

June 27, 1974

Mr. Ed Wong
733 Giltner Street
Coquitlam, B.C.

Dear Mr. Wong:

Herewith some details regarding your Fall, 1974 course.

Your Course: Educ. 463-04 Educational Media

Calendar Description: Media in relation to methodologies of teaching, learning and curriculum design; development of instructional materials in laboratory settings.

Dates: September 9th, 1974 - December 6th, 1974.

Times: Wednesday 6:30 - 8:30
Open Lab

Should you decide to have a basic textbook or required readings for your course, send in the attached Bookstore Requisition Form by July 2nd so that copies of required texts will be available for purchase at the beginning of the Semester Sept. 9th.

Should you wish to have books, that are required reading for your course, placed "On Reserve" in the S.F.U. library, please complete the attached form, and mail it to Mrs. Todd, Loans Division, S.F.U. Library by July 12th, 1974.

Should you wish to have a Course Outline, a List of Selected References or course-related materials duplicated for the first meeting of your class, send the material by August 1st, 1974 with the Typing or Duplicating Requisition form completed and attached to:

Mrs. Ellis Paul, Office Supervisor
Faculty of Education
Simon Fraser University
Burnaby 2, B.C. V5A 1S6

If there are any "expenses" connected with the offering of your course

2.

(apart from photocopying, duplicating, etc.), please send a detailed list of such expenses to:

Mr. Graem Nelson
Administrative Assistant to the Dean
Faculty of Education
Simon Fraser University
Burnaby 2, BC. V5A 1S6

Please let us know if we can be of assistance to you as you plan your course for 1974-3.

Yours sincerely

M. Sheila O'Connell, Director
Undergraduate Programs
Phone: 291-2643

MSO/gm