NIE
NATIONAL INSTITUTE OF EDUCATION

SPECIAL TRAINING PROGRAMME (Mother Tongue)

Trainees' Handbook

(2000)

An Institute of Nanyang Technological University

Foreword

A preparatory course for the Diploma in Chinese/Malay/Tamil Language Education for GCE 'O' Level holders.

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. The Institute reserves the right to make authorisations without notice.

With Compliments

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INTRODUCTION

The Mother Tongue Language Teaching Scheme offered by the Ministry of Education, provides dynamic GCE 'O' Level holders who have a good command and love for the Mother Tongue an opportunity to undergo a 4-year intensive MTL course. It is an opportunity to develop the same love in young Singaporeans for the language, and have a fulfilling career in the teaching profession.

This intensive MTL course conducted by the National Institute of Education 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. Upon successful completion of the programme, candidates will be awarded a Diploma in Chinese / Malay / Tamil Language Education (Dip CL/ML/TL Ed), depending on the language of specialisation and become trained MTL teachers in our primary schools.

DIP CL/ML/TL ED STRUCTURE

The Diploma in the MTL Education programme consists of two parts:

Part I

Special Training Programme (MT) is 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. The course is conducted at NIE's Townsville Campus.

Part II

A two-year Diploma in Chinese/Malay/Tamil Language Education 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's Yunnan Garden Campus.

SPECIAL TRAINING PROGRAMME (MT)

The Special Training Programme (MT) was launched in July 1997. It is managed by the Foundation Programmes Office.

MISSION

The programme's mission 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.

OBJECTIVES

The objectives of the STP (MT) 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 in 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 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.

DURATION OF COURSE

The Special Training Programme (MT) is a preparatory course for the Diploma in Chinese/Malay/Tamil Language Education.

This is a 2-year full-time programme. Courses begin in July each year (an academic year consists of two semesters). 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 from 2.30 pm. Saturdays are for seminars/talks/workshops/ECA /remedial lessons.

COURSE STRUCTURE

The course comprises two main areas of study for Year 1 & Year 2:

(a) *Core Subjects:*

Core Subjects	Components
Language (Chinese/Malay/Tamil)	Listening comprehension Oral & aural communicative skills Intensive reading Extensive reading Creative and critical writing Grammar
Literature (Chinese/Malay/Tamil)	History of literature History Literature Appreciation of prescribed texts
General Paper	Essay writing Comprehension Listening comprehension Remedial English

** Please refer to Annex 1 for details on the Core Subjects.*

(b) *Enrichment subjects:*

These subjects are to equip the students to be well-rounded mother tongue teachers to enable them to make the mother tongue lessons more interesting and stimulating.

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	Debate, oratorical & creative writing competitions, etc.
Information Technology	PowerPoint Presentation, Kanian application, Chinese Star application, Web-page design, Microsoft Word application, Access to Internet, etc.

** Please refer to Annex 2 for details on Enrichment Subjects.*

ASSESSMENT

Different modes of assessment have been built into the coursework. These include tests, assignments, project work and examinations.

For promotional purposes, 30% will come from coursework and 70% from examination results. The breakdown is as follows and applies to all subjects:

Component	Percentage
Coursework	
♫ Common test	10%
♫ CA	10%
♫ Project work	10%
Examination	70%
Total	100%

There are two examinations for the Course. The Year 1 Examination is held at the end of the first year of the course and the Year 2 Examination at the end of the second year.

There are no supplementary examinations. Clause 9(2) of the Examination Statute empowers the Dean to exclude a candidate from an STP examination if he/she has not attended the course leading to the examination to the Dean's satisfaction. No special examination will be held for students who are not able to take any paper because of illness or any other special reason.

* *Please refer to **Rules & Regulations** for details on Rules for Examinations.*

Promotion Criteria

Year 1 trainees must pass in at least two of the three subjects in their course before they can proceed to Year 2 of the course.

Category	Subject Code	Subject
Mother Tongue Language (CL/ML/TL)	TCL 101	Chinese Language
	TCR 102	Chinese Literature
	TML 101	Malay Language
	TMR 102	Malay Literature
	TTL 101	Tamil Language
	TTR 102	Tamil Literature
English Language	TGP 101	General Paper

Year 2 trainees **must pass all the subjects** in their course before they are permitted to proceed to Part II of the programme.

Category	Subject Code	Subject
Mother Tongue Language (CL/ML/TL)	TCL 201	Chinese Language
	TCR 202	Chinese Literature
	TML 201	Malay Language
	TMR 202	Malay Literature
	TTL 201	Tamil Language
	TTR 202	Tamil Literature
English Language	TGP 201	General Paper

Trainees who are not permitted to proceed to Year 2 or Part II of the programme must repeat all subjects (including Enrichment Subjects) and re-take the examinations in the following academic year.

Trainees who are repeating a year will have their allowance suspended and shall bear the course fees at $540 per annum.

No trainee shall be permitted to take more than three years to complete the course of study and pass the examination for the Preparatory Course.

Upon successful completion of the course, students will proceed to the two-year Diploma in Mother Tongue Language Education programme.

LEAVE OF ABSENCE

Students who cannot attend classes for any good reasons must apply for leave of absence.

Applications must be made on the prescribed form entitled "Application for Leave" which can be obtained from the General Office (Townsville Campus). Applications for leave of absence must be submitted to the General Office (Townsville Campus) at least five days in advance. Students should not go on leave until approval has been obtained.

Female students may be allowed a maximum of 28 days of maternity leave during semester time.

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.

Students who absent themselves without approval or a medical certificate may be subject to disciplinary action. The penalty for unauthorised absence would range from a warning to withdrawal of the bursary and termination of service.

Students whose attendance in any subject does not meet the Dean's satisfaction shall be barred from the examination in that subject.

Students in the Special Training Programme (MT) 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.

Leave is usually not granted for:

- religious events (except for religious rites in connection with the death of a family member)
- driving tests
- medical appointments
- marriage of family members

DRESS CODE FOR TRAINEES

NIE aims to cultivate a positive teacher culture among its trainee teachers so that they may develop into exemplary teachers. A exemplary teacher is one who is smart looking, confident, caring, creative, and a mentor, learner and leader.

STP trainees are expected to observe the following dress code.

ATTIRE FOR MALES	FOOTWEAR
• Collared, smart looking, tucked-in T-shirts (not worn out, faded or out-of-shape) • No vulgarities, obscenities or offensive prints on T-shirts (Tie-dyes are allowed) • No translucent or tight T-shirts • Pants/jeans. Jeans should be hemmed (No torn jeans, no bernudas) • Draw string pants, corduroy pants. (No overalls)	• Track shoes • Sandals with heel/ back straps • No slippers **HAIR** • Above collar length and of natural colour • No coloured hair

ATTIRE FOR FEMALES	FOOTWEAR
• T-shirts and blouses, at least to hip-level • T-shirts longer than the hips to be tucked in • No midriff-baring tops • No vulgarities, obscenities or offensive prints • No translucent or body-hugging tops • Sleeveless blouses are allowed but not spaghetti straps or singlets • Pants to be worn instead of hipsters or tight-fitting (skin-tight) bottoms • No overalls • Jeans should be hemmed and not torn • Skirts should not be shorter than 4 fingers above the knees. (alsoapplicable to slits in the skirts) • Skirts should not be of translucent material.	• Track shoes, court shoes or footwear with heel/back straps • No slippers **HAIR** • Tidy and of natural colour. • No coloured hair

RULES AND REGULATIONS

GENERAL

- As lessons begin at 8:30 am, students need to be at the campus before 8:30 am.
- Facilities at NIE (Townsville Campus) are for the use of staff and trainees of Special Training Programme only.
- Appropriate attire and proper behaviour should be observed at all times.
- Smoking is strictly prohibited in the Campus.
- Pagers and mobile phones should be switched off during talks, lessons, and while in the Library and Computer Laboratory.
- Matriculation cards must be produced upon request by any authorised personnel of NIE (Townsville Campus).
- Cleanliness of NIE (Townsville Campus) is to be maintained at all times.
- Car parks in the Townsville Campus are designated for staff and visitors only. Trainees are not allowed to use the parking facilities without first obtaining an official parking label issued by the STP General Office.
- 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.

COMPUTER LABORATORY

- NO consumption of FOOD and DRINK is allowed.
- NO littering / smoking is allowed.
- Silence should be observed in the Computer Laboratory at all times.
- ONLY one user to one computer is allowed at any one time.
- NO loading and downloading of programmes is permitted.
- DO NOT save personal data on the hard disks.
- NO PRINTING of complex / complicated pictures is allowed unless they are necessary for assignments.
- 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 the Townsville Library) using the printer in the Computer Laboratory.
- Pornographic web-sites are not to be accessed on these computers; those caught WILL BE BARRED from future use of these facilities.
- Do report to the Lab Technician if any damages or problems are encountered.
- TAKE GOOD CARE of all equipment.
- "SHUT DOWN" Windows95/NT in the proper way, using the "START MENU" and click on the "SHUT DOWN" ICON.
- Tidy up work area and push the chair back after use.
- 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.

LIBRARY

- The facilities of the Library are for the use of members only.
- Library membership cards are not transferable and must be produced whenever requested by library staff.
- No library materials may be removed from the library unless the loan transactions are captured on the online circulation system.
- Smoking, food and drinks are forbidden in the Library.
- All handphones and pagers should be switched off upon entering the Library.
- Silence shall be observed everywhere in the Library. Users may be asked to leave if found to be causing undue disturbance in the Library.
- The library staff have the right to ask anyone not properly dressed to leave the Library. The following attire is considered inappropriate: sleeveless T-shirts, singlets, shorts, attire printed with offensive or obsence words, revealing attire and mini-skirts, slippers and sandals without heel straps, and the like.
- Mutilation and theft of library materials are disciplinary offences for which the offender is liable to be expelled from the University.
- Fines and/or suspension of library privileges may be imposed for the breach of any library rule.

Loan Rules

- 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.
- Borrowers are responsible for all library materials charged to their card.
- 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.
- Borrowers will be held responsible for any returned library materials found mutilated. They must check for and report any mutilations before borrowing them.

Library materials lost or damaged must be paid for or replaced by borrowers.

- 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.
- All library materials are deemed to be on loan until the loans are cancelled by the Library.
- 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.
- Any change in personal particulars must be reported to the Loan Counter immediately.
- 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

- 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.
- 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.
- 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

- 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.
- 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 Human Resource Development Division (HRD) and Student & Academic Services Division (SAS) 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 an 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 in the examination venue.
7. The NIE (Townsville campus) 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 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.

16. 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.

17. 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.

18. 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.)

19. A candidate who breaches any of the Examination Regulations will be dealt with by the Board of Discipline under Statute 24 (Discipline).

20. 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 -

- the illness has been reported to the STP General Office and
- the candidate has been examined by a registered medical practitioner and a **medical report** submitted to the Head/STP 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/STP.

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 (other 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 and 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.

Annex 1

Details on Core Subjects

LANGUAGE (CHINESE/MALAY/TAMIL)

Listening comprehension

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

Oral & aural communicative skills

To practise the art of conversation. Trainees will be taught to use the appropriate pronunciation, intonation, accent, vocabulary, sentences and expressions in the 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 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 trainees 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 Literature will be taught.

History

Important events and personalities of ethnic history will be introduced and analysed.

Literature

Popular traditional pieces from CL/ML/TL Literature will be introduced and analysed.

Appreciation of prescribed texts

Pieces of famous contemporary writers will be studied 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.

Annex 2

Details on Enrichment Subjects

Seminar/Workshop/Talk

Topics related to National Education, 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. Trainees 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

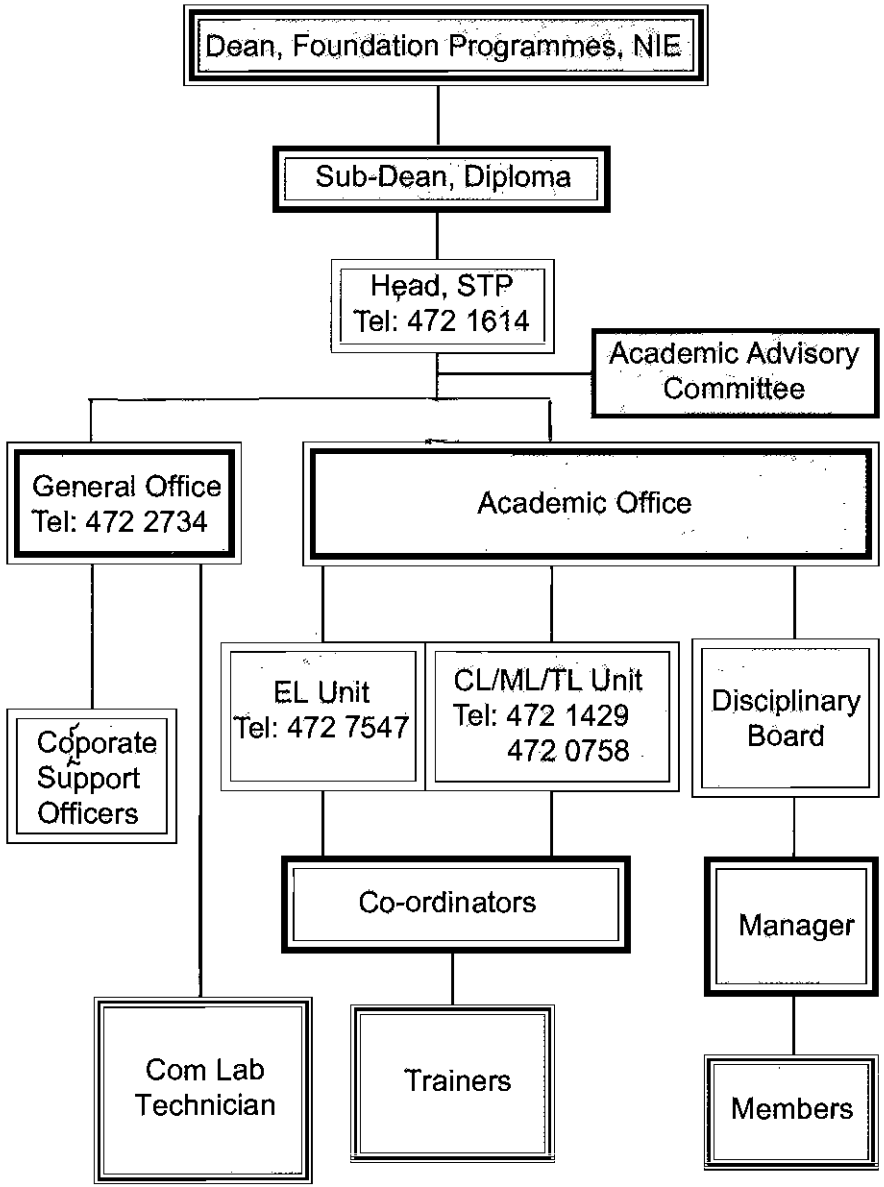
The significance of traditional & contemporary ethnic drama and opera will be explained. Popular traditional drama and opera will be introduced and analysed to enhance appreciation.

Martial Arts

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

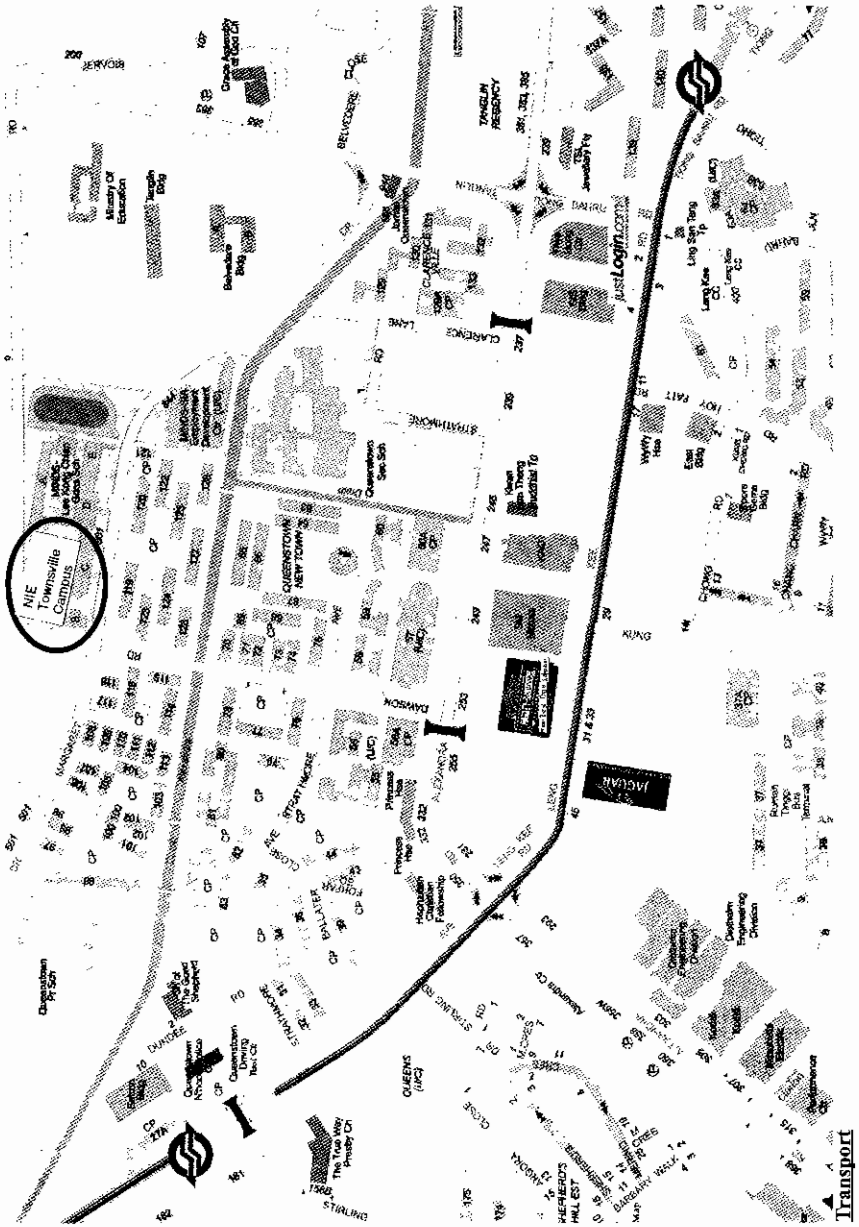
Annex 3

Organisation Chart of Special Training Programme (MT)



Annex 4

Location of Townsville Campus



Timetable

Year 1

Time	Mon	Tue	Wed	Thu	Fri	Sat
0830-0930						
0930-1030						
1030-1130						
1130-1230						
Lunch Break						
1400-1500						
1500-1600						

Remarks

Year 2

Time	Mon	Tue	Wed	Thu	Fri	Sat
0830-0930						
0930-1030						
1030-1130						
1130-1230						
Lunch Break						
1400-1500						
1500-1600						

Remarks

Monthly Objectives (Year 1)

January	Priority	Completed by

February	Priority	Completed by

March	Priority	Completed by

April	Priority	Completed By

May	Priority	Completed By

June	Priority	Completed By

July	Priority	Completed by

August	Priority	Completed by

September	Priority	Completed by

October	Priority	Completed By

November	Priority	Completed By

December	Priority	Completed By

Monthly Objectives (Year 2)

January	Priority	Completed by

February	Priority	Completed by

March	Priority	Completed by

April	Priority	Completed By

May	Priority	Completed By

June	Priority	Completed By

July	Priority	Completed by

August	Priority	Completed by

September	Priority	Completed by

October	Priority	Completed By

November	Priority	Completed By

December	Priority	Completed By

Notes

Notes