

OVERHEADS, DUPLICATION OF COURSE MATERIALS

Statistics covers the duplication of *term tests, assignments and course outlines*. We do not have the funds to cover the costs of course handouts, including summaries of lecture material.

We need instructors to use the most economical and efficient way of transmitting course material to students. This usually means using transparencies, overhead projectors and posting course material on blackboard, rather than handing out photocopied material. However, there is such a thing as “overhead overkill”, and students justifiably complain when they spend all their lecture time copying material instead of trying to understand it.

The Department needs to report course material that is sold to students, so that it appears in the Auxiliary Fee Schedule. We will be asking you once a year if there are any costs for handouts for your courses.

Duplication of course material, tests, assignments and handouts consumes the largest portion of our duplication budget, so we try to do it as cheaply as possible. For quantities greater than 50 copies per original, please see Gillis Aning to have it photocopied at the DupliCentre. The bulk of course copying should be done there, which means you have to allow enough turnaround time. This can vary from 1 day to 1 week for huge jobs like STA220H1 F / 221H1 S term tests. For small jobs, please use the photocopier in the mailroom. User codes are assigned by Annette.