

Invitation

Dear parents,

Adhering to the aim of ‘Running school openly’, we Jinling High School sincerely invite you who have achieved something in a certain field to open some elective courses for the new students in the first term of 2015-2016 in order to provide the students with more choices in various courses.

For reference, you can find more information in the attached file about the characteristics of the courses, the procedure of application and the teaching rules.

The first elective lesson begins on Oct.13th in 2015. It is expected that there will be 13 lessons in total during the first term at 3.30—5.00 on every Tuesday afternoon.

If you can open an elective course in our school, please download from our website(www.jlhs.net) the form called ‘Application for elective courses in Jinling high school’ and fill in it, and then send it to jlhsjxc@126.com before Sep. 10th (this Thursday).

Thank you for your support for our school’s teaching work.

Teaching Center of Jinling High school

09/06/2015

[Appendix1]

Application for elective courses and teaching rules in Jinling High School

1. Characteristics of elective course

The elective course is one of the school-based courses. It is based on the situation of the school and opened and developed by the school itself.

Elective course is an important part of the course reform. On the basis of the required courses and by providing the students with more choices, elective courses are aimed to broaden their view, develop their potential, improve them from all aspects and promote the development of their individual strength.

There are mainly seven types of elective courses in our school, including: (1) humanity and classics, which focuses on the appreciation of classic literature from home and abroad; (2) languages and cultures, focusing on foreign languages or study of texts. (3) society and development, focusing on politics, laws, logics, news, economics and other social subjects. (4) maths and logics, focusing on math, physics, chemistry, biology, information technology and other subjects’ history; (5) science and experiment, focusing on physics, chemistry, biology, environment, material and other experimental activities. (6) technology and design, focusing on software design, inventions, robots, making TV programs, pottery, PE and so on to improve students’ skills and develop their potential to invent things. (7) art and appreciation, focusing on dancing, music, painting, drama, calligraphy, photography, sculpture and other art forms.

2. Requirements for application

1) We encourage every teacher to apply for elective courses. Those who have worked for three years in our school and under 30 years old must apply to open elective courses.

2) You apply first, the teaching research leader approves, and then the director examines and approves.

- 3) The course can officially open only if the number of students meet the requirement.
- 4) The course cycle is one term.

3. Teaching materials

You should try to use the teaching materials written by the school. They are printed by the school. The quality should be in accordance with the school's requirements.

4. The management of the elective courses

1) assessment and evaluation

(1) the method for assessing elective course

- ① focus on assessing the students' understanding of the basic theory and methods and all the knowledge they have learnt; assessing their creative thoughts and ability to solve practical problems.
- ② decide the way of assessing according to the characteristics of the course. A whole-process assessment is advocated, that is to combine the students' presence, homework, quiz, performance in class, discussion and examination to form the final grades of this course.
- ③ The method of assessing must be approved by the teaching center. The electronic exam paper and answer sheet should be sent to the teaching center for the record.
- ④ The teaching requirements and difficulty in exam mustn't be lowered at will.
- ⑤ The assessment of the course should be open and fair.

2) The full mark of the course is 100. Students can pass the course at 60 and they can get the credit. Advice for the grading: the students who get 90—100 should not exceed 30% of the number of the students who choose the course; those who get 80—100 should not exceed 70%; those who get 70—100 should not exceed 90%; those who get 0-69 should not be fewer than 10%.

3) the way of checking students' attendance is decided by the teacher, such as random check, calling the roll partly, homework and quiz in class. And it should be announced to the students in the first class and be carried out.

According to the rules in our school, the student is absent from class without the permission of the teaching center and his head-teacher. If absent from the course for three times, he will get 0 in the course which will be recorded in his files.

4) be strict in examination discipline. The students who cheat in the course should be punished in the same way as the required courses: the cheater should be given 0 in the course and be warned.

2. the requirements for the teachers in teaching

- 1). the teaching requirements in elective courses are the same as the required courses. The teachers should be student-oriented, prepare for the lessons carefully, make use of various flexible teaching methods to improve teaching efficiency and enable the students to learn something.
- 2) the teacher should come to the classroom on time. Don't be late or leave early. Those who stop the course or adjust the lesson or ask another person to give the lesson without permission, and who are late for class or leave early or leave the classroom during the class or whose class is in disorder, will be punished according to the teaching accidents.
- 3) the teaching center will assess the course by listening to the course, assessing it online by the

students and holding students talk and so on in order to weed out the courses which are not in good quality.

3. The contests of maths, physics, chemistry, biology and IT in each grade should be in the charge of one teacher, whose work load should be reduced to some degree.

[Appendix 2]

Application form for elective courses in Jinling High School

_____year _____ month _____ date

Name of the course			Code of the course		
Name of the teacher		credit	2	Class hours each week	2
Number of students		classroom		period	This term
Aim of the course					
Contents of the course					
Arrangements of the progress of the course					
Teaching material and recommended books					
Way of assessment					

Introduction of the teacher	
Advice from the teaching leader	
Advice from the director	

attention: fill in the form and send it to jlhsjxc@126.com ;