UNIVOTEC

Bachelor of Education
in
English Language Teaching

Student Handbook

Faculty of Training Technology
University of Vocational Technology

May 2015

Rationale for the Bachelor of Education in English Language Teaching Degree:

In recent years a good deal of attention has been paid to teacher education programmes which would keep pace with our changing society and its requirements. The programmes tend to be designed in such a way as to encourage a longer-term productive change and a more context-sensitive approach catering for trainees' current or future teaching contexts.

It is undeniable that teaching is a dynamic process which calls for systematic theoretical and practical preparation, both of which should be given to prospective teachers before they face their first teaching experience. Teacher-preparation programmes should be comprised of a concise inventory of goals in teacher preparation and the means of implementing them, and, understandably, re-assessed and brought into line with the latest developments in the related disciplines and technological advances. The responsibility of initial teacher training institutions or departments is to set the standard for the development of professionally useful and pedagogically potent programmes of teacher education.

As a result, teacher educators or ELT Methodology lecturers have to be able to identify and clarify acceptable standards of initial teacher preparation. To that end, they should develop in the trainees (or student-teachers) an understanding of the principles of language teaching based on current theories of foreign language acquisition. The educators should foster in the trainees the general intellectual capacities commensurate with the developing or changing role of the foreign language teacher which the "Digital/Information Age" has imposed upon him/her. The rationale of the teacher-preparation programme should stipulate the educator's task to provide the trainees with an opportunity to practice the teaching of English in a controlled way, so that they could emerge as confident and competent classroom teachers one day; student-teachers should be trained to develop powers of self-evaluation linked with an orientation towards autonomous learning which will enable them to improve their teaching abilities once their initial (pre-service) training is over.

The ELT course is a curriculum with both theoretical and practical training for students. It includes ten hours of theoretical lectures as well as eight hours of practice sessions per week. The former provides insights into the results of past and current research into the theoretical foundations of learning and teaching English as a second language, whereas the latter improves their application in the language classroom. Moreover, the practical component also encompasses student-teachers' observations of teaching practice at a participating institute, under the supervision of a senior teacher and university supervisor.

To put it simply, students must be theoretically and practically prepared for what awaits them one day when they take up the teaching profession, and most of them are willing. Having this fact in mind and also the ever increasing need for highly qualified teachers who would meet the standards of a changing society, due attention should be paid to the practical component, for therein lies a rich mine of expertise which should be drawn upon during the initial professional education of each new generation of teachers.

In order to familiarize students with the qualities good teachers possess, and teach them to conduct their classroom teaching with flexibility and effectiveness, the B.Ed. in ELT Programme should be based on the innovations in the field of ELT Methodology and on the needs of the students, thus covering a broad range of activities and tasks arising from personal and vicarious experience in teaching. These issues assume even greater importance today due to the ongoing process of educational reforms and the necessity to promote high standards in education in general.

Admission Requirements:

I.   National Diploma in Teaching (English) offered by NIE at Colleges of Education
                          OR
II. NDTT (ELT) offered by NITESL/UNIVOTEC
                          OR
III. Higher National Diploma in English offered by SLIATE
                          OR
IV. English Specialist Trained Teacher's Certificate
                          AND
V.   Two years of teaching experience in a government school or recognized Institute
                          OR
VI. Any other qualifications acceptable to the Academic Council of the University

Student Selection:

Eligible candidates are required to sit for aptitude test. Selection is done based on the marks obtain by the candidates.

Registration:

Registration is the acceptance of the selected applicant as a student in the University. Prior to registration the applicant is issued with an offer letter for a particular academic programme along with a voucher to pay the relevant course fee, of which following may be the constituents:

a) Registration fee – To be paid at the first registration and subsequently at re-registrations
b) Tuition fee
c) Facility fee
d) Library deposit (Refundable)
e) Library fees (nonrefundable)
f) Laboratory fee if applicable (nonrefundable)

The letter calling for registration will request the applicant to produce the original documents of the following:

a) School leaving certificate.
b) National Identity Card or Passport.
c) Birth Certificate.

d) Certificates of all educational qualifications.
e) Documents requested to be obtained from the employer.
f) Any other documents depending on the study programme.
g) Documentary evidence for the payment of the Registration fees, course fees, Library fees, etc.

University has no obligations to refund the above fees in case of a disqualification of an applicant for reasons due to lapse/s from the part of the applicant at the registration stage. The applicant who is duly registered for an academic programme shall become a student of the University and will receive a Student number and a Student Identification Card.

The selected candidate shall personally appear before the registration desk for registration, unless the provision is available for online registration.

Credit system and the Duration:

The course structure is based on module system. Each module has been assigned a Credit Value, depending upon the number of notional hours required to achieve the outcome of the module. Notional hours include directed learning as well as self-directed learning. One credit is equivalent of 25 notional hours of learning. This system is bench marked with the European Credit Transfer and Accumulation System (ETCS).

Duration of the degree program is 3 years. One academic year consists of two semesters. One semester may consist of 15 weeks for full time and 22 weeks for part time programmes. Total notional hours per semester, is 750. A total of 25 notional hours is equal to 01 credit. Total number of credits per semester is 30.

B.Ed. (English Language Teaching) degree is a 3 year full time course.

Course Structure:

Module Code:

LS10401	-	LS	-	Department offering the module
		1	-	Semester
		04	-	Number of Credits
		01	-	Serial number of the module

Module Type:

The degree consists of Compulsory (C) modules, Elective (E) modules and Optional (O) modules. Core compulsory modules and Elective modules designated as GPA modules will be used to calculate the grade point averages.

C	-	Compulsory
E	-	Elective
O	-	Optional
G	-	GPA
NG	-	Non GPA

Module Code	Module Title	Type	Credits	Year I S-I	Year I S-II	Year II S-I	Year II S-II	Year III S-I	Year III S-II
LS10401	Academic Reading and Writing Skills	C/G	4	√					
LS10602	Introduction to Literature	C/G	6	√					
LS10603	Business & Professional Communication Skills	C/G	6	√					
ET10804	Evolution of Education	C/G	8	√					
ET10405	Educational Psychology	C/G	4	√					
ET10606	Basic Instructional Media	C/G	6	√					
LS20601	Introduction to Linguistics	C/G	6		√				
LS20602	Computer Assisted Language Learning	C/G	6		√				
LS20603	Fiction	C/G	6		√				
LS20604	Drama	C/G	6		√				
ET20805	Assessment of Learning	C/G	8		√				
LS30801	Applied Linguistics	C/G	8			√			
LS30602	Critical Reading and Writing	C/G	6			√			
LS30803	Sri Lankan Literature	C/G	8			√			
ET30804	Teaching Learning Methods	C/G	8			√			
IT30205	Fundamentals of ICT-I	O/NG	2			√			
LS40401	Mass Communication	C/G	4				√		
LS40802	Commonwealth Literature	C/G	8				√		
LS40803	Poetry	C/G	8				√		
LS40604	Discourse Analysis	C/G	6				√		
IT40205	Fundamentals of ICT-II	O/NG	2				√		
ET40290	Meditation for Stress Management	E/NG	2				√		
MS30412	Entrepreneurship Development	E/NG	4				√		
ET50601	Curriculum Development	C/G	6					√	
ET50602	Advanced Instructional Media	C/G	6					√	
ET50603	Educational Research Methods	C/G	6					√	
LS50604	Advanced ELT Methodology	C/G	6					√	
LS50405	South Asian English	C/G	4					√	
IT60290	Photography	O/NG	2					√	
ET60401	Professional Development	C/G	6						√
ET60602	Educational Management	C/G	6						√
ET60403	Internship/Teaching Practice	C/G	8						√
ET61004	Project (T/L material development or Research	C/G	10						√
ET60205	Career Guidance and Counseling	O/NG	2						√

Work Based/Industrial Training:

Fifth semester of the study programme is dedicated to this component of the degree. The purpose of this module is to enable students to apply competencies required through the academic programme to workplace experiences.

Students studying the degree in full time mode will be placed in various industrial establishments/worksites related to their fields of studying for a period of six months through National Apprentice and Industrial Training Authority (NAITA) under undergraduate in plant training scheme.

Those who are studying in the part time mode are required to undertake work based training in their places of work, under supervise of a senior officer. Work undertaken during this period should be different from the part time work which he/she is suppose to the in his/her job.

Final Year Project

This module is given in the sixth semester. This is an individual project, which provides opportunity for students to enhance their ability in problem solving, research skills and leadership using the competencies acquired throughout the undergraduate career through the implementation of a group project.

To successfully complete this module student are expected to carry out a research and implement a challenging English language teaching project applying realistic constraints and ELT standards within a given timeframe and Present technical ideas in written and oral form effectively

Course Assessment System:

The performance of each student in each module will be evaluated by continuous assessments and a semester-end examination.

The weightings assigned for the continuous assessment component and the semester - end examination of a module will be as follows.

⸙ Continuous Assessment   40% - 70%
⸙ Semester - End Examination   60% - 30%

• The continuous assessment may consist of assignments, quizzes, laboratory work, practical, tutorials, demonstrations, presentations, projects, oral tests and mid semester tests. Weightings of each of these components used in the determination of the final grade for each module should be clearly conveyed in writing to the students at the commencement of each module along with the outline of the module.

- The fulltime and part-time students should maintain 80% and 60% of attendance respectively and satisfy the requirements specified in each module descriptor to be eligible to sit for the semester-end examination.

- All Candidates should obtain at least 30% of the marks allocated for continuous assessment to get qualified to sit for the semester - end examination.

Grading System and Computation of Grade Point Average (GPA):

A letter grade shall be awarded to each module. The cut-off marks for each grade and the corresponding grade points are given below.

Grades	Marks	Grade Point
A+	90 or above	4.00
A	80 – 89	3.70
B+	70 – 79	3.30
B	60 – 69	3.00
C+	50 – 59	2.70
C	40 – 49	2.00
D	30 – 39	1.00
E	01 – 29	0.00
F	0	0.00

1. Grade D or above is required to earn credits for a module.

2. A minimum 30% should be obtained from continuous assessment for eligibility to sit for the end semester exam.

3. A minimum requirement of 30% should be obtained from the semester - end Examination in order to obtain a grade D or above for a module.

4. A student satisfying continuous assessment requirements and getting between 1 – 29 marks for the semester end examination receives a symbol as E(ET) while a student getting 0 for the semester end examination receives symbol F(ET). A student satisfying semester end examination requirements and getting between 1 and 29 marks for the continuous assessment receives a symbol as E(CA) a student getting 0 for the continuous assessment receives symbol as F(ET). A student getting between 1 and 29 marks for both the semester end examination & the continuous assessment receives the Grade E while a student getting 0 for both the semester end examination & continuous assessment receives the Grade F. A student must repeat the part of the module examination/complete module examination having Grade E or F & must improve up to Grade D or C. The modules having Grade D are allowed to repeat only

when the Semester Grade Point Average (SGPA) of a particular semester is less than 2.00. By repeating only the semester end examination/continuous assessment or both, the Grades F, E or D can be improved only up to a C grade and considered for calculating Grade Point Average (GPA). Repeating continuous assessment or semester end examination is considered as repeating the whole module.

Academic Concession:

Academic Concession may be granted to a student with the approval of the Faculty Board, in the event that a student is unable to sit for the semester-end examination due to illness or other compelling reason. In such instances the student must notify the Dean of the faculty within 48 hours of the cause. Further, the student should make an appeal with supporting documents to the Dean for an Academic Concession within one week from the date of the examination. The continuous assessment component can be carried forward to the next examination as the first attempt.

Semester Grade Point Average (SGPA):

The calculation of the Semester Grade Point Average will be based on the Grade Points earned for all modules registered in a semester (except those awarded with academic concession) weighted according to number of credits. The SGPA is rounded to the nearest second decimal place. The SGPA is reported on transcripts and Statement of Results that may be issued for each semester.

The formula for calculating SGPA is given below.

$$\text{Semester GPA (SGPA)} = \frac{\Sigma \text{ (Number of Credits for a semester module} \times \text{Grade point obtained for the module)}}{\text{Total number of credits for the Semester}}$$

Final Grade Point Average (FGPA):

The Final Grade Point Average is the absolute academic standing of the student calculated on the basis of SGPA. The FGPA will be calculated using the following formula.

$$\text{Final GPA (FGPA)} = \frac{\Sigma \text{ (Number GPA)}}{\text{Number of Semesters}}$$

Unsatisfactory Standing on Academic Performance:

If the student's SGPA falls between 1.99 and 1.50 the student will be placed on Academic Warning.

A student who falls into one of the following categories of the SGPA will not be permitted to register for a new module until the SGPA is upgraded to 2.00 or more.

i.   SGPA < 1.50 in any two semesters

ii. SGPA < 1.50 in any semester and $1.50 \leq$ SGPA < 2.00 in any two semesters

iii. $1.50 \leq$ SGPA < 2.00 in any three semesters

Graduation Requirements:

Credit Requirements:

A student should satisfy the following requirements in order to be admitted to the Bachelor of Technology in B.Ed.Tech (English Language Teaching).

(i)   A minimum total of 180 credits from modules specified.

(ii)   A minimum Final Grade Point Average (FGPA) of 2.00

(iii) Any other mandatory requirement specified by the Academic Council

Key to Final Results (FGPA – Final Grade Point Average):

FGPA	Final Results
3.7 or Above	First Class
3.30 – 3.69	Second Upper
2.70 – 3.29	Second Lower
2.00 – 2.69	Ordinary Pass
Below 2.00	Incomplete

Academic Calendar - 2015

Full Time - Week Days

Month / Week	Duration
Exam - S2 (2014/2015) & Exam Board	26.01.2015 - 06.02.2015 & 02.04.2015
Exam - S4 (2013/2014) & Exam Board	05.02.2015 - 16.02.2015 & 23.04.2015
Exam - S6 (2011/2014) & Exam Board & Convocation	18.02.2015 - 27.02.2015 & 28.05.2015 & 22.07.2015
Selection Test - (2015/2016)	15.02.2015
Industry Training - S5 (2013/2014)	02.03.2015 - 20.09.2015
Registration (2015 / 2016)	09.03.2015
Foundation (2015 / 2016)	16.03.2015 - 24.04.2015
New Year Vacation	10.04.2015 - 20.04.2015
Academic Session - S1 (15/16) & S3 (14/15)	05.05.2015 - 21.08.2015
Study Leave	24.08.2015 - 04.09.2015
Exam - S1 (15/16) & S3 (14/15) & Exam Board	07.09.2015 - 18.09.2015
Vacation	21.09.2015 - 09.10.2015
Academic Session - S2 (15/16) & S4 (14/15) & S6 (13/14)	12.10.2015 - 23.01.2016

Part Time - Weekend

Month / Week	Duration
Academic Session - S2 (14/15) & S4 (13/14)	03.01.2015 - 14.06.2015
Study Leave	20.06.2015 - 28.06.2015
Exam - S2 (14/15) & S4 (13/14) & Exam Board	04.07.2015 - 19.07.2015 & 27.08.2015
Vacation	25.07.2015 - 02.08.2015
Academic Session - S3 (14/15) & S5 (13/14)	08.08.2015 - 17.01.2016
Selection Test - 2015/2016	15.02.2015
Registration	14.03.2015
Foundation	21.03.2015 - 26.04.2015
New Year Vacation	18.04.2015 - 19.04.2015
Academic Session - S1 (15/16)	09.05.2015 - 11.10.2015
Study Leave	17.10.2015 - 18.10.2015
Exam - S1 (15/16)	24.10.2015 - 08.11.2015
Academic Session - S2 (15/16)	14.11.2015 - 17.04.2016