Departmental Office - Course Information List

(Please complete any information that is not already included in your course outline(s), and return a copy of BOTH to SS6018 by January 8, 2016 the latest.)

COURSE NO.: __________  ~~SESSION _____  ~~TIME _______  ~~LOCATION_______

Instructor(s) Name(s): ______________________________________________________
Office Hours & Location:_______________________________________________________
If part-time instructor give phone no. and address where you can be reached during the day:

Required Text:_________________________________________________________________
T.A. Name(s) (If no T.A. please indicate): ________________________________________
T.A(s) Office Hours & Location _________________________________________________
Tutorials: Time & Location:_____________________________________________________
Tutorials: Start Date:___________________________________________________________
Term Test Dates:____________________________________________________________
Final Exam Date (if known):___________________________________________________
Marking Scheme:____________________________________________________________
Course Info/Marks will be posted outside: 1) Stats Aid Centre ___ or 2) Your Office___
(For large introductory courses this is usually Stats Aid Centre)

Other Info:___________________________________________________________________
____________________________________________________________________________

Supplies Required:

Audiovisual Equipment, e.g. overhead projector, if not, already ordered previously.
(Audiovisual equipment is automatically arranged for the large ACT and STA introductory courses.

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Please estimate the quantities required for your course

Transparencies (for use in photocopier): _____________ (write-on type)_________

Exam Bond/Booklet:___________________________________________________________

Other:______________________________________________________________________

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