

**Special Training Programme
Mother Tongue**

Trainees' Handbook

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1999

Special Training Programme
National Institute of Education
Townsville Campus



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**Special Training Programme
Mother Tongue
Trainees' Handbook**

<http://www.soa.ntu.edu.sg:8080/stp>
Edition Sept 1999

Foreword

The objective of this handbook is to provide trainees with relevant information on the Special Training Programme in the Mother Tongue Languages.

If clarification or further information is required, please do not hesitate to contact the relevant staff for assistance.

The contents of this handbook are current and correct at the time of publication.

OUR MISSION

The mission of the programme is to develop dynamic teachers with a high degree of professionalism and the ability to stimulate and nurture interest in the learning of the mother tongue languages and cultures, in the context of a multi-racial environment.

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DIPLOMA IN MOTHER TONGUE LANGUAGE EDUCATION FOR GCE 'O' LEVEL HOLDERS

INTRODUCTION

This programme is specially for those who have a love for the Chinese, Malay or Tamil Language and would like to develop the same love in others. It is a special training programme specialising in Mother Tongue Language teaching at the primary level.

To train you for the job, the Ministry of Education will enrol you in the Diploma in Mother Tongue Language Education programme conducted by the National Institute of Education for GCE 'O' Level holders. This provides a unique route for 'O' level holders to use their 'O' level qualifications to obtain a Diploma and embark on a professional career in the Education service. At the end of this course, you will obtain a Diploma in Chinese/Malay/Tamil Language Education (Dip CL/ML/TL Ed), depending on the language of specialisation.

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MINIMUM ENTRY REQUIREMENTS

To qualify for admission to the Diploma in the Mother Tongue Language programme, applicants must satisfy the following criteria:

- At least a B3 grade in Higher Mother Tongue OR an A2 grade in Mother Tongue at 'O' level;
- At least a C6 grade for English Language as First Language at 'O' level;
- Not more than 20 points for your total aggregate score for English Language as First Language and 4 Best Subjects at 'O' level;

APPLICATION DETAILS

Applications are open every year in the month of January and upon the release of the GCE 'O' level results around the month of March.

To apply for the programme, please send or fax a copy of the application form to the following address:

**The Recruitment Unit
5th level, North Block
Ministry of Education
Kay Siang Road
Singapore 248922
Fax : 4744415**

Photocopies of the following documents should accompany your application forms:

- Identify Card (both sides),
- Birth Certificate,
- GCE 'O' level results,
- National Service Certificate of Service (for male applicants only)

To request for an application form or for further enquiries, please call Recruitment Marketing Unit (Tel : 1800-4745655).

DISBURSEMENT

1. Disbursement for the 4-Year Programme

During the first two years of the programme, you will receive a bursary. Upon successful completion of Year 2 of the programme, you will be appointed to the Education Service as an untrained non-graduate teacher and paid a salary during Years 3 and 4 of the programme.

The disbursement during the 4-year programme is as follows:-

Year 1 and Year 2	Bursary (per month)	\$800
Year 3	Gross Salary (per month)	\$1227
Year 4	Gross Salary (per month)	\$1302

2. Other Service Benefits (applicable to Years 3 & 4 only)

During this time, you will also get to enjoy other benefits such as year-end bonuses, CPF contributions, medical and dental benefits, low interest loans and group life insurance schemes.

3. National Service Deferment for Male Candidates

Male candidates will have their National Service (NS) deferred until the completion of the 4-year programme provided they are below the age of 19 years or 20 years (for normal stream 'O' level students) on 1 Jan. Subsequently, on completion of the programme, they will be given no-pay-leave from the Education Service to serve their NS.

4. Upon Successful Completion of the Programme

Upon successful completion of the programme, candidates will be awarded a Dip CL/ML/TL Ed and be employed on the non-graduate teacher (trained) salary scale, receiving a salary of \$1,414 per month.

5. Bond

Graduands from this course will be bonded to the Ministry of Education for a period of 5 years.

Male candidates who have their NS deferred will serve their 5-year bond with the Ministry of Education after the completion of their NS.

PROGRAMME STRUCTURE

The Diploma in the Mother Tongue Language programme consists of two parts:

Part I

A two year preparatory course designed to bring candidates' proficiency in the Mother Tongue Language to a standard equivalent to Higher Mother Tongue at 'A' level standard. This is conducted at NIE Townsville Campus.

Part II

A two-year Dip CL/ML/TL Ed programme which offers academic subjects in CL/ML/TL up to first year university level and pedagogical training in the teaching of the respective languages. This will be conducted at NIE Main Campus.

STP OBJECTIVES

The objectives of the STP (Mother Tongue) programme are as follows:-

- To develop all-round teachers who are proficient in the mother tongue language
- To develop effective, bilingual teachers who are able to communicate in the Mother Tongue Language and the English Language in both written and oral forms.
- To develop teachers who are knowledgeable in Mother Tongue Literature, Ethnic History, the Cultural Arts, as well as National Education.
- To develop teachers who are widely exposed to and competent in the use of a variety of teaching methods.
- To develop teachers with a repertoire of personal effectiveness skills, in areas such as behaviour, stress management, and human relations.

PREPARATORY COURSE

The preparatory course is designed to bring the candidates' proficiency in the Mother Tongue language to a standard equivalent to Higher Mother Tongue at 'A' level. There are two semesters in each academic year, similar to the Diploma in Education. Lessons are conducted from Mondays to Fridays from 8.30 am to 4.30 pm. Lunch break is between 12.30 pm and 1.30 pm. On Fridays, afternoon lessons for Malay classes will resume at 2.30 pm. Saturdays are for seminars/talks/ workshops/ECA/remedial lessons. Upon successful completion of the course, students will proceed to the two-year Diploma in Mother Tongue Language Education programme.

Core Subjects

Components

Language
(Chinese/Malay/Tamil)

Listening Comprehension
Speaking
Intensive Reading
Extensive Reading
Creative and Critical Writing

Literature
(Chinese/Malay/Tamil)

History of Literature
History
Literature
Appreciation of Prescribed Texts
Grammar

General Paper

Essay Writing
Comprehension
Listening Comprehension
Remedial English

Enrichment Subjects

Cultural Studies

Art & craft, music & dance, theatre, opera, martial arts and customary laws

Seminars and talks

National Education, ethnic culture, ethnic philosophy, moral education, etc.

Cultural Society

Debates, oratorical & creative writing competitions, etc.

Information Technology PowerPoint Presentation, Kanian application, Chinese Star application, Web-page design, Microsoft Word application, Access to Internet, etc.

Year 1

Academic Subject: Chinese Language

Subject Code	Subject
TCR 101	Chinese Language
TCL 102	Chinese Literature

Academic Subject: Malay Language

Subject Code	Subject
TMR 101	Malay Language
TML 102	Malay Literature

Academic Subject: Tamil Language

Subject Code	Subject
TTR 101	Tamil Language
TTL 102	Tamil Literature

Academic Subject: General Paper

Subject Code	Subject
TGP 101	General Paper

Year 2

Academic Subject: Chinese Language

Subject Code	Subject
TCR 201	Chinese Language
TCL 202	Chinese Literature

Academic Subject: Malay Language

Subject Code	Subject
TMR 201	Malay Language
TML 202	Malay Literature

Academic Subject: Tamil Language

Subject Code	Subject
TTR 201	Tamil Language
TTL 202	Tamil Literature

Academic Subject: General Paper

Subject Code	Subject
TGP 201	General Paper

COURSE CONTENT

LANGUAGE (CHINESE/MALAY/TAMIL)

Listening Comprehension

To recognise, select, retain as well as anticipate information heard.

Speaking

To practise the art of conversation. Trainees will be taught to use the appropriate pronunciation, intonation, accent, vocabulary, sentences and expressions in mother tongue for conversation, speech and forum.

Intensive Reading

To develop trainees' reading skills progressively. Classical texts will be introduced. Appropriate pronunciation, stress, intonation patterns as well as reasonable speed will be emphasised while reading aloud. Extraction of three levels of meaning from the printed patterns: lexical meaning, structural or grammatical meaning and social-cultural meaning will also be taught. Selection of the correct meaning of a word from a dictionary will also be taught. Trainees will be given a chance to discuss intensive reading materials in detail. They will also be given a chance to analyse the intensive reading materials and use them as a basis for writing exercises.

Extensive Reading

To make intelligent guesses at the meaning of unfamiliar vocabulary and sentence structures in the supplementary readers. Speed reading will be taught to help them to read more reference books in future.

Creative & Critical Writing

To develop trainees' creative and critical writing skills. Taking down of minutes will also be taught.

LITERATURE (CHINESE/MALAY/TAMIL)

History of Literature

A brief introduction to the development of CL/ML/TL Literature. Characteristics and special features of the literature will be taught.

History

The important events and personalities of ethnic history will be introduced and analysed.

Literature

Popular traditional pieces from Mother Tongue Literature will be learnt and analysed.

Appreciation of Prescribed Texts

Pieces of famous contemporary writers will be learnt in detail and analysed.

GENERAL PAPER

The STP (MT) GP programme is based on the GCE 'A' level 8003 syllabus. The primary aim is to prepare trainees for the study of pedagogical subjects at Years 3 and 4 where the main medium of instruction is English. Therefore, in addition to GP skills, there are customised English Language lessons to upgrade trainees' EL proficiency. Pedagogical principles and practices are highlighted during the course of GP lessons whenever opportunities present themselves. Trainees also receive training in listening skills.

The written examination will test trainees' understanding and use of English and the extent to which they have achieved a maturity of thought appropriate to pre-university students in their second year. It is not primarily a test of general knowledge.

A single question paper of 2 hrs and 40 mins duration will be set, containing Papers 1 and 2.

Paper 1 will contain topics for composition as follows: historical, social, economic, political and philosophical topics; science, including its history, philosophy, general principles and applications; mathematical and geographical topics; literature and language, arts and crafts. Questions will be general in nature demanding discussion and evaluation and will not necessarily be set on every topic. Answers to questions in Paper 1 should normally be between 500 and 800 words in length. Trainees will be required to answer one question only.

Paper 2 will test comprehension of an English prose passage as a whole and in detail; ability to re-express in continuous form material supplied in the paper; the knowledge and understanding of common English usage.

ENRICHMENT SUBJECTS

Physical Training

Basic exercise and the Great Singapore Workout will be learnt and practised.

Seminar/Workshop/Talk

Topics related to ethnic literature, history, culture, philosophy, etc, will be delivered by guest speakers.

Art & Craft

Background knowledge and the history of calligraphy, painting, pottery, etc, will be introduced. Students will learn the basic theory of calligraphy, painting and pottery. They will also be trained to write and paint.

Music & Dance

Ethnic musical instruments, ethnic music, folk songs, and folk dances, dikir barat, boria and Indian. Malay and Chinese traditional dances will be introduced.

Theatre

The significance of traditional & contemporary ethnic drama and opera will be explained. Popular traditional drama and opera will be introduced and analysed. Students will be trained to appreciate them.

Martial Art

Knowledge of ethnic martial arts such as Chinese Tai Chi, Malay Silat, and Indian Silambam will be introduced for appreciation.

RULES AND REGULATIONS

General

1. Facilities at NIE (Townsville Campus) are for the use of staff and trainees of NIE Special Training Programme only.
2. Matriculation cards must be produced upon request by any authorised personnel of NIE (Townsville Campus).
3. Pagers and mobile phones should be switched off during talks, lessons, and while in the Library and Computer Laboratory.
4. Appropriate attire and proper behaviour should be observed at all times.
5. Smoking is strictly prohibited in Townsville Campus.
6. Cleanliness of NIE (Townsville Campus) is to be maintained at all times.
7. Car parks in the Townsville Campus are designated for staff and visitors only. **Trainees are not allowed to use the parking facilities.**
8. Students are civil servants by virtue of the fact that they are appointed as education officers on bursary terms. As a general rule, civil servants are not allowed to take up any form of part-time employment outside the service. As newly-appointed education officers, it would not be advisable for students to take up part-time employment while they are undergoing teacher training. If there are any enquiries on part-time employment, please contact the following officer from the Trainee Teacher Unit of the Ministry of Education:

Dip CL/ML/TL Ed

Miss Ayesha Nachiar (4709603)

Dress Code for Trainees

Attire for Males

1. Collared, smart-looking, tucked in T-shirts that are not worn-out, faded or out-of-shape.
2. No vulgarities, obscenities or offensive prints on T-shirts. (Tie-dyes are allowed)
3. No translucent or tight T-shirts.
4. No bermudas. Jeans should be hemmed. (No torn jeans)
5. Draw string pants, corduroy pants are allowed. (No overalls)

Attire for Females

1. T-shirts and blouses, at least to hip-level.
2. T-shirts longer than the hips to be tucked in.
3. No midriff-baring tops.
4. No vulgarities, obscenities or offensive prints.
5. No translucent or body-hugging tops.
6. Sleeveless blouses are allowed but not spaghetti straps or singlets.
7. No hipsters or tight-fitting (skin-fit) bottoms.
8. No overalls.
9. Jeans should be hemmed and not torn.
10. Skirts should not be shorter than 4 fingers above the knees. (applicable to slits in the skirts)
11. Skirts should not be of translucent material.

Footwear for Males

1. Track shoes.
2. Sandals with heel straps.
3. No flip-flops.

Footwear for Females

1. Heels, platforms, sports sandals.
2. No slippers.

Leave

1. Students who absent themselves without approval or a medical certificate may be subject to disciplinary action.
2. The penalty for unauthorised absence would range from a warning to withdrawal of the bursary and termination of service.
3. Applications must be made on the prescribed form entitled, "Application for Leave" which can be obtained from the Civic Tutors (Townsville Campus).
4. Applications for leave of absence must be submitted to the Civic Tutors (Townsville Campus) at least five days in advance.
5. Students should not go on leave until approval has been obtained.
6. Students in the Diploma in Mother Tongue Education Courses may leave for holidays overseas during public holidays, weekends and the NIE vacation, as long as there are no programme commitments to fulfil during the period concerned.
7. When a student is granted medical leave, the original medical certificate issued by a registered medical practitioner must be submitted to the General Office (Townsville Campus) as soon as possible. Even if it is an ailment for which students have the necessary medication, a medical certificate is still required to substantiate that the leave is on medical grounds.
8. Students whose attendance in any module does not meet the Dean's satisfaction shall be barred from the examination in that module.

Computer Laboratory

1. NO consumption of FOOD and DRINK is allowed.
2. NO littering / smoking is allowed.
3. NO loading and downloading of programmes is permitted.
4. Please report any damages or problems encountered.
5. Please TAKE GOOD CARE of all equipment.
6. Please "SHUT DOWN" Windows95/NT the proper way, using the "START MENU" and click on the "SHUT DOWN" ICON.
7. Please tidy up your work area and push the chair back after use.
8. Pornographic web-sites are not to be accessed on these computers: those caught WILL BE BARRED from future use of these facilities.
9. DO NOT save personal data on the hard disks.
10. NO PRINTING of complex / complicated pictures is allowed unless they are necessary for assignments.
11. ONLY one user to one computer is allowed at any one time.

12. The Laboratory Staff reserves the right to ban any user who abuses his/her privileges or who doesn't comply with any of the rules, from using the computer.
13. Silence should be observed in the Computer Laboratory at all times.
14. On-line chatting, on-line music, playing of CD or VCD and saving of files into the hard disk in the Computer Laboratory are strictly prohibited at all times. However, for project purposes, trainees may print CD-Rom articles (borrowed from only the Townsville Library) using the printer in the Computer Laboratory.

Townsville Campus Library

❖ Loan Rules

1. The library membership card must be produced when borrowing library materials. Members must check that all library materials in their possession have been properly issued to them before leaving the Library.
2. Borrowers are responsible for all library materials charged out to their card.
3. Borrowers must return or renew library materials when due. The date due is stamped on all date due slips attached to the library materials. Notices sent by the Library serve only as a reminder to the borrower and non-receipt of the notice does not absolve any user from paying fines or other penalties as stated in these rules.
4. All library materials are deemed to be on loan until the loans are cancelled by the Library.
5. Borrowers will be held responsible for any returned library materials found mutilated. They must check for and report any mutilations before borrowing them.
6. Library materials lost or damaged must be paid for or replaced by borrowers.
7. Although academic/administrative staff are fine exempt, library materials not returned within 56 days after they are due will be considered lost and a bill for replacement costs will be sent automatically by the system.
8. Borrowers must report lost library materials at the Loan Counter immediately. Borrowers are liable for overdue fines, calculated from the date due to the date when the materials were reported lost or if subsequently found, to the date the books are returned. The cost of replacement for library materials lost, inclusive of fines and surcharge, is not refundable.

9. Any change in personal particulars must be reported to the Loan Counter immediately.
10. Borrowing ceases 15 minutes before closing time.

❖ Reservations

A library material that is already on loan may be reserved on the OPAC. You will be notified when the item is available. It will be held at the Loan Counter for a period of 10 days from the date of notification. If it is not collected by the stipulated date, the reservation will lapse. Please refer to the NIE OPAC Guide for more details, a copy of which is available next to every OPAC terminal in the Library.

❖ Renewals

Library materials may be renewed twice unless they have been reserved by another user. Renewals through the telephone will not be accepted.

❖ Recalls

1. All materials are subject to recall. They are to be returned immediately if needed for course reserve, or on the due date, if needed by another user.
2. A borrower who fails to respond promptly to urgent recall requests will have his borrowing privileges suspended until the item is returned and will be liable for fines at \$1.00 per day from the recall due date.
3. The loan period of the recalled item is at the discretion of the Head/NIE Library.

❖ Fines for Overdue Library Materials

Academic/administrative staff are fine exempt. Non-academic staff and trainees are liable for fines levied on overdue library materials. No fines will be charged on the days when the Library is closed.

❖ Lost Materials

1. Borrowers may either pay the full replacement cost of the lost item plus a surcharge or replace it with a copy that is acceptable to the Library.
2. The basic cost of the replacement is determined according to the following guideline:

Book in print:

Cost of the book as listed in the current bibliographical tools.

Book out of print:

Cost of photocopies at 10 cents per page of the book plus binding cost or original purchase price, whichever is higher. Additional charges may be made if the book has to be photocopied from another library. The photocopy charges will be similar to that of the lending library.

Single journal issue:

Cost of back issues as charged by publishers.

Non-print materials:

The Library will determine from appropriate catalogues the cost of replacement for such materials.

In addition to the basic replacement cost, a surcharge of \$20 + GST per item will also be imposed, plus overdue fines, if any.

❖ Loss of Card

Staff and trainees must report loss of registration/matriculation/library membership cards to the Loan Counter immediately to prevent unauthorised use of their cards. Staff and trainees are liable for all loans made out in their names until a report is made. A lost library membership card may be replaced by a temporary library card for a fee of \$2.06 (GST included), which is not refundable. Staff and trainees must also report the loss to the Personnel and General Affairs Division (PGA) and Student Affairs Division respectively for replacement purposes.

Examinations

☆ Instructions to examination candidates

1. Examinations will be conducted during the allocated times shown in the examination timetable.
2. No candidate is allowed to present himself for examination later than **ONE HOUR** after the commencement of the examination.
3. No candidate who has presented himself for an examination will be allowed to hand in his answer script until **ONE HOUR** has elapsed after the commencement of the examination.
4. No candidate who has entered the examination venue will be allowed to leave the venue, temporarily or otherwise for any reason whatsoever until the examination has commenced.

5. A candidate who has been given permission to leave the venue temporarily must be accompanied by an invigilator.
6. No candidate is allowed to bring into the examination venue any unauthorised material such as book, paper, document or picture. Bags, waist pouches, ear or headphones, handphones or pagers are not permitted to be brought into the examination venue.
7. The University will not be responsible for the loss of any belongings which candidates bring with them and which they are required by this regulation to leave outside the examination venue.
8. No communication by word of mouth or otherwise between candidates is allowed during the examination.
9. A candidate who wishes to communicate with an invigilator must raise his hand.
10. No candidate is allowed to leave his seat without the permission of an invigilator.
11. No candidate is allowed to leave the examination venue during the last 15 minutes before the conclusion of the examination.
12. Candidates must read carefully the instructions printed on each answer book or examination question paper.
13. Candidates must not write their names on the answer books. They should write only their matriculation/registration numbers in the space provided on the cover of each answer book.
14. The identity of every candidate will be checked during the examination. Candidates are required to bring their **Matriculation/Registration Cards** or **Identity Cards** and place them at the top right-hand corner of their desks at the commencement of each examination.
15. Candidates may bring into the examination venue only those calculators that have been approved by the School. Unauthorised calculators are not permitted in the examination venue.
16. Candidates are not allowed to write, mark, highlight or deface any reference materials provided for the examination. Any candidate found doing so is liable to have his reference materials removed from his use for the rest of the examination and be made to pay for the cost of the materials that have to be replaced.
17. Candidates are allowed into the examination venue **TEN MINUTES** before the time scheduled for the commencement of the examination. They are, however, **not permitted to turn over the question paper** placed on their desks until the time for the commencement of the examination.

18. At the conclusion of the examination, candidates must remain seated and must not communicate with one another while their answer scripts are being collected and tallied.
19. No papers, used or unused, may be removed from the examination venue (A candidate may take with him his own question paper unless instructed otherwise.)
20. A candidate who breaches any of the Examination Regulations will be dealt with by the Board of Discipline under Statute 24 (Discipline).
21. Candidates must comply with the dress code of the University. A candidate who is not properly attired will not be admitted to the examination venue.

☆ **Illness**

Attention is drawn to the following regulation relating to illness:

"Where a candidate, on account of illness, is absent from an examination, he may be permitted to appear for the examination at the next period of the examination provided -

- a. the illness has been reported to the Head/Special Training Programme, and
- b. the candidate has been examined by a registered medical practitioner and a **medical report** submitted to the Head/Special Training Programme within **forty-eight (48) hours** of the absence.

Any fee payable for the medical examination under the above regulation shall be paid by the candidate."

The medical report must be completed using the prescribed form to be obtained from Head/Special Training Programme.

☆ **Absence**

Attention is drawn to the following regulation relating to absence from any examination:

"A student who having registered for a subject, fails to take the examination for the subject, shall be deemed to have sat and failed the examination unless the Board of Examiners is satisfied that there is a good and sufficient reason for such failure to take the examination."

☆ Outstanding Fees

Attention is drawn to the following regulation relating to outstanding fees:

" No candidate shall be entitled to be admitted to an NIE examination unless the Finance office certifies that he is not in debt to the Institute (otherwise than as a result of a loan made by the Institute)."

Candidates are reminded to settle all outstanding fees with the Finance Office before they sit for any examination.

☆ Examination results

The examination results notification slip will be sent to your postal address. Please ensure that your correct postal address is given to the General Office (Townsville Campus).

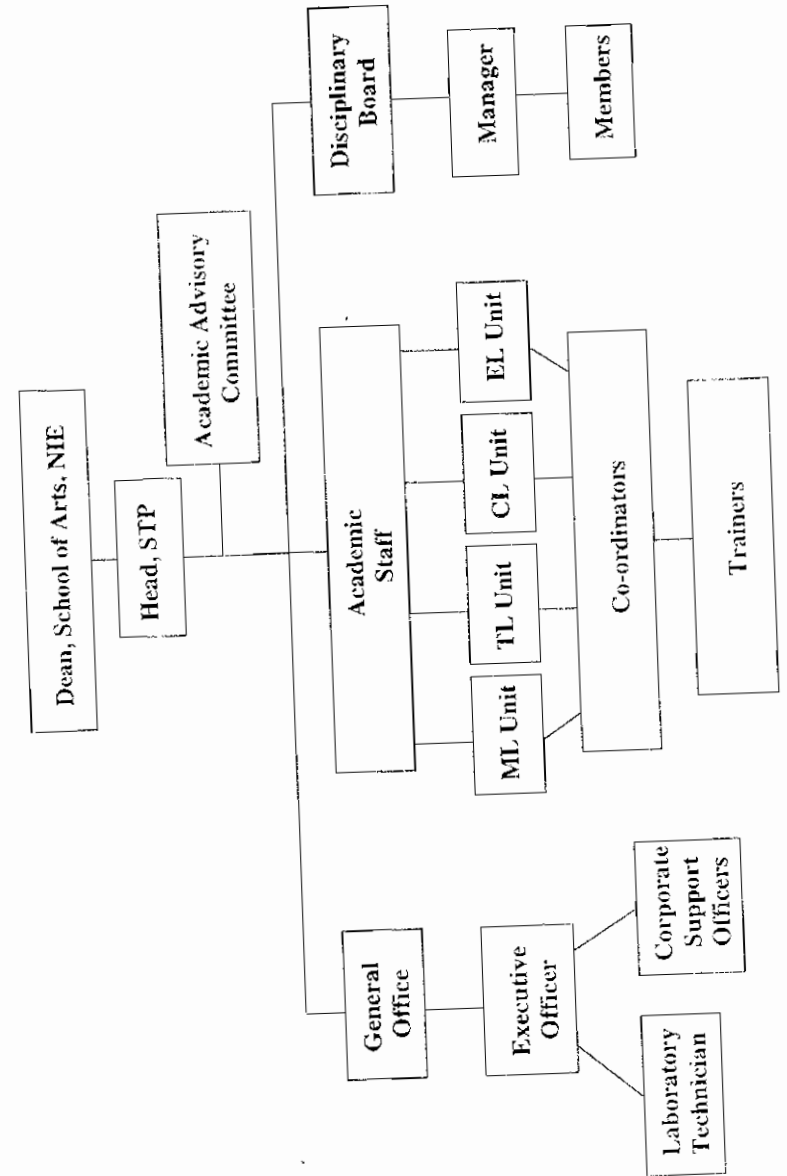
Candidates are advised to refer to the General Office (Townsville Campus) notice boards for their examination results and other announcements.

Disciplinary Action will be taken against any offenders who violate the rules and regulations.

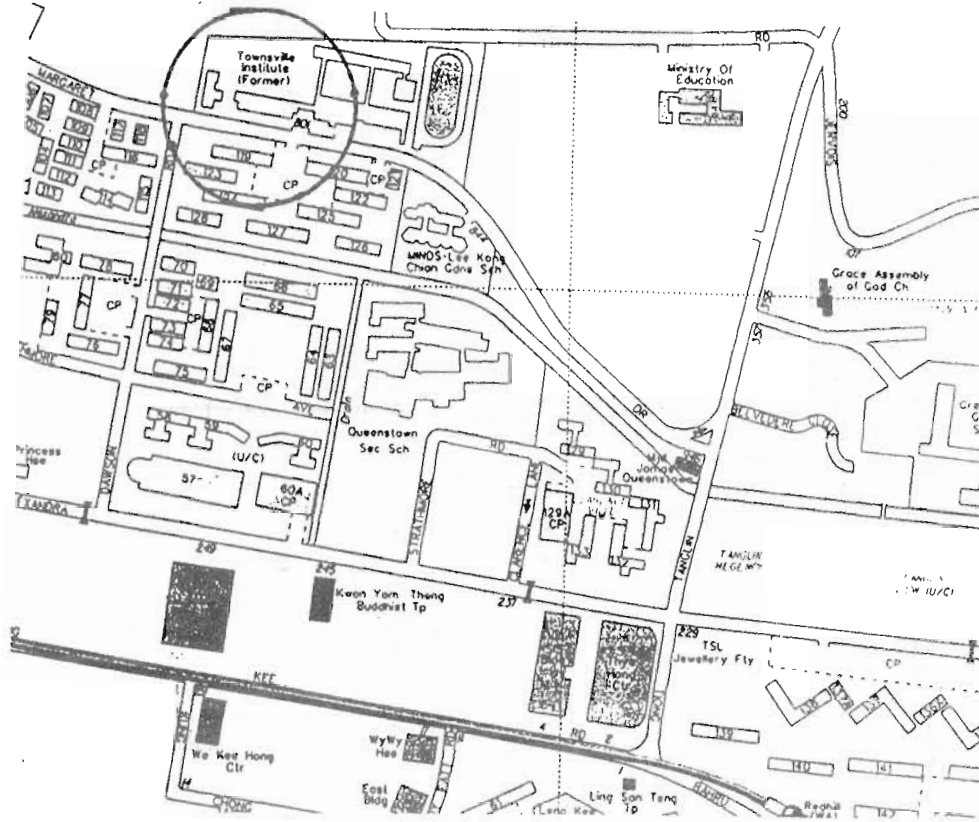
DISCIPLINARY ACTION

All trainers and staff of the General Office have the right to enforce disciplinary action on trainees who violate the rules & regulations. Disciplinary action could be in the form of a verbal warning, a warning letter or, in cases of repeated offences, expulsion from the course.

Organisation Chart of Special Training Programme (MT)



Location of Townsville Campus



Transport

From the nearest bus stop: TIBS no. 5 and SBS no. 32
Nearest MRT Stations: Redhill and Queenstown

801 Margaret Drive, Block B, NIE Townsville Campus
Singapore 149307

Tel: 472 2734 Fax: 473 5216