

SOA0078e

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❖ Please complete in BLOCK letters. This form must be submitted to Khun Charupan (Cha-ext. 9927) in the Dean's Office **at least THREE(3)** weeks before a semester starts.

Staff full name	Phone ext.	SoA Number
Course code	Course Name	Semester/Year

Planning details for the course:

check and fill details of the section you have planned for the course

- Course Outline:** Attach form "*Course Outline (SoA0079e)*".
- Course Note & Materials:** Prepare according to the "*Guidelines for preparing course notes and course materials (SoAD0008e)*". Attach form "*Course Materials Preparation and Distribution Request Form (SoA0044e)*" with each master of your material
 - Course Note
 - Hand Out
 - Other Materials: _____
- Textbooks:** Attach form "*Library Materials Suggestion Form (SoA0019e)*" if you want to suggest a textbook related to the course to be purchased for library.
- Examination:** All courses that have a lecture credit must have the final examination. Attach "*Examination Paper Submission Form (SoA0039e)*" together with the examination paper that is ready for photocopying.
 - Will this course have a mid-semester examination? Yes No
- A/V Equipment:** Attach the "*Request Form for The Use of A/V Equipment (SoA0008)*"
 - List of A/V required: _____
- Invitation of a special guest:** Attach the "*Request Form for Invitation of a Special Guest (SoA0080e)*" for each special guest.
 - Number of special guests to be invited: |__|__| persons
 - Week |__|__| date (d/m/y) |__|__|__|__|__|__|__|
 - Week |__|__| date (d/m/y) |__|__|__|__|__|__|__|
 - Week |__|__| date (d/m/y) |__|__|__|__|__|__|__|
 - Week |__|__| date (d/m/y) |__|__|__|__|__|__|__|
 - Week |__|__| date (d/m/y) |__|__|__|__|__|__|__|
- Short Trip/Site Visiting:** Attach the "*Request Form for a Short Trip/Site Visiting (SoA0081e)*" for each trip.
 - Number of trip planned for this course: |__|__| trip(s).
 - Week |__|__| date (d/m/y) |__|__|__|__|__|__|__|
Purpose: _____
 - Week |__|__| date (d/m/y) |__|__|__|__|__|__|__|
Purpose: _____
 - Week |__|__| date (d/m/y) |__|__|__|__|__|__|__|
Purpose: _____

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Long Trip/Field Trip: A long trip must be planned as a project. Consult the student support staff (K.Cha-ext.9927) for details.

- Number of trip planned for this course: |__|__| trip(s).
- Period of the trip: _____
- Purpose: _____

Special Facility: Attach form "Request Form for a Special Facility (SoA0082e)" for each required facility.

- Computer lab
- Workshop o Wood o Metal o Plastic
- Presentation Area / Room
- Others _____

Others:

Staff signature

Date