

KING EDWARD TIMES

VOLUME IV, No. 23

September 9, 1977

1) ASSESSMENT OF STUDENT PROGRESS

At regular intervals during the term, the progress of students must be assessed by instructors, and students must be informed of instructor assessment and evaluation of their progress. Instructors are required to:

- a) assess and evaluate the progress of students continuously;
- b) inform students of assessment and evaluation;
- c) provide students with at least one (preferably more than one) assessment or evaluation of progress prior to the final withdrawal date in the term (College Foundations and Music);
- d) make all term assessments available to students before the beginning of final examinations.

2) SUBSTANCE, STYLE, AND MANAGEMENT OF COURSE CONTENT AND INSTRUCTOR

Early in the term it is the responsibility of each instructor to inform students, and the right of each student to be informed, of the substance, style, and management of course content and instruction during the term. Please:

- a) precis for students the content of each of your courses and its organization;
- b) describe for students your style, your personal philosophy and approach to instruction and to students;
- c) detail that which is expected to students during the term. In other words, spell out how students are to be assessed. Make it known that the final examination must be written;
- d) inform students as to your office hours (post them!), casual, and other availability;
- e) in summary, please let students know where they stand.

3) CHANGE OF NAME, ADDRESS, TELEPHONE, ETC.

A reminder to all faculty and staff; if you change your name, address or telephone number, please call in to Sharon Hemphill, Secretary to the Principal, fill out the appropriate card so that all records can be altered accordingly.

R.F.C.

4) REPORTING OF INJURIES

All instructors and staff are reminded that, should they sustain an injury of any type while on the job, or merely on the premises, the circumstances should be reported to the Dean of Administrative and Student Services the first available opportunity.

5) RECEIVING AND CHECKING OF ITEMS OF SUPPLIES AND EQUIPMENT

All persons, that is, instructors, program assistants and members of the staff, who, from time to time, receive and check shipments of equipment and supplies, are requested to date and sign the packing slip and return it to the receiver as soon as possible after receipt of the items. This is most important, in order that accounts can be processed for payment quickly, and discounts for prompt payment can be taken advantage of.

R.F.C.

6) THIS WEEK'S PUZZLE

With this edition comes a diagram, which was produced (for another purpose), to show how the programs we offer here relate to one another, to post-secondary training, and to the world of work.

It has not been possible to show every inter-relationship. If we have missed your favourite(s), please use a coloured pen to make it more pertinent to you.

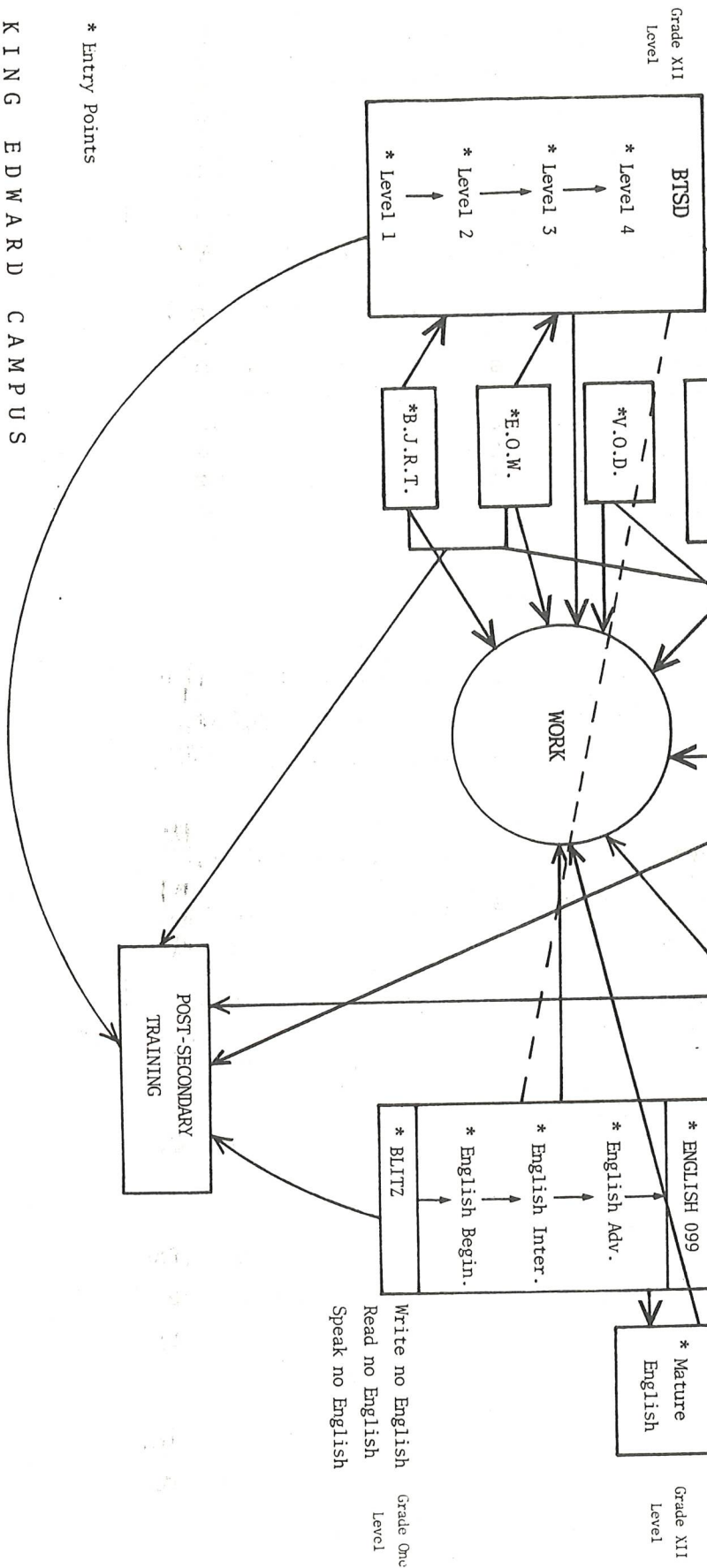
See next page for puzzle:

R.F.C.

Training and Development
Division

College Foundations
Division

Communications Arts
Division



* Entry Points

KING EDWARD CAMPUS

7) KING EDWARD DAY (advanced notice)

Unless our present plans go awry, Friday, November 19th will be King Edward Day.

R.F.C.

8) WE SPREAD OUR EXPERTISE

Betty Pletcher, our Reading, Writing and Study Skills Department Head, was invited by the faculty to Camosun College to give a workshop on Reading to them on August 31. From all that I hear, the workshop was a great success.

Thank you, Betty.

R.F.C.

9) I.D. PHOTOS FOR FACULTY AND STAFF

You may have your I.D. photo taken at the following times:

Wednesdays - 6:00 - 6:30 p.m. or

Fridays - 12:30 - 1:30 p.m.

Location: Audio-Visual room (opposite the Auditorium),

M.G.

10) ADULT TRAINING

We have received a letter from Manpower and Immigration in Ottawa, which is requesting submissions for the publication "Adult Training".

They have now asked for participation for the October 21 issue and would like full length articles up to 3,000 words, short jottings, notes and observations of a page or two, which instructors have found particularly useful and would like to share with others.

If you are interested in submitting something for the Adult Training Magazine, it should be forwarded to Mr. W. M. Brooke, Editor, Adult Training. A copy of his letter is posted on the faculty bulletin board.

R.F.C.

LOST, STOLEN, or STRAYED?

A brown canvas shoulder bag marked "ORLANE" in large beige lettering was taken from Room 133 on the morning of September 1.

The bag is dispensable; however, it contained two notebooks full of "hieroglyphics" language, structural examples, etc. - of no use to anyone but me.

Would instructors discreetly mention this to students, suggesting that the contents be left in some spot on campus where they could be located and retrieved by me.

Joan Perkinson

HERMAN



"The Marquis of Halifax writes, 'The vanity of teaching doth oft tempt man to forget he is a blockhead.'"