Lesson Teaching Plan GNT308

(Academic Session 2021/2022)

Course Synopsis:

Bahasa Malaysia:

Kursus Pembedahan oral maksilofasial dan radiologi I kebanyakannya berkaitan dengan pendekatan diagnosa dan rawatan asas dalam dan sekitar mulut, trauma maksilofasial dan pembetulan keabnormalan maksilofasial. Tujuannya adalah untuk memastikan bahawa pelajar mempunyai pengetahuan yang menyeluruh mengenai bahan-bahan dan teknik pembiusan setempat dan kompeten dalam cabutan gigi dan komplikasinya. Ia juga dijangka bahawa pelajar mampu untuk mendiagnosa kepelbagaian penyakit melalui penyiasatan lanjut termasuklah dengan bantuan pengimejan pergigian yang berkenaan (jika perlu),dan selanjutnya membuat rujukan kepada pakar yang bersesuaian. Para pelajar akan dinilai melalui kerja kursus yang akan direkodkan melalui buku log. Di samping itu juga, penilaian akan dibuat berdasarkan persembahan kes dan laporan kes.

Bahasa Inggeris:

Oral maxillofacial surgery and radiology I course deals mainly with the basic diagnostic and treatment approaches of pathological lesions within and around the mouth, maxillofacial trauma and corrections of abnormalities. The aim is to ensure that the student has a thorough knowledge of the materials and techniques of local analgesia and is competent in exodontia and its complications. It is also expected that the student be able to diagnose various disorders with the aids of appropriate radiographic imaging(if required) and initiate proper referrals. Students will be assessed through course work that will be recorded through a log book. In addition, evaluation will be made during case presentation and case report.

Course Learning Outcome and Programme Outcome:

| NO. | COURSE LEARNING OUTCOMES | РО | LT | SS | ASSESSMENT METHOD |
|-----|---|-----|----|-------|------------------------|
| 1. | To apply the information gathered from history taking, clinical and radiological examination in confirming diagnosis and formulating patient's treatment plan | PO1 | C4 | | Presentation (code 47) |
| 2 | To perform I. Intraoral local anaesthesia administration II. Extraction of erupted teeth and simple retained roots | PO2 | Р3 | | Logbook (code 25) |
| 3. | To apply the clinical skills and knowledge according to evidence-based approach in handling and discussion of patient treatment plan | PO3 | C4 | CTPS2 | Report (code 37) |

Teaching and Learning Activities

| BIL. | TAJUK/SUB TAJUK | KULIAH/ SYARAHAN | TUTORIAL | AMALI/ MAKMAL | PEMBELAJARAN BERSEMUKA LAIN | JUMLAH JAM PEMBELAJARAN BERSEMUKA |
|------|---|---------------------|----------|------------------|--------------------------------|---|
| | Kuliah | | | | | |
| | General competencies | | | | | |
| | | 0: | | | 0.75 (2.20) | 4.75 : |
| 1. | History Taking and Clinical Examination | 2jam | | | 2.75 (seminar) | 4.75 jam |
| | 1.1 Understand the significance of eliciting medical history | | | | | |
| | 1.2 Describe the assessment of risk in oral surgery patients | | | | | |
| | Describe the conditions that influence dental care | | | | | |
| 2. | Oral infections of surgical significance | 1 jam | | | 2 jam (SGD) | 3 jam |
| | 2.1 Understand the oral infection that requires surgical attention | | | | | |
| | 2.2 Describe the management of simple dental infection | | | | | |
| | 2.3 Describe the management of specific and severe infection in dentistry | | | | | |
| 3. | Antibiotics in oral and maxillofacial surgery | 1 jam | | | | 1 jam |
| | 3.1 Understand` the general principles of antibiotic therapy | | | | | |
| | 3.2 Describe the indication for therapeutic and prophylactic antibiotic | | | | | |
| | 3.3 Describe the classification of antibiotic | | | | | |
| | 3.4 Understand antibiotic prophylaxis against wound infections | | | | | |
| | 4.Emergencies in dental practice I | | | | | |
| 4. | 4.1 Understand the general guidelines on emergencies | 1 jam | | | 2.75 jam (seminar) | 3.75 jam |
| | 4.2 Recognize of the medical emergencies | | | | | |
| | 4.3 Discuss the management of medical emergencies | | | | | |
| | 4.4 Describe preventive measures | | | | | |

| | | 1 | 1 | 1 | | 1 |
|----|---|-------|---|---|--------------------|---|
| | 5.Emergencies in dental practice II | 1 jam | | | | 1 jam |
| 5. | 5.1 Understand the general guidelines on | 1 ja | | | | , |
| | emergencies | | | | | |
| | 5.2 Understand the physiology of bleeding in normal patient | | | | | |
| | 5.3 Understand the pathophysiology of bleeding disorders | | | | | |
| | 5.4 Describe the management of bleeding in oral surgery | | | | | |
| 6. | Preoperative Care Of Head and Neck Surgery | 1 jam | | | | 1 jam |
| | 6.1 Understand the role of oral and maxillofacial resident in general hospital | | | | | |
| | 6.2 Describe the difference between emergency surgery and elective surgery | | | | | |
| | 6.3 Discuss the preoperative assessment for surgical patient | | | | | |
| | 6.4 Describe various preoperative investigations for surgical patient | | | | | |
| 7. | Post Operative Patient Management | 1 jam | | | | 1 jam |
| | 7.1 Discuss the post-operative assessment for surgical patient | | | | | |
| | 7.2 Describe various post-operative investigations for surgical patient | | | | | |
| | 7.3 Discuss intravenous fluid therapy and medications for the inpatient | | | | | |
| 8. | Management of medically-compromised patients I & II | 2 jam | | | | 4.75 jam |
| | parono i a ii | | | | 2.75 jam (seminar) | |
| | 8.1 Understand of how general medical and surgical conditions influence oral surgical treatment | | | | | |
| | 8.2 Understand relevant illness identified from history, physical examination and investigations | | | | | |
| | 8.3 Describe list of problems that could influence the oral surgical treatment | | | | | |
| | | | | | | |

| | 8.4 Able to communicate appropriately with other healthcare providers | | | | |
|-----|--|-------|--|--------------------|----------|
| | · | | | | 4. |
| 9. | Dento-alveolar system Soft tissue and dentoalveolar injuries | 1 jam | | | 1 jam |
| 9. | 9.1 Understand the general principles and management of soft tissue and dentoalveolar injuries | | | | |
| | 9.2 Perform clinical examination to assess the injuries | | | | |
| | 9.3 Discuss the treatment for avulsed teeth | | | | |
| | 9.4 Discuss the treatment for fractured teeth | | | | |
| 10. | Principles of complicated exodontia 10.1 Understand the flap design, development and management | 1 jam | | 2 jam (SGD) | 3 jam |
| | 10.2 Describe the principles and technique for surgical extraction | | | | |
| | 10.3 Describe the treatment planning and technique for multiple extractions | | | | |
| 11. | Complications of exodontia and management | 1 jam | | | 1 jam |
| | Able to understand the potential complications in oral surgery | | | | |
| | 11.1 Understand the general principles of management | | | | |
| | 11.2 Describe the intraoperative and postoperative complications during dental extractions | | | | |
| | 11.3 Discuss the management of each possible complications | | | | |
| | Disorders of face and jaws | | | | |
| 12. | Swelling of Head and Neck | 1 jam | | 2.75 jam (seminar) | 3.75 jam |
| | 12.1 Understand the normal structure of head and neck | | | | |
| | 12.2 Describe the causes of head and neck swelling | | | | |
| | 12.3 Describe the symptoms associated with head and neck swelling | | | | |
| | 12.4 Able to diagnosed head and neck swelling | | | | |

| | 1.5 Describe realismentis investigation in | | 1 | | |
|-----|--|-------|---|--|-------|
| | Describe radiographic investigation in head and neck swelling | | | | |
| | 1.6 Explain the classifications of head and neck swelling | | | | |
| | Radiology of Jaw Lesions I | | | | |
| 13. | 13.1 Discuss the differential diagnosis for various mandibular and maxillary benign lesions based on their demographic characteristics, location, and morphologic features. 13.2 Describe the clinical and imaging features of specific benign mandibular and maxillary lesions. 13.3 Identify specific imaging features of mandibular lesions that should prompt tissue biopsy for a more definitive diagnosis. | 1 jam | | | 1 jam |
| | Radiology of Jaw Lesions II | | | | |
| 14. | 14.1 Discuss the differential diagnosis for various generalized bone diseases that affect jaws based on their demographic characteristics, location, and morphologic features. 14.2 Describe the clinical and imaging features of generalized bone diseases that involve mandible and maxilla. 14.3 Identify specific imaging features of generalized bone diseases that involve | 1 jam | | | 1 jam |
| | mandible and maxilla that should prompt tissue biopsy for a more definitive diagnosis. | | | | |
| 15. | The Dental and Medical Records Describe the importance of gathering, ing, and keeping thorough dental and ical records | 1 jam | | | 1 jam |
| | . Describe the confidentiality and ethical siderations in dental and medical records | | | | |

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|-----|---|-------|---|---|--------------------|----------|
| | Correlate the significant information of dental | | | | | |
| | medical records into patient's management | | | | | |
| | | | | | | |
| 40 | Oral Manifestation of Systemic Diseases Correlate the oral signs and symptoms of the | 0 : | | | 0.75: (:) | E 75 : |
| 16. | systemic diseases below: 16.1 Diseases of the respiratory tract • Allergic rhinitis, conjuctivitis • COPD, Asthma 16.2 Disease of Cardiovascular System • Hypertension • Acute Coronary Syndrome | 3 jam | | | 2.75 jam (seminar) | 5.75 jam |
| | Valvular Heart Disease Heart failure 16.3 Hematologic Diseases Anaemia Leukemia Lymphoma Multiple myeloma | | | | | |
| 17. | Trauma to Teeth and Facial Skeletons (Radiology) | 1 jam | | | | |
| | 17 1 Understand the role of radiographic examinations in evaluating trauma to teeth and facial skeleton | | | | | |
| | 17.2 Describe the types of radiographs and radiographic signs of teeth trauma and facial fracture | | | | | 1 jam |
| | 17.3 To associate clinical features with radiographic features in facial fractures and dental trauma | | | | | |
| 18. | Oral Mucosal Infections 18.1 Classify the infections of the oral mucosa: • Viral: Herpesvirus infections, hand- | 2 jam | | | | 2 jam |
| | foot-mouth disease, herpangina, measles, HIV infections, HPV infections • Fungal: Candidiasis, deep fungal infections | | | | | |
| | Bacterial: Tuberculosis, syphilis, leprosy, actinomycosis, necrotising ulcerative gingivitis, cancrum oris 18.2 Describe the aetiology, clinical features, histopathology and management of oral | | | | | |
| | mucosal infections | | | | | |
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| | The skeletal system | | | | | |
| 19. | Craniofacial abnormalities | | | | | |
| | 19.1 Understand the definition of craniofacial abnormalities | | | | 2.75 jam (seminar) | 3.75 jam |
| | 19.2 Describe the causes of craniofacial abnormalities | 1 jam | | | , , , | , |
| | 19.3 Describe the most common type of craniofacial abnormalities | | | | | |
| | 19.4 Discuss the clinical features of craniofacial abnormalities and relation to the dentistry | | | | | |
| 20 | Clinical Practice | | | | | |
| | Exodontia Clinic | | | | | |
| | 20.1 Discuss the rationale of exodontia | | | | | |
| | 20.2 Describe the indications and contraindications for exodontia | | | | 2.75 jam x 6 sesi | 16.5 jam |
| | 20.3 Understand basic principles of exodontias | | | | | |
| | 20.4 Perform extraction for normal patients | | | | | |
| | 20.5 Perform extraction for medically compromised patients | | | | | |
| | 20.6 Describe the indication and contraindication for local anaesthetic | | | | | |
| | 20.7 Understand the complication of anaethetic agent | | | | | |
| | 20.8 Perform the procedure for local anaesthetic technique (Block and infiltration) | | | | | |
| | | | | | | |
| 21. | OMFS Clinic / MOS Clinic | | | | | |
| | 21.1 Perform chairside case presentation in the clinic | | | | 2.75 jam x 3 sesi | 8.25 jam |
| | 21.2. Discuss clinical features and management of clinic patient | | | | 2.70 Jani x 3 Sesi | 0.20 jani |
| | 21.3. Discuss the significance of blood and radiographic investigation results in relation to perioperatie management of clinic patient | | | | | |
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| 22. | Ward Round | | | | |
|-----|---|--------|--|-------------------|-----------|
| | 22.1 Perform bedside case presentation in the ward | | | | |
| | 22.2 Explain the preoperative and postoperative management and investigations of surgical patient | | | 2.75 jam X 4 sesi | 11 jam |
| | 22.3 Radiographic interpretation of skull and maxillofacial radiography in hospitalized patient | | | | |
| | JUMLAH | 24 jam | | 56.25 jam | 80.25 jam |

The details of the timing of the lectures, small group discussion (SGD), seminar, clinical sessions and ward round can be accessed on the eLearning portal USM too at

https://elearning.usm.my/sidang2122

***The clinical sessions timetable will be released once consensus is reached about the arrangement of clinical sessions, after the meeting amongst GNT coordinators in November.

<u>Summary of the 3 weeks GNT308 posting for each group (ONCE WE ARE ALLOWED TO RESUME CLINICAL SESSIONS – MOST LIKELY IN NOVEMBER 2021, DEPENDENT ON USM HIGHER MANAGEMENT'S APPROVAL)</u>

| Week | 19 | st | 2 | 2nd | 31 | 3rd | | |
|-----------|--|--|--|---|---|---------------------------------------|--|--|
| Day | am (9:30-12:15) | pm (2:00-4:45) | am (9:30-12:15) | pm (2:00-4:45) | am (9:30-12:15) | pm (2:00-4:45) | | |
| Sunday | Group A OMFS clinic (KPP) | Group A Ward round I (Ward 4TD) | Group B OMFS clinic (KPP) | Group B Ward round III (Ward 4TD) | Group A&B OMFS clinic | Group A&B Ward round 4 | | |
| Sunday | Group B Ward round I (4TD) | Group B Pre-op Discussion | Group A Ward round II | Group A Pre-op discussion | (KPP) | (Ward 4TD) | | |
| Monday | | | MEDICAL | POSTING | | | | |
| Tuesday | OMFS E&D OT Scrubbing & Gown-up Demo (Poly D, Cabin & Dental OT) | Demo Exodontia (Poly D / Cabin) | Group A MOS clinic (KPP) Group B Perform Exodontia (Poly D / Cabin) | Perform Exodontia (Poly D / Cabin) | Perform Exodontia (Poly D / Cabin) | Perform Exodontia (Poly D / Cabin) | | |
| Wednesday | Observe Exodontia Year 5 (Polyclinic) | Assist Exodontia Year 5 (Polyclinic) | Group A Perform Exodontia (Poly D / Cabin) Group B MOS clinic (KPP) | Perform Exodontia (Poly D / Cabin) | Perform Exodontia (Poly D / Cabin) | Perform Exodontia (Poly D / Cabin) | | |
| Thursday | Lecture/Seminar/SGD | Group B Ward round II | Lecture/Seminar/SGD | Group A Ward round III | Lecture/Seminar/SGD | Ward tagging | | |

Assessment (100% Courseworks)

| | Jenis | % | | Jenis | % |
|------|-------------------|----|-------|--|----|
| (i) | Laporan(kod 37) | 20 | (iii) | Penyampaian / Persembahan (kod 47) | 40 |
| (ii) | Buku log (kod 25) | 40 | | | |

- 1. Presentations: Requirements contribute 40% to coursework are as follows
 - a. Present 1 case from clinic [20%]
 - b. Present 1 case from ward round [20%].
- 2. Log book: Requirements contribute 40% to coursework are as follows
 - a. Perform extractions with **1** case at least Bondy **3** [maximum 15%].

First ≥ Bondy 3 extraction carries 10% Each subsequent ≥ Bondy 3 extraction carries 5% Each first and/or subsequent < Bondy 3 extraction carries 2%

- b. Perform inferior dental nerve block [maximum 15%]
 Each ≥ Bondy 3 inferior dental nerve block carries 5%
 Each < Bondy 3 inferior dental nerve block carries 2%
- c. Perform infiltrations. [maximum 10%]
 Each ≥ Bondy 3 infiltration carries 5%
 Each < Bondy 3 infiltration carries 2%
- 3. Reports: **2** case reports contribute 20% of coursework:
 - a. 1 hospitalised patient [10%]
 - b. 1 clinic patient [10%]
- 4. Observe at least **2** cases in Oral and Maxillofacial Surgery clinic.
- 5. Observe at least 2 cases in Minor Oral Surgery clinic.

References:

- 1. Oral and Maxillofacial Surgery, 3rd Edition, 2017. Raymond J. Fonseca. Saunders Elsevier.
- 2. Current Therapy In Oral and Maxillofacial Surgery, 2012, Shahrokh C. Bagheri, R. Bryan Bell, and Husain Ali Khan. Elsevier.
- 3. Principles of Oral and Maxillofacial Surgery, 6th Edition, 2011, UJ Moore. Wiley-Blackwell
- 4. Oral Surgery, 2011, Fragiskos D. Fragiskos. Springer.

List of Lecturers involved in the teaching of GNT308

GNT 308 Coordinator : Dr. Tang Liszen (USM0128/11)

Name Abbreviation : TL

Contact Number : +60136475688

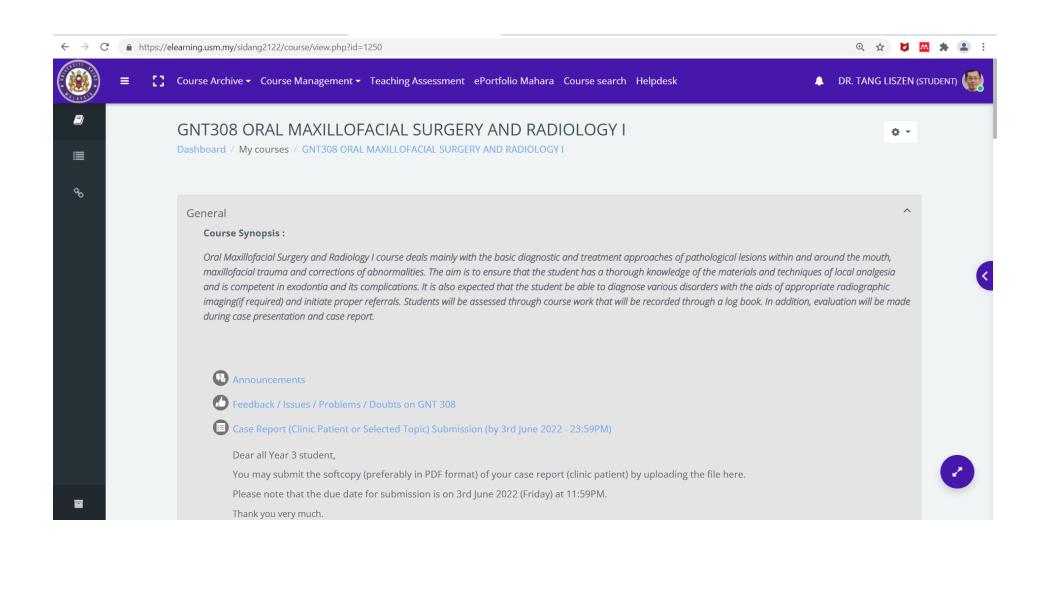
Other teaching staffs:

| NO. | NAME | ABBREVIATION | STAF NO. |
|-----|--|--------------|-------------|
| 1. | Professor Dr. Shaifulizan A. Rahman | SAR | USM 0941/10 |
| 2 | Associate Professor Dr. Ramizu Shaari | RAS | USM0922/10 |
| 2. | Dr. Marzuki Omar | MO | USM 0884/10 |
| 3. | Dr. Roselinda Abdul Rahman | RAR | USM 0929/10 |
| 4. | Dr. Mohd Faizal Abdullah | MFA | USM 0698/11 |
| 5. | Dr. Masitah Hayati Harun | MHH | USM 0734/09 |

Patient's name: R/N: Diagnosis:

| 1.00 | CAL ANAESTHES | Δ | | | |
|------|---|------|-----------|-------------|-------------------------|
| LO | CAL ANALSTITES | | | | |
| | тоотн/теетн: | 12 | | GRADE | |
| No | PROCEDURES | DATE | SIGNATURE | PO2 | COMMENTS |
| | | | Lecturer | | |
| 1. | Demonstrating the proper practice of universal infection control (Disposable gloves on both hands and face mask) | | | | |
| 2. | Select the correct disposable hypodermic needle and screw it tightly into the hub of the empty syringe | | | | |
| 3. | Load the anaesthetic cartridge into the syringe and close the loaded syringe tightly | | | | |
| 4. | Express a little anaesthetic solution to test the efficiency of the loaded syringe | | | Please tio | k on either alveolar |
| 5. | Correct positioning of operator and patient | | | nerve blo | ck" or |
| 6. | Administration of LA Inferior alveolar nerve block | • | | "Infiltrati | on" |
| 7. | Infiltration Testing the effectiveness of the local anaesthesia | | | | |
| | Average score | | - | | |

Please print <u>2 sheets</u> of this <u>"Local Anaesthesia"</u> assessement sheet to be brought along for "Demo & Practice: Local Anaesthesia Techniques". Thank you.



For Clinical Sessions:

| Week | 1st | | 2 | 2nd | 3rd | | | | | | |
|-----------|--|--|--|---|---|---|--|--|--|--|--|
| Day | am (9:30-12:15) | pm (2:00-4:45) | am (9:30-12:15) | pm (2:00-4:45) | am (9:30-12:15) | pm (2:00-4:45) | | | | | |
| Sunday | Group A OMFS clinic (KPP) | Group A Ward round I (Ward 4TD) | Group B OMFS clinic (KPP) | Group B Ward round III (Ward 4TD) | Group A&B OMFS clinic | Group A&B Ward round 4 (Ward 4TD) | | | | | |
| | Group B Ward round I (4TD) | Group B Pre-op Discussion | Group A Ward round II | Group A Pre-op discussion | (KPP) | | | | | | |
| Monday | MEDICAL POSTING | | | | | | | | | | |
| Tuesday | OMFS E&D OT Scrubbing & Gown-up Demo (Poly D, Cabin & Dental OT) | Demo Exodontia (Poly D / Cabin) | Group A MOS clinic (KPP) Group B Perform Exodontia (Poly D / Cabin) | Perform Exodontia (Poly D / Cabin) | Perform Exodontia (Poly D / Cabin) | Perform Exodontia (Poly D / Cabin) | | | | | |
| Wednesday | Observe Exodontia Year 5 (Polyclinic) | Assist Exodontia Year 5 (Polyclinic) | Group A Perform Exodontia (Poly D / Cabin) Group B MOS clinic (KPP) | Perform Exodontia (Poly D / Cabin) | Perform Exodontia (Poly D / Cabin) | Perform Exodontia (Poly D / Cabin) | | | | | |
| Thursday | Lecture/Seminar/SGD | Group B Ward round II | Lecture/Seminar/SGD | Group A Ward round III | Lecture/Seminar/SGD | Ward tagging | | | | | |

- 1. OMFS Clinic / MOS Clinic Attachment for observation and assisting in OMFS specialist clinic (KPP-OMFS) at 3rd Floor of Trauma Centre please fill in the case particulars in your logbook once you observed or assisted a case.
- 2. Ward round For ward cases presentation at wards. Students will need to clerk the patients latest one day before the ward round day. For example, if the ward round is on Sunday, the students will need to clerk the case on Saturday by latest to present the case on the next day (Sunday). The group leader or the presenter may contact the lecturer-in-charge to confirm the time and venue for ward round.
 - The ward round time and venue may change according to the students and lecturer's consensual arrangement and agreement, to accommodate to patient's availability at ward.
- 3. OMFS E&D A briefing on OMFS E&D at respective students' clinic on E&D for OMFS.
- 4. OT scrubbing and gown-up Demo Depends on availability of the OT gowns. If there are OT cases on that day, there will be only OMFS E&D.
- 5. Observe Exodontia & Assist Exodontia Students will be tagging to Year 4 / Year 5 seniors to observe and to assist them in exodontia sessions.
- 6. Perform Exodontia Students will perform the exodontia themselves. 4-handed dentistry thus divide the sessions with your respective partner. Get exodontia patients from KRK-G waiting list. Book the appointment of patients at least 1 week before the session. When there is no patients in waiting list, to register your name at the KRK-G and wait for walk-in cases on that day. After performing the exodontia, you MUST get signature from the supervising lecturer on <u>3 sheets</u>: "EXAMINATION & DIAGNOSIS (E&D)", "LOCAL ANAESTHESIA" and "EXODONTIA".
- 7. Ward Round The "recurrent" question the ward round session was noted to be Group 4; but it was under the column of Group 3 that ward round session is still Group 4 ward round session; not Group 3 ward round session.
- 8. Ward Tagging This is not a ward round session; but a session to tag with the dental officer/ master student in-charge of the ward to observe and assist in ward procedures.



SCHOOL OF DENTAL SCIENCES UNIVERSITI SAINS MALAYSIA HEALTH CAMPUS

YEAR 3 DDS TIMETABLE ACADEMIC SESSION 2020/2021

| Monday 03/05/2021 | GNT302 WARD ACTIVITIES: GROUP A1/B1/C1 Clinical Teaching 11: Group A2/B2/C2: WNZ/NEH/WM | | | | | | GNT302 WARD ACTIVITIES: GROUP A2/B2/C2 Clinical Teaching 11: Group A1/B1/C1:ZMY/HAI/WS | | | |
|-------------------------|---|----------------------|--------------------|--------------------|----------------------------|---|--|--------------------|---------------------------------------|-----------------------------------|
| Tuesday 04/05/2021 | Self-study | GNT307 1 RARA1 | GNT307 1 HT1 | | GNT308 OMFS E&D MO | н | GNT306 1 ZA1 | GNT305 1 NR | GNT303 1 | GNT308 Demo Exodontia TL |
| Wednesday 05/05/2021 | Self-study | GNT305 1 KM | | GNT307 1 2B1 | GNT308 Exodontia SAR | A | | GNT303 1 | GNT305 1 RA | GNT308 Exodontia MO |
| Thursday 06/05/2021 | Self-study | GNT303 | GNT305 2 SDM | GNT306 1 AH1 | GNT307 1 AKH1 | т | GNT305 2 MSH | GNT306 1 NL1 | GNT 308 Group IV (8) Ward Round | GNT303 1 |

Lectures

- 1. Batch / Class representative please take note of the dates and times of the lectures. To remind those lecturers regarding their respective lectures one week prior to the lectures. I (Dr. Liszen) shall be giving the reminders to my colleagues too.
- 2. Any cancelled / postponed / changed lecture, batch / class representative please kindly notify me (Dr. Liszen).
- 3. Batch / class representative please take record of attendance of all the online lectures in Excel file and send to me (Dr. Liszen).
- 4. Batch / class representative please upload the soft copies of lectures / recordings to eLearn@USM GNT 308 after the lectures.

Seminars

- 1. The seminars will be the extension of the lectures given by the lecturers. So the batch leader / assistant leader please approach that lecturer to get the outline / subtopics of the seminar after the lecture.
- 2. So you all please divide yourselves into 4 groups, as each seminar will be supervised by 4 lecturers (each lecturer supervise the preparation of one group)
- 3. According to the current available timetable given out by the Academic Office, you all will have the seminar about 1 week after the lecture of that topic, so the batch leader / assistant leader please make sure to get the outline / subtopics of the seminar on the day after the lecture is given.

SGDs

- 1. The SGDs questions are available for download from eLearning portal website
- 2. It will be conducted online via Webex, Microsoft Team or Zoom, depending on the agreement of your batch with the lecturers involved. And it might be conducted physically, once PPSG allows full physical face-to-face teaching and learning activities.

Thank you very much.

Prepared by,

Dr. Tang Liszen

22nd October 2021