

KING EDWARD TIMES

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1) COLLEGE FOUNDATIONS FINAL TERM EXAMINATIONS 75/3

In order to allow sufficient time for printing and packaging of Final Term Examinations and drawing of conflicts, Instructors are requested to note the following dates that the examinations can be handled by the Administrative Office. As far as possible, Instructors are requested to submit examinations before these dates. If an Instructor wishes to produce and package his or her own examinations, it would be appreciated if the Office Manager could be so advised. In any event, all examinations must be handed into the Administration Office whether or not the Instructor produces and packages his or her own examinations. Instructors are requested to use a Yellow Work Order form when submitting Final Term Examinations for typing and/or duplicating.

Dec. 1, 1975 - Last day for handing in examination for typing
Dec. 8, 1975 - Last day for handing in typed examinations for copying
Dec. 11, 1975 - Last day for handing in typed and copied examinations for packaging
Dec. 15, 1975 - First day of examinations
Dec. 17, 1975 - Last day of examinations
Dec. 18, 1975 - Last day for submission of Final Grades, 4:00 p.m.
D.M.

2) STUDENT HEALTH SERVICES

The Student Health Services will be open from 8:45 a.m. to 4:00 p.m. Mondays through Fridays. Mrs. Katzel will be available on Mondays, Tuesdays and Fridays and Mrs. Sally Hurst will be the nurse on Wednesdays and Thursdays. Responsibility for student follow up of health problems and for resource person for instructors has been divided between the two nurses as follows: Mrs. Hurst will be nurse for the College Foundation and for the Communication Divisions and Mrs. Katzel will be the nurse for the Training Skills Division. Both nurses will be available in the Health Service office to see students who have immediate health needs. The telephone local is 40.

R.K.

3) COMMUNITY AND FAMILY AIDE PROGRAM

Community and Family Aide program will be starting again in January. Interested people should contact a counsellor or Mrs. E. Winckler. Manpower sponsored students should contact Mr. R. Sankey.

C.W.

4) THEFTS

Please be careful about leaving such things as keys and wallets around. A member of our faculty has had her keys and wallet stolen from her office.

D.M.

5) CHINA

On Wednesday, November 26th at 12 Noon in the Auditorium, there will be a slide show on China presented by Royce Warman, the King Edward Campus student who participated in last summer's tour. Classes wishing to view these slides may contact Mr. Warman by leaving a note with Mr. J. D. Brown.

R.W.

6) COMMUNICATIONS ARTS DIVISION

Pat Wakefield has been appointed as Consultant of English as a Second Language by the Vancouver School Board to co-ordinate English Language Training classes in the Vancouver elementary and secondary schools. As a consequence Pat has resigned her position here as Division Chairman. Pat has been involved in English Language Training since 1965 and has taught and co-ordinated Night School classes and English 099 at Langara. In 1971, when fee-paying English Language Training classes were taken over by the College, Pat was appointed Department Head. Almost a year ago, when the instruction division structure was created, Pat became the first Division Chairman of the Communications Arts Division.

During the time that Pat has been with the College she has provided superb leadership and inspiration to hundreds of instructors, and has been a well trusted support to the administrators.

She will be sadly missed by her colleagues. Vancouver Community College's loss is most surely the Vancouver School Board's gain.

We wish Pat every success in her new position.

R.F.C.

7) ENGLISH LANGUAGE TRAINING

Steve Cheung has resigned his position as Intermediate Co-ordinator to return to his first (?) love, teaching in the class room. Steve is to be thanked for all the enthusiasm and devotion he exercised as co-ordinator.

R.F.C.

8) DUPLICATING PROCEDURES

We now have an additional copying system - A. B. Dick 1600. The following information is relative to the type of work we can produce.

1. Reduction

It is now possible to make reduced copies without making an original master. However, we do not make reductions for under five copies.

2. Back-to Back Printing

With the installation of the above machine it somewhat changes our mode of operation. We have been insisting work be reproduced back-to-back wherever possible.

In future, unless specifically requested work be reproduced back-to-back or on single sheets only, it will be left to the discretion of the operator as to whether cost-wise she has time to spare to run small jobs back-to-back or if she has a surplus of work it will be more efficient to run single sheets.

3. Size of Paper

Unless otherwise specifically requested, all work will be reduced to 8½ x 11 paper. It may be typed on legal size 8½ x 14 but will be reduced to 8½ x 11.

4. Books

If pages of books are copied, instructors will still need to make one original copy to submit for duplicating. Wherever possible the operator will put two pages on one sheet to save on masters and paper.

When copying pages of books please remember the copyright laws.

5. Work Orders

Faculty are reminded to place all work orders in the top tray only, whether for typing or duplicating. Do not enter your name in the book or take code numbers.

6. Card Stock

When coloured card stock is required, notify the office manager well in advance. Coloured card stock is not available on the campus and has to be ordered.

7. Time Limit

Please specify date submitted and typing and/or duplicating deadline even if there is plenty of time for the job to be completed.

D.M.

9) LONG DISTANCE CALLS

Please notify the switchboard operator prior to making long distance calls. We must account for each call in order to charge them to the correct Department. Your co-operation is much appreciated.

M.G.

10) LIMERICK OF THE WEEK

Tom Quinn

An ELT teacher - Tom Quinn
Is as tall and as neat as a pin.
With black coffee in flask
He bends down to the task
Of dinning our native tongue in!

11) CONTRIBUTION FROM SCHOOL CANADIANA

A grateful student in an English class at School Canadiana penned this poem (with translation) to his teacher.

Translation

Poem To Teacher —

Mrs. Pat Boon

Teaching is carefully and sincerely;
method is daily fresh;
set an example to the
education area.
She is the first.

杏壇好典範

教授滿執誠

有感而作

元七年八月廿八日吳浩補習班第一階段結束

彼姝第一人

方浩日翻到

