

TIMETABLE: First Semester, 2015/2016 Academic Session (School of Physics)

Norhaslinda Mohamed Tahrin

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 5 attachments

Jadual Waktu Sem1 Sidang15-16 3August2015.pdf; Kalendar Akademik 20152016.pdf; Kapasiti DK_BT.pdf; lokasi DKBT.pdf; Pelan USM.pdf;

Salam dan Selamat Sejahtera,

Dear all,

I'm pleased to email you the timetable for First Semester of 2015/2016 Academic Session, for your reference (see attachment for details).

Please also note the following:

1) First year courses - ZCA 101, ZCT 103, ZCA 110

ZCA 101 and *ZCT 103*: each of these courses is to be split into three classes or groups running

concurrently (i.e. three lecturers for the course throughout the semester).

ZCA 110 will have four lecturers i.e. it will be split into four classes or groups running concurrently throughout the semester.

These three/four classes are called A, B, C, D, respectively; each with its own lecture theatre/hall/tutorial room. The lecturer who is assigned the A group will "automatically" be sort of the coordinator for that particular course.

2) Tutorials

Just like the last academic year, the tutorial slot is chosen from one of the lecture slots (i.e. we are not having extra hour for the tutorials).

As you can find in the timetable, I have readily assigned slots (chosen from one of the lecture slots) for courses with tutorials, namely: ***ZCA 101/4, ZCT 103/3, and ZCT 210/4***. Extra tutorials rooms are reserved for the tutorial sessions of these three courses.

For the *ZCA 110/4* course, each lecturer is to conduct the tutorial session herself/himself, instead of the tutors. Nevertheless, tutors will also be assigned to help the lecturers in marking/grading the assignments. You can pick any time slot from one of your lecture slots to have the tutorial session, and can be conducted at the assigned DK/BT as you would normally have your lectures.

For the *ZCT 214/3* course, tutors will also be assigned to help in marking/grading of the assignments.

3) 100 and 200 Labs

Note also that:

First-year lab	==>	Mondays and Tuesdays
Second-year lab	==>	Wednesdays and Thursdays

4) Booking of examination hall

Often, the lecturers choose to conduct their tests in the same lecture halls as they would have their lectures. However, especially for those courses with large number of students registered (e.g. more than 100 students), you may also want to conduct the tests in one of the examination halls instead (easier to monitor the students during the tests). In this case, you can also directly book the examination hall (L17, E41) by contacting Puan Rohaida at 3127 or by emailing her at orohaida@usm.my.

5) Other matters

The name list of students (A,B,C,D groups)/tutors/tutorial rooms will be sent to you later, most likely during the first week of the semester.

With this email too, you may also find attached are:

- a) 2015/2016 Academic Calendar
- b) map of USM
- c) capacity/location of lecture theatres/halls/rooms and tutorial rooms

FYI, the E-Daftar registration period is from 10th of August till 6th of September.

Happy teaching :-)

Best wishes,

-Norhaslinda-

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