

Notice to all undergraduate students taking geography courses

System for Submission and Return of Course Assignments – Second Semester 2016-2017

The Department of Geography has implemented a system for the submission of course assignments and return of marked assignments. Students are advised to follow the procedures below:

Submission of course assignments

1. Students SHOULD NOT submit their assignments to the teachers or Course Teaching Assistants either in person or into their mailboxes. Instead, all the assignments SHALL BE dropped in the 'Assignment Collection Boxes' in the Departmental General Office (Room 1023, 10/F, The Jockey Club Tower, Centennial Campus). This Box is placed in front of the enquiry counter. It has six compartments (A, B, C, D, E & F), with each compartment assigned to receive assignments of the specific courses. The course codes and titles are clearly labeled on each compartment. Please see the chart on the next page of this notice.
1. Students should attached the Department's cover sheet, sign on the front page of their assignment and stamp the 'Date of receipt' on their work before submitting it into the compartment. The date chop is place on the top of the Collection Boxes.
2. The teachers will set the deadline for submitting assignments at 5:00 pm on any weekday so that the students can hand in their assignments when the General Office is open during office hours. If students missed the 5:00 pm deadline, they can:
 - a) Still submit their assignments in the correct 'Assignment Collection Box' but it will be treated as next day's submission because the General Office staff will change the current day on the date chop to the following day immediately at 5:00 p.m.
 - b) Or submit their assignments to the General Office in the following day (in case they would want to further polish their work).
3. Students are reminded that they should not adjust the date of the 'Date of receipt' chop without the permission of the General Office staff.

Return of marked course assignments

1. The marked practical exercises and assignments should be returned to the students by the Course TAs or teachers.
2. All marked assignments should be collected from the 'Marked Assignment Return Boxes' which are located in the General Office. Please see the sketch on the last page of this notice.
3. The Course TAs or teachers will inform the students (a) of the deadline and the location for collecting back the marked exercises/assignments; and (b) that uncollected marked assignments will be disposed of by the department after the collection deadline.

Tommy Liu, Executive Officer (2/2/2017)

c.c. All teachers, academic support staff and PGS holders

**Undergraduate Courses in the Second Semester 2016-2017
Allocation of Assignment Collection Boxes**

| | |
|---|--------------|
| <p>CCGL9021 Globalization and tourism GEOG1002 Hong Kong: land, people and resources GEOG1005 Map use, reading and interpretation</p> | Box A |
| <p>GEOG1016 Nature conservation for sustainable societies GEOG1017 Human geography in a globalizing world</p> | Box B |
| <p>GEOG2013 Sustainable development GEOG2018 Transport geography GEOG2030 Global development</p> | Box C |
| <p>GEOG2055 Water resources and management GEOG2057 Leisure and recreation in modern society GEOG2078 Urban geography 1: growth, functions and pattern of cities GEOG2109 Changing population structure in modern society GEOG2120 Introductory spatial analysis GEOG2127 Environmental management GEOG2128 Economic geography</p> | Box D |
| <p>GEOG3101 China's tourism resources and management GEOG3104 Globalizing China: development issues GEOG3202 Environmental GIS GEOG3205 Environmental hazards GEOG3213 Ecosystem services and sustainable society GEOG3214 Corporate social responsibility and environment Auditing</p> | Box E |
| <p>GEOG3304 Tourism policy and planning GEOG3306 Protected areas and their management GEOG3403 Urban planning in practice in Hong Kong GEOG3413 Urban development and evolution in Hong Kong GEOG3414 Cultures, social justice and urban space GEOG3419 Sustainable urban and transport planning</p> | Box F |

Second Semester 2016-17 Marked Assignment Return Boxes

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|-----------------|------------------------------|------------------------------|------------------------------|------------------------------|
| GEOG2013 | GEOG2018 GEOG2030 | GEOG2055 | GEOG2057 | GEOG2078 GEOG2109 |
| GEOG2120 | GEOG2127 | GEOG2128 GEOG3101 | GEOG3104 | GEOG3202 |
| GEOG3205 | GEOG3213 GEOG3214 | GEOG3304 GEOG3414 | GEOG3306 GEOG3403 | GEOG3413 GEOG3419 |
| CCGL9021 | GEOG1002 | GEOG1005 | GEOG1016 | GEOG1017 |
| CCGL9021 | GEOG1002 | GEOG1005 | GEOG1016 | GEOG1017 |