Preparation for Principalship Course for Aspiring Principals

Cycle 20
Course 43 (Primary & Secondary) & Course 44 (Secondary)

Notes to Students

Course Contents

The Preparation for Principalship Course for Aspiring Principals will last for 75 contact hours (i.e. 25 sessions) with seven built-in assessments. The main topic areas for the Course are as follows:

Module 1: Strategic Direction and Policy Environment
Module 2: Learning, Teaching and Curriculum
Module 3: Teacher Professional Growth and Development
Module 4: Staff and Resources Management
Module 5: Quality Assurance and Accountability
Module 6: External Communication and Connection to the Outside World

Before the start of the PFP Course, the Education Bureau (EDB) will announce information on overview sessions at their training calendar system and all PFP participants are strongly encouraged to attend one of them. The main aims of the overview session are (i) to give a brief idea of the interconnection of the three components of the Certification for Principalship (CFP) process (i.e. Needs Analysis, PFP Course & submission of a Professional Development Portfolio) and (ii) to illustrate how the aspiring principals (APs) should position themselves as principals.

Participants have to attend a 3-hour training session on how to draw up an action plan and carry out an action research project in which they can apply what they have acquired from the Course in a school setting. The training session is scheduled on 21 April 2012 (Saturday) at Lecture Theatre 3, Upper Ground Floor, Lee Shau Kee Building, Central Campus, The Chinese University of Hong Kong 香港中文大學中央校園李兆基樓 3 號演講廳 from 9:30 a.m. to 12:30 p.m. Participants will be given a maximum of six months to finish their Action Research Project upon completion of the six modules mentioned above. An Action Research Supervisor (ARS) will be assigned to each participant. After attending the action research training session, every participant needs to prepare an action research plan for his/her ARS’s comment at a face-to-face meeting (i.e. the first follow-up meeting) which is to be scheduled by the ARS and his/her group members. He/she will meet his/her ARS at two more meetings for follow-up.

Apart from the action research training session and the three follow-up meetings, participants also need to attend a 3-hour briefing session on portfolio which is to be conducted by their respective ARSs. Participants will be notified of the exact time and venue in due course. At the portfolio training session, ARSs will briefly explain the portfolio requirements as stipulated by EDB. Please note that ARSs are NOT responsible for the quality of the portfolios prepared by the participants. The finished portfolio (in duplicate) should be submitted by the participants to EDB direct within the specific time slots as announced by EDB periodically.
Action Research Supervisors (ARSs) for Courses 43 & 44

1. Dr. Chan May Yee, Elizabeth  
   Email address: emyc8@hotmail.com; b103599@cuhk.edu.hk

2. Dr. Ko Mo Lin, Regina  
   Email address: regina_9911@yahoo.com.hk

3. Mr. Ma Hing Tong, William  
   Email address: williamhtma@gmail.com

4. Dr. Woo Shin Wai, Edward  
   Email address: edswwoo@gmail.com

Instructional Associates (IAs) for Course 43 (Primary & Secondary)

1. Dr. Lee Chi On, Clement 李志安博士  
   (Modules 1 and 5)  
   Email address: clement_lauren@yahoo.com.hk

2. Ms. Mary Cheung 張瑪利女士  
   (Modules 2 and 6)  
   Email address: marycheung@twghkhnmp.edu.hk

3. Mr. Ng Tak Kay 伍德基先生  
   (Module 4)  
   Email address: ngtakkay@eservices.hkedcity.net; tkng@tcss.edu.hk

4. Mr. Tang Siu Hung, Peter 鄧兆鴻先生  
   (Module 3)  
   Email address: pshtang@gmail.com

Instructional Associates (IAs) for Course 44 (Secondary)

1. Mr. Wong Chun Man 黃循萬先生  
   (Modules 1 and 3)  
   Email address: cmvtwong@yahoo.com.hk

2. Dr. Woo Shin Wai, Edward 胡善為博士  
   (Modules 2 and 5)  
   Email address: edswwoo@gmail.com

3. Mr. Mok Chung Fai, Rex 莫仲暉先生  
   (Modules 4 & 6)  
   Email address: mail@bhscmc.edu.hk; rexmok@gmail.com
A total of 4 IAs have been assigned to Course 43 (Primary & Secondary) whereas a total of 3 IAs have been assigned to Course 44 (Secondary). All of them will sit-in at the assigned module session(s) and mark the respective module assignments. Also, they will take up the roles of “discussant” and “mentor” for the assigned module(s).

Graduation Requirements

1. **Attendance**: Participants must attend at least 90% of the Course (equivalent to 23 sessions). Those who miss more than 10% of the whole course (i.e. 3 or more of the 25 module sessions) will automatically fail. Participants who are absent because of job demands can make up the sessions missed by attending another class when the same module is offered at another time. However, advance application is needed.

2. **Module Assignments**: Participants must satisfactorily complete **ONE assignment** (in English or Chinese and in about 1,000 words) each for Modules 1, 2, 3, 5 & 6 and **ONE assignment (Part A and Part B)** plus a **GROUP PRESENTATION** for Module 4. The submission deadlines are **four to six weeks** from the end of each respective module. Please note that every module assignment should be accompanied by an assignment covering sheet which is downloadable at [http://www.fed.cuhk.edu.hk/hkier/pfp/](http://www.fed.cuhk.edu.hk/hkier/pfp/). All assignments will be marked and graded according to the University’s requirement, as follows:-

<table>
<thead>
<tr>
<th>Grade and Standard</th>
<th>Sub-divisions (if needed)</th>
<th>Converted Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>Very Good A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B</td>
<td>Good B</td>
<td>3.3</td>
</tr>
<tr>
<td></td>
<td>B+</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C</td>
<td>Pass C</td>
<td>2.3</td>
</tr>
<tr>
<td></td>
<td>C+</td>
<td>2.0</td>
</tr>
<tr>
<td></td>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D</td>
<td>Failure D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Bad Failure F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

3. **Action Research Project**: Participants must complete their action research projects in a school setting within the prescribed six-month-period. Every participant has to submit one hard copy (with the prescribed covering sheet) **and** one soft copy of his/her action research project to Room 204, Ho Tim Building, Hong Kong Institute of Educational Research, The Chinese University of Hong Kong, Shatin, New Territories (Attn.: PFP). All action research projects will be marked and graded according to the University’s requirement.

Acknowledgement of Sources in Written Work

As one of the primary aims of university education is to develop the ability to think independently, students must never pass off the work or ideas of others as their own. Plagiarism in any form not only is as serious an offence as cheating (punishable under University regulations) but also actually defeats the purpose of university education.
1. **What is plagiarism?**

Plagiarism is an attempt to pass off the work of others (in particular the writing of others) as one's own. The most obvious and blatant type of plagiarism is copying whole articles, sections, paragraphs or sentences from other publications without acknowledgement. This is clearly unacceptable. However, even the use of a few words or paraphrasing (without actually copying any words at all) may constitute plagiarism if the source is not acknowledged.

Plagiarism includes:

- Copying from published or unpublished materials, whether word-for-word or with some substitution of words, without using quotation marks (unpublished materials also refer to the work of fellow students and lecture notes).
- Paraphrasing or summarizing someone else's work without specific acknowledgement.
- Borrowing another person's ideas without giving due credit.
- Mentioning a 'fact' (other than factual material that is common knowledge and needs no citing of authority) or a research finding without specific reference to its source.

Students sometimes unintentionally plagiarize because they are not aware of the very stringent rules that apply. Therefore, students **MUST** read the guidelines provided by the University in the *Honesty in Academic Work: A Guide for Students and Teachers* ([http://www.cuhk.edu.hk/policy/academichonesty/](http://www.cuhk.edu.hk/policy/academichonesty/)).

2. **Disciplinary Action**

All cases of plagiarism will lead to disciplinary action including termination of studies at the University.

3. **Acknowledgement of Sources**

If material is taken from a source, there should be proper quotes and acknowledgements. Students are reminded of the need in any written work to

- use quotation marks for any direct quotation, however short;
- give, according to the editorial style of the discipline and usually in a footnote or endnote, the precise source of each instance of borrowing, whether such borrowing is expressed in the form of a summary, a paraphrase, a direct quotation, or some combination thereof; and
- append a full bibliography of all reference materials.

Deadline for Module Assignments and Action Research Project

<table>
<thead>
<tr>
<th>Coursework</th>
<th>Course 43 (Primary &amp; Secondary)</th>
<th>Course 44 (Secondary)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module 1</td>
<td>25 April 2012</td>
<td>27 June 2012</td>
</tr>
<tr>
<td>Module 2</td>
<td>22 June 2012</td>
<td>25 July 2012</td>
</tr>
<tr>
<td>Module 3</td>
<td>6 June 2012</td>
<td>11 July 2012</td>
</tr>
<tr>
<td>Module 4 (Part A and B)</td>
<td>25 July 2012</td>
<td>25 May 2012</td>
</tr>
<tr>
<td>Module 5</td>
<td>11 May 2012</td>
<td>25 April 2012</td>
</tr>
<tr>
<td>Module 6</td>
<td>6 July 2012</td>
<td>13 June 2012</td>
</tr>
<tr>
<td>Action Research Project (AR Project)</td>
<td>13 December 2012</td>
<td>13 December 2012</td>
</tr>
</tbody>
</table>

Application for Extension

Module Assignments: In case any participant cannot submit his/her module assignment(s) within the prescribed deadline(s) under special circumstances (e.g. medical reason, school meetings), s/he may apply for an extension **in advance**. The participant has to fill in an application form (which can be downloaded from the course website at http://www.fed.cuhk.edu.hk/hkier/pfp/student/), provide the relevant supporting documents (e.g. medical certificate, agenda of the meeting) and then send these documents to Hong Kong Institute of Educational Research (Attn.: PFP) by fax at 2603 6850 or by post to Room 204, Ho Tim Building, Hong Kong Institute of Educational Research, The Chinese University of Hong Kong, Shatin, New Territories.

Action Research Project: In case any participant cannot submit his/her action research project within the six-month-period under special circumstances (e.g. medical reason, business trip in overseas), s/he may apply for an extension **in advance**. The participant has to fill in an application form (which can be downloaded from the course website at http://www.fed.cuhk.edu.hk/hkier/pfp/student/), provide the relevant supporting documents (e.g. medical certificate, agenda of the meeting) and then send these documents to Hong Kong Institute of Educational Research (Attn.: PFP) by fax at 2603 6850 or by post to Room 204, Ho Tim Building, Hong Kong Institute of Educational Research, The Chinese University of Hong Kong, Shatin, New Territories.

Each application will be considered accordingly and the applicant(s) will receive the application result by email.

Award

Certificates of Completion will be issued to those participants who have successfully completed the PFP Course, by meeting the attendance requirement as well as obtaining passing grades in their assignments and action research projects. Participants who have performed extremely well in the Course (i.e. with **three** “A or A-” in his/her module assignments **PLUS one** “A or A-” in his/her action research project) will also receive a Letter of Commendation. A statement on the grades/marks gained in each assignment and the action research project will be issued to every PFP graduate.
Change of Personal/Contact Information

Participants have the responsibility to notify Hong Kong Institute of Educational Research (HKIER) of any change of their personal/contact information (e.g. contact number or corresponding/email address) by filing a form of “Change of Address/Personal Record”. Such form can be downloaded at http://www.fed.cuhk.edu.hk/hkier/pfp/student and should be submitted to HKIER as soon as possible. Failure to do so may result in undue delay in receiving important information or notices from HKIER.

Useful Forms and Information:

Useful Forms (downloadable at http://www.fed.cuhk.edu.hk/hkier/pfp/student):

1. Assignment Covering Sheets:
   - Module Assignment
   - Action Research Project
   - Assignment Acknowledgement

2. Change of Address / Personal Record

3. Application for Extension of Assignment Submission

4. Application for Make-up Class

5. Application for Certifying Letter

6. Notification of Withdrawal

7. Part-time Student Application for Parking Coupon

8. Arrangement for Typhoons and Black Rainstorm Signal

9. Campus Map

10. Campus Transportation

Useful Information

1. Participant No.:
   Every participant will be assigned with a participant number which must be quoted in every form or document submitted. The composition of the participant’s number (e.g. C43_XX or C44_XX) is as follows:
   “C43” or “C44”: Abbreviation for Course 43 or Course 44
   “_”: An underscore to separate the course number to which the participant is admitted and the ranking number assigned to each participant
   “XX”: The ranking number shown in the attendance register which is generated according to the participants’ English full-name (in chronological order) in the respective class.
2. Class Contact List and CU Forum
   Subject to the consent of all participants, a contract list will be generated for each class so that a
   network of learners can be developed. Also, participants will be given a password to login the CU
   Forum for discussion via the following links:-
   https://cuforum.cuhk.edu.hk/login.html?forumid=6508 (for Course 43)

3. Special Announcement:
   Any special announcement in relation to the Course will be announced at the following URL:
   http://www.fed.cuhk.edu.hk/hkier/pfp/student/

4. Communication Channel
   Emails will serve as the main communication channel between the participants and HKIER.

**Enquiries**

For enquiries, please contact HKIER during office hours.

Mon-Thu: 8:45 a.m. – 1:00 p.m.; 2:00 p.m. – 5:30 p.m.
Fri: 8:45 a.m. – 1:00 p.m.; 2:00 p.m. – 5:45 p.m.

Tel: 3943 6205; 3943 4357
Fax: 2603 6850
Email: mavis@cuhk.edu.hk
Address: Room 204, Ho Tim Building
         Hong Kong Institute of Educational Research
         The Chinese University of Hong Kong
         Shatin, New Territories
# Preparation for Principalship Course for Aspiring Principals (PFP)

## Schedule of Meetings

### 20th Cycle

(March – June 2012)

<table>
<thead>
<tr>
<th>No. of Sessions</th>
<th>Duration of Each Session</th>
<th>Date</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lectures</strong> (Module 1 – 6)</td>
<td>25</td>
<td>3 hours</td>
<td>Mar – Jun 2012 Courses 43 &amp; 44 Wed &amp; Fri Evenings</td>
</tr>
<tr>
<td><strong>Action Research Training Session</strong></td>
<td>1</td>
<td>3 hours</td>
<td>21 Apr 2012 (Sat) 9:30 a.m. – 12:30 p.m.</td>
</tr>
<tr>
<td><strong>Action Research Meetings with Action Research Supervisor (ARS)</strong></td>
<td>Approx. 3 (face-to-face and, if appropriate, via emails/phone)</td>
<td>3 hours + 6 hours (follow-up)</td>
<td>TBC with the assigned ARS</td>
</tr>
<tr>
<td><strong>Portfolio Meeting with ARS</strong></td>
<td>1</td>
<td>3 hours</td>
<td>TBC with the assigned ARS</td>
</tr>
</tbody>
</table>

* Please refer to the Teaching Timetable for the specific venue.

# ARSs and students who would like to book a classroom for their AR Meetings on CUHK campus can contact HKIER at 3943 6205 or 3943 4357 in advance for arrangement.