, a student-staff consultative committee meeting is arranged at least once every semester, as an open forum for sharing between students and teachers on various issues relating to students' learning. Students are encouraged to bring up their concerns in the meetings, while teachers can also share their views on related issues.

These meetings are formally arranged. Informal exchanges between students and teachers are also much encouraged.

K. Trigger Warnings

Counseling services:

There are instances in which materials in class, or events outside of class can bring up uncomfortable personal feelings and/or reactions. Often, students find that they need some help coping with these feelings. It is very important that you check in with and take care of yourselves. It is perfectly okay, and quite healthy for people to seek help. If you find that you or someone that you know needs emotional assistance, please contact Counseling and Psychological Services at CEDARS.

Contacts:

Website : <http://cedars.hku.hk/>

Tel : 3917-8388

Email : cedars-cope@hku.hk

Address : Room 301-323, Main Building, HKU

VIII. Madam Lo Ng Kiu Ying Anita Memorial Prize

This prize is awarded to final-year students who have achieved a grade of Distinction in their practicum. Nomination for the award of the Prize will be made each year in September. In any year when no student is judged to be of sufficient merit, the award will be withheld.

IX. Supportive Services in the University

A. Academic Resources

1. Libraries

The University libraries are an important part of the educational facilities provided by the University. They consist of the General Library and six specialist branch libraries, providing excellent access to local and overseas library resources. Further details could be found in: <http://lib.hku.hk/>.

2. Computer Centres

The Computer Centres are located in the Chi Wah Learning Commons and Knowles Building. They operate a wide variety of computers and provide a wide range of information technology (IT) support services, including the central computers, personal computers and Internet/Intranet services. Further details could be found in: <http://www.les.hku.hk/teaching-learning/learning-space>

3. Centre for Applied English Studies

The Centre for Applied English Studies (CAES) is a service as well as a teaching unit open to all members of the University. The English Language Resources are curated by CAES in The Advisory Zone (Zone R), 2/F, Chi Wah Learning Commons, Centennial Campus.

B. University Student Services

1. Centre of Development and Resources for Students (CEDARS)

Different service units are located in the Meng Wah Complex, Main Building and Knowles Building. Activities, services, consultation and guidance are provided on matters including

- ◇ Campus Life
- ◇ Careers & Placement
- ◇ Counselling & Person Enrichment
- ◇ Student Development

Further details could be found in: <http://cedars.hku.hk/>.

2. Loans

The Extended Non-means-tested Loan Scheme (ENLS) is available at the Student Financial Assistance Agency for Hong Kong resident students. Further details could be found in: <http://www.sfaa.gov.hk/>.

3. University Health Service (UHS)

Services range from primary care medical services, referral to specialist clinics, hospital care, dental service, to health education. All new students are required to

complete a health questionnaire and attend a health orientation programme. Further details could be found in: <http://www.hku.hk/uhs/>.

4. Institute of Human Performance

This Institute manages two sports centers located close to the main campus. Each houses a large sports hall, other multi-purpose and sports specific areas, and a large swimming pool. Professionally qualified staff is employed to manage the facilities and support their utilization. Further details could be found in: <http://www.ihp.hku.hk/>.

5. Protection against Sexual Harassment

As an equal opportunity employer and institution, the University has zero tolerance towards sexual discrimination and sexual harassment. There is now in every Department an officer responsible to handle related issues related to such matters. The Equal Opportunity Advisors of our Department are

Professor. Petula S.Y. Ho (Tel: 3917 2091; psyho@hku.hk)

Dr. Paul W.C. Wong (Tel: 3917 5029; paulw@hku.hk)

Students are welcome to approach them when necessary.

C. Catering outlets

Restaurants, café and kiosks are located throughout the Main Campus and Centennial Campus. Further details of locations and operating hours could be found in

<http://www.cedars.hku.hk/sections/campuslife/Catering/CateringOutlets.php>

X. Typhoon and Black Rainstorm Warnings

When **Tropical Storm Warning Signal No. 8** (or above) or the **Black Rainstorm Warning Signal** is hoisted, the following arrangements will apply:

A. For classes and examinations NOT yet started

If either of the warnings is hoisted or in force <i>at or after 6:00am</i>	All morning classes and examinations commencing <i>before 2:00pm</i> will be cancelled automatically.
If either of the warnings is hoisted or in force <i>at or after 11:00am</i>	All afternoon classes and examinations commencing at any time <i>from 2:00pm and before 6:00pm</i> will be cancelled automatically.
If either of the warnings is hoisted or in force <i>at or after 3:00pm</i>	All evening classes and examinations commencing from <i>6:00pm onward</i> will be cancelled automatically.

B. For classes and examinations already started

When Tropical Storm Warning Signal No. 8 or above is hoisted	All classes will be suspended immediately. All examinations to continue until the end of that examination session.
When Black Rainstorm Warning Signal is hoisted	All classes and examinations, except those held outdoors, would continue. For outdoor classes and examinations, the responsible staff members on the spot should suspend the activities immediately, ensure that all students are taken to a safe place, and remain there until it is safe for them to return home.

The Examinations Unit/the Department will re-schedule postponed examinations to a later time and inform candidates of the details as soon as possible.

When Tropical Storm Warning Signal No. 3 or Red Rainstorm Warning Signal is in force, it should be assumed that all classes and examinations will be held as scheduled unless an announcement to the contrary has been made by the University.

XI. Information and Enquiries

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Website

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Pokfulam Road, Hong Kong

or

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2/F, The Hong Kong Jockey Club Building
for Interdisciplinary Research,
5 Sassoon Road
Pokfulam, Hong Kong