

15 September 2017

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Dear DECE students,

**EEC001/03 INTRODUCTION TO PEDAGOGY FOR JULY 2017 SEMESTER – 4<sup>TH</sup> TUTORIAL**

Please be advised that students taking the course **EEC001/03 Introduction to Pedagogy** will be going to your respective Learning Laboratory and Simulation Room for the fourth tutorial as shown in the table below.

**The same rules apply for all simulation classes that will be conducted in future in the Learning Laboratory & Simulation Rooms in the listed Pre-Schools below.**

| RC   | Date                  | Class  | Time               | Address of Learning Laboratory and Simulation Room  |
|------|-----------------------|--------|--------------------|---|
| PGRC | Sat, 14.10.17<br>(T4) | 4IPC1  | 9 am – 11 am       | The Learning Garden<br>York House, 121 Halaman York<br>10450 Penang                           |
|      |                       | 4IPC2  | 11.30 am – 1.30 pm |   |
| IPRC | Sat, 7.10.17<br>(T4)  | 5IPC1  | 9 am – 11 am       | Tadika Kinderjoy<br>221, Jalan Raja Permaisuri Bainun<br>30250 Ipoh                           |
|      | Sat, 14.10.17<br>(T4) | 5IPC2  | 9 am – 11 am       |   |
| KLRC | Sat, 7.10.17<br>(T4)  | 3IPC1  | 9 am – 11 am       | Tadika Sinar Murni<br>2, Jalan Selar 2<br>Taman Pertama<br>56100 Cheras, Kuala Lumpur         |
|      | Sat, 14.10.17<br>(T4) | 3IPC2  | 9 am – 11 am       |   |
| JBRC | Sun, 15-10-17<br>(T4) | 7IPC1  | 5 pm – 7 pm        | Tadika Seri Agus<br>Jalan Cermai, Taman Mesra, 81400<br>Saleng, Senai, Johor                  |
| KCRC | Sat, 14.10.17<br>(T4) | 82IPC1 | 9 am – 11 am       | Learning Hut Child Development Centre<br>39 Lorong Urat Mata 2A1<br>Tabuan Jaya 93350 Kuching |

Do check your relevant class timetable listed above and read through the attached guidelines for tutors and students listed below to ensure the smooth facilitation of the tutorial and to avoid inconveniences for our appointed learning laboratory and simulation room partners.

Thank you.

Yours sincerely,

  
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Prof Dr R. Santhiram

Dean

School of Education, Languages & Communications

c.c. PGRC Director  
IPRC Director  
KLRC Director  
JBRC Director  
KCRC Director

Tutors

KLRC : Mr Zulkifli ( [ulat\\_buku84@yahoo.com](mailto:ulat_buku84@yahoo.com) ) ( 1 class)  
PGRC : Puan Rahmah ( [rahmahbee@gmail.com](mailto:rahmahbee@gmail.com) ) ( 2 classes)  
IPRC: Dr Tan Ai Lee ( [tanailee10@gmail.com](mailto:tanailee10@gmail.com) ) ( 2 classes)  
JBRC : Puan Nik ( [nikzaitonmatnoor@gmail.com](mailto:nikzaitonmatnoor@gmail.com) ) ( 1 class)  
KCRC : Ms Yiu Sii Mink ( [siiminkyiu@yahoo.com](mailto:siiminkyiu@yahoo.com) ) ( 1 class)

## **Guidelines for the Tutorial at Learning Laboratory and Simulation Room Venues**

The WOU Diploma in Early Childhood Education (DECE) programme will utilise the Learning Laboratory and Simulation Room facilities available at selected kindergartens for the purpose of teaching and learning related to the practical aspects of the following courses:

- (a) EEC001/03 Introduction to Pedagogy in Early Childhood Education
- (b) EEC002/03 Principles of Child Guidance
- (c) EEC007/03 Health, Safety, Hygiene and Nutrition
- (d) EEC008/03 Nature and Environmental Awareness
- (e) EEC013/03 Art and Craft for Young Children
- (f) EEC014/03 Creative Expression through Music, Movement & Drama

The following guidelines apply to both WOU students and tutors while conducting and attending one of the five tutorials to be conducted at the above venues:

### **For the school and tutors**

- (1) Prior to the tutorial, Course Coordinators are to request the appointed kindergartens to consider providing a short talk based on topic(s) to be furnished by course coordinators.
- (2) Every tutorial visit to the venues comprises the following parts:
  - (i) The tutor conducts the tutorial proper for one hour,
  - (ii) A tour of the venue and a talk by the appointed kindergarten teacher (subject to availability) for one hour.
- (3) Tutors are to pay a courtesy call on the principals or the representatives of the appointed kindergartens prior to the commencement of the tutorial and to find out the rooms allocated for the tutorial.
- (4) Tutors are to provide a copy of class list to the kindergartens prior to / during the tutorial.
- (5) Tutors are to ensure all students are to leave the venue after the tutorial.

### **For Students**

- (1) Students are to print out and bring a copy of Powerpoint notes to the tutorial.
- (2) Students are strongly advised to carpool and leave from their respective RCs to avoid parking problems at the venues.
- (3) Park cars at designated areas in / outside the venues.
- (4) Display WOU identification at all time in the premises.
- (5) Observe rules and regulations of the venues such as removing shoes before entering the venues.
- (6) Do not remove items from the venues without permission of the kindergartens.
- (7) Maintain cleanliness of the venues at all time.
- (8) Students are advised not attend tutorials at the venues if unwell to avoid infecting others.
- (9) Photography and video taping of the facilities inside the premises are not allowed.