

Southeast Asian Ministers of Education Organization (SEAMEO)
Regional Language Centre (RELC), Singapore

COURSE INFORMATION

Course 416: Specialist Certificate in Action Research for
Language Teachers
10 – 28 May 2010

(Important: This document should be read by all applicants prior to completing the application form for admission as a candidate to the Specialist Certificate Course.)

Rationale

Increasingly language teachers are required not only to teach in the classroom but also to do research. While teachers are knowledgeable about teaching, many of them may not be as knowledgeable about doing research.

This course is aimed at meeting the needs of such language teachers from different parts of the region and elsewhere. It will introduce language teachers to the collaborative and cyclical nature of action research and familiarize participants with the tools and methodologies of doing action research. Course participants will work closely with the instructor to develop a small-scale action research proposal that they can carry out in their respective institutions.

Objectives

The objectives of the course are to:

- (a) examine the nature of action research;
- (b) discuss the tools and methodologies needed to carry out action research; and
- (c) help participants develop action research proposals:

Course Content

- (a) Teacher reflection and teacher research;
- (b) Thinking about and identifying classroom problems;
- (c) Collecting data for action research;
- (d) Analyzing and interpreting data;
- (e) Evaluating published action research papers;
- (f) Developing action research proposals.

Assessment

Participants will plan, write and orally present a research proposal on topics related to their classroom contexts.

Course Requirements

To complete the course successfully, a candidate must:

- (a) satisfy class attendance requirements;
- (b) attain a satisfactory standard in required course work;
- (c) complete an assignment.

Course Award

The course will lead to the award of a Specialist Certificate in Action Research for Language Teachers.

Admission Requirements

Applicants should be language teachers who are or wish to be involved in doing research at the classroom level.

The candidate must have a sufficient command of English to follow advanced study conducted in the English Language and to prepare written and oral assignments. Those from non-English medium education systems must have a recent TOEFL score of at least 550 for the paper-based test or 213 for the computerized version, or an IELTS Grade 6.5.

(If you are registering for the TOEFL test, please quote our code number 2042. Your official score report will be sent to us directly from Educational Testing Service.)

In order to promote a useful exchange of ideas and information between countries and institutions, and to assist in carrying out the assignment, successful applicants are required to bring with them copies of textbooks, student materials or other materials they are interested in researching.

Fees

The following are the fee components (in Singapore dollars):

Item	S\$
(a) Registration fee	53.50
(b) Tuition fee	960.00

- The fees indicated above are inclusive of prevailing Goods and Services Tax (GST).
- Accommodation at the RELC International Hotel is available at S\$85 nett per night with breakfast (twin-sharing) or S\$140 nett per night with breakfast (single occupancy).
- Participants from outside Singapore are advised to subscribe to the Group Health Insurance Scheme at S\$53.50 per month (inclusive of GST), as medical costs in the event of illness can be very high.
- The provision of S\$630 for subsistence allowance should cover the participant's basic living expenses while in Singapore.
- All fees are subject to change without notice.

NOTE:

- (a) RELC does not accept any responsibility for accidents on journeys to and from Singapore, or in Singapore, or for the loss of baggage and other personal belongings in transit or in Singapore.
- (b) RELC will also not be responsible for taking out air travel and personal accident insurance for course members.
- (c) Course participants are expected to set aside funds for the typing of assignments as part of the course requirements.

Application

The following forms must be duly completed and submitted:

- (a) Application Form RELC A238/A238E (in duplicate).
- (b) Certified copies of a valid TOEFL/IELTS result.
- (c) Medical Examination Form RELC A228 (1 original and 1 copy) to be issued not more than six months before course commencement.
- (d) Copies of degrees/diplomas/certificates/transcripts should accompany the application. Where a transcript is in a language other than English, it should be accompanied by a certified translation into English.

At the time of application, the applicant should state in the covering letter whether the application is made for a private fee-paying or scholarship/bursary-holding course membership. The name of the scholarship/bursary awarding agency, if applicable, should be stated.

Payment of Fees

Fees are payable before the commencement of the course.

Cheques should be crossed and made payable to the SEAMEO Regional Language Centre.

Refund of Fees

Cancellation of enrolment by a course participant must be made in writing. Cancellations received before the commencement of the course will receive a refund less the registration fee. Withdrawals after the course has commenced will not be eligible for refund.

Closing Date

The closing date for applications is 29 May 2009 (for SEAMEO Scholarship applicants) and 27 November 2009 (for private fee-paying applicants).