

The course related materials are classified into four types:

**1. Course Note:** Course note contains materials and information from the lectures. Course note may contain additional information related to the course. Students can use a course note as a reference or for reviewing the information for a course. Course note may be prepared for the whole semester or partials. The school does not give a free copy of course note to a student. There are three ways to distribute the course notes:

- **Individual copy:** A lecturer prepares multiple copies of a course note for the number of students in the class. A student can buy the course note from the school office. Please see "*The steps for printing a course material*" for details.
- **Master copy:** A lecturer prepares a master copy of the course note and place in the library. Students can borrow the master copy of a course note to make a personal copy on their own expense. Please see "*The steps for placing course materials in the library*" for details.
- **Electronic Copy:** A lecturer prepares a master copy in electronic form using the Portable Data Exchange Format (PDF) and place in the Intranet of the school (<http://MySoAD.arch.kmutt.ac.th>). Students can copy or print the course note by accessing the ArchiWeb. Please see "*The steps for placing course materials on the MySoAD*" for details.

**2. Program sheets:** A Program Sheet contains programs or instructions for an assignment or a project. In general, the school prepares a printed copy of a program sheet for each student. A lecturer prepares a program sheet and gives to students in the lecture. Please see "*The steps for printing a course material*" for details.

In addition, a lecturer may choose to distribute a program sheet by placing in the library and on the MySoAD (our Intranet). Please see "*The steps for placing course materials in the library*" or "*The steps for placing course materials on the MySoAD*" for details.

**3. Handout:** Handout contains extra information related to a course such as a course outline, a course schedule etc. The lecture materials of a course are not a handout and must be prepared as a course note. A handout is prepared and distributed by the same method as a program sheet.

**4. Others:** In some course, a lecturer may have a special material such as CD-ROM reference, videotape etc. to distribute to student. This should be discussed with **Khun Nuttapon (K.Moo- ex.9933)** in advanced before the semester start in order to arrange for a distribution method and expenses.

**The steps for printing a course material**

1. Prepare a master copy of a course material (preferable in A4 sheet of paper).
2. Fill the *Course Material Preparation and Distribution Request Form* (form: **SoA0044e**).
3. Submit the master copy and the form SoA0044e to **Khun Nuttapon (K.Moo- ex.9933)** in the administration office.
4. The lecturer will be notified when the copies are ready.
  - ◆ For a course note, lecturer can announce to the student to come to purchase it at the office.
  - ◆ For a program sheet or a hand-out, lecture can come to collect them at the office.

**The steps for placing courses materials in the library**

1. Prepare a master copy of a course material (preferable in A4 sheet of paper).
2. Fill the *Course Material Preparation and Distribution Request Form* (form: **SoA0044e**).
3. Submit the master copy together with the form to **Khun Nuttapon (K.Moo- ex.9933)** in the administration office.

**The steps for placing courses materials on the MySoAD**

1. Prepare a course material in an electronic PDF format. Lecturer may consult computer support staff for helping in creating a PDF file.
2. Fill the *Course Material Preparation and Distribution Request Form* (form: **SoA0044e**).
3. Submit a diskette contains the PDF files (or place the PDF file on the network) together with the form to **Khun Nuttapon (K.Moo- ex.9933)** in the administration office.