

Counselling Guidelines for Mandarin Teachers of Language Center, National Changhua University of Education

Approved at the Center Meeting on May 11, 2017
Approved at the Teaching Counseling Committee Meeting on May 19, 2017

Article 1. Language Center of National Changhua University of Education

(hereinafter referred to as the Center) has specifically established the "Counselling Guidelines for Mandarin Teachers of the National Changhua University of Education Language Center" to assist Chinese language teachers to improve their teaching effectiveness and students' learning circumstances. (Hereafter referred to as the Guideline).

Article 2. In accordance with the "Employment and Training of Mandarin Teachers of National Changhua University of Education Language Center", if a teacher meets one of the following teaching conditions, the teacher should be counselled with the Curriculum and Teaching Research Team:

1. Students must fill out End of Semester Course Questionnaire, and the personnel of the center likewise must fill out Teacher Assessment Form. Each must be calculated based on the 100 point system with the ratio that the former counts for 70% while the latter 30%. If the final scores are below 70 points after calculation according to the ratio, the teacher must be counselled.
2. If a teacher is being made a complaint through ways of oral, email, or written forms by students, and both the head of the Chinese language division and the director of the center have decided that a Teaching Counselling meeting is necessary.

Article 3. The procedures for the Curriculum and Teaching Research Team to hold a counseling meeting are listed as follows:

1. The Chinese language division of the center should fill out the "Form of Teaching Counselling" (Annex I)
2. The Curriculum and Teaching Research Team invites relative "members of the Teaching Counselling Committee" (Annex II) to participate in the counseling.

3. The teacher being counselled must submit an “Teaching Improvement Response Report” (Annex III) for the Teaching Counselling Committee’s reference, and should explain it in the classes that he/she teaches.
4. The teacher being counselled must communicate face to face and exchange opinions (including ways of improving teaching) with the Teaching Counselling Committee, while the committee should ask questions and give advice in accordance with the Teaching Improvement Response Report (Annex III) which serves as a reference for the improvement for the counselled Mandarin teacher.
5. Members of the Education Counseling Committee should fill out the Teaching Counselling Record Form (Annex IV).
6. Follow-ups will be made with the counseled teacher within 3 months. After three months, the center’s Chinese language division should fill out the Teaching Counseling Follow-up Form (Annex V). If the counselled teacher doesn’t improve within the time frame, the case should be put forth at the meeting of the Teaching Assessment Committee of the Center.

Article 4. These guidelines were approved at the center meeting, and were implemented by the approval of the principal. The same procedure applies for the amendments.