



خطة المساق الدراسي COURSE PLAN

أولاً: تعريف المساق				FIRST: COURSE IDENTIFICATION			
الكلية والقسم				College & Department			
الكلية	الطب	Medicine	College	القسم	الصحة العامة وطب المجتمع	Public Health and Community Medicine	Department
السنة الدراسية	السنة الخامسة	5th	Academic Year	الفصل الدراسي	الأول + الثاني	First+Second	Academic Semester
تفاصيل المساق				Course details			
اسم المساق	مقدمه في البحث السريري	Introduction to Clinical Research	Course Title	رمز المساق	MD 523	MD 523	Course Code
نوع المساق	نظري و عملي	Theoretical and practical	Course Type	الساعات المعتمدة	ثلاث ساعات	Three hours	Credit Hours
المتطلب السابق	لا يوجد	None	Pre-requisite	آلية تدريس المساق	<input checked="" type="checkbox"/> مدمج <input type="checkbox"/> الكتروني كامل <input type="checkbox"/> وجاهي		
Teaching Method				<input type="checkbox"/> Face-to-Face <input type="checkbox"/> Online <input checked="" type="checkbox"/> Blended			
المدرس				Instructor Contact Information			
اسم المدرس	طارق نايف الشطناوي	Tariq N. Al-Shatanawi	Name	رقم المكتب	---	---	Office No.
الرقم الداخلي	+962 5 3491111 (4609)	+962 5 3491111 (4609)	Tel (Ext)	البريد الالكتروني	talshatanawi@bau.edu.jo	talshatanawi@bau.edu.jo	E-mail
الساعات المكتبية	---	---	Office Hours	وقت المحاضرة	وقت البدء	وقت النهاية	Class Times
رقم القاعة	---	---	Room No.	المبنى	---	---	Building
اليوم	Monday	Monday	Day	وقت البدء	3:00 PM	وقت النهاية	End Time
وقت البدء	3:00 PM	4:00 PM	Start Time	وقت النهاية	4:00 PM	End Time	Day
مصادر المساق				Course Materials			
الكتاب المقرر				Textbook			
1. Beardsmore, C. (2013). How to do your research project: a guide for students in medicine and the health sciences. John Wiley & Sons. 2. <i>Epidemiology for Public Health Practice</i> , Robert H. Friis and Thomas A. Sellers. Fifth edition, 2013, Jones and Bartlett.							
المراجع والقراءات ومصادر تعلم المساق:				Course References, Readings and Learning Resources			



3. Daniel, W. (2005). *Biostatistics: A foundation for analysis in the health sciences*. New Jersey: New Jersey: John Wiley & Sons Inc.

SECOND: COURSE OVERVIEW/DESCRIPTION

ثانياً: معلومات المساق

Course description	وصف المساق
	<p>This course focuses on the organization of and writing a scientific research proposal. It covers tips and guidelines of writing all sections of scientific proposal and writing a clear and concise abstract and cover letter for submission. Students will receive feedback on their writing from a group of mentors. There will be a balance between group discussions, individual writing time and one-to-one work with experienced mentor. This course will begin with a general introduction about the research process and anatomy of scientific proposal and its sections. The introduction will be followed by tips and guidelines of writing a scientific proposal .</p> <p>This course is designed to assist in the development of the skills needed to write and submit scientific research proposals. It demonstrates the steps involved in developing scientific proposals and focus primarily on the process of writing. The course will be presented in two segments :</p> <p>Part (1) presents the guidelines on how to write effectively, concisely, and clearly in the first semester. Part (2) takes the participants through the preparation of their actual scientific research proposals in the second semester under supervision of one of academic faculty staff.</p> <p>The group project supervisor provides guidance and support to the students in identifying research questions, developing proposals, obtaining ethical approval, and ensuring compliance with regulations.</p>
Course Objectives	أهداف المساق
By the end of this course, students should be able to	
CO1.	Understand the research process : الهدف 1
CO2.	Comprehend the components of the scientific proposal : الهدف 2
CO3.	Write a draft of a scientific proposal : الهدف 3
CO4.	Respond effectively to discussion committee comments regarding research proposal : الهدف 4



مخرجات التعلم المستهدفة للبرنامج				Program Intended Learning Outcomes (PILO):	
المعرفة والفهم، والمهارات، والكفايات	م ب 1:	Show understanding of various human body systems in terms of structure, function, and regulation, and normal anatomical, biochemical, cellular, genetic, and molecular mechanisms in human body and their disruptions during disease status. (Knowledge)	PILO1	Knowledge & understanding, Professional Skills, and Competences	
	م ب 2:	Collect history and perform physical examination and apply clinical knowledge and skills in disease diagnosis and management through rational planning in requesting necessary, updated, and accurate diagnostic procedures. (Skills)	PILO2		
	م ب 3:	Demonstrate and apply sufficient knowledge of drugs and pharmacotherapy concepts for rational drug use in clinical: therapeutic and preventive settings. (Skills)	PILO3		
	م ب 4:	Understand and apply the concepts and application of community and preventive medicine. (Skills)	PILO4		
	م ب 5:	Build an efficient and healthy doctor-patient and doctor-community relationship. (Skills)	PILO5		
	م ب 6:	Recognize and apply the basic concepts and principles in scientific research, emphasizing research ethics and the practice of evidence-based medicine. (Competencies)	PILO6		
	م ب 7:	Appreciate and apply the principles of medical and sustainable professional development. (Competencies)	PILO7		
	م ب 8:	Respect and adhere to ethical principles in all aspects of education, training, and work (Competencies)	PILO8		
مخرجات التعلم المستهدفة للمساق				Course Intended Learning Outcomes (CILO)	
في نهاية المساق بنجاح يجب أن يكتسب الطالب المخرجات التالية: Successful completion of the course should lead to the following outcomes:					
المعرفة والفهم، والمهارات، والكفايات	م م 1:	Describe the scientific method and its importance in medical research	CILO1	Knowledge & understanding Professional Skills Competences	
	م م 2:	Explain the ethical considerations in conducting medical research	CILO2		
	م م 3:	Identify and differentiate between various types of medical research design	CILO3		
	م م 4:	Discuss the principles of statistical analysis in medical research	CILO4		
	م م 5:	Design and develop a research proposal	CILO5		
	م م 6:	Apply appropriate research methods to collect and analyze data	CILO6		



	CILO7	Work independently and collaboratively on a research project	م م 7:	
	CILO8	Communicate research proposal effectively, both orally and in writing	م م 8:	
	CILO9	Practice responsible conduct of research, including ethical considerations	م م 9:	



Mapping Course Learning Outcomes CILOs to Program Learning Outcomes PILOs	موائمة مخرجات التعلم للمساق CILOs مع مخرجات التعلم للبرنامج PILOs							
	Show understanding of various human body systems in terms of structure, function, and regulation, and normal anatomical, biochemical, cellular, genetic, and molecular mechanisms in human body and their disruptions during disease status.	Collect history and perform physical examination and apply clinical knowledge and skills in disease diagnosis and management through rational planning in requesting necessary, updated, and accurate diagnostic procedures.	Demonstrate and apply sufficient knowledge of drugs and pharmacotherapy concepts for rational drug use in clinical: therapeutic and preventive settings.	Understand and apply the concepts and application of community and preventive medicine.	Build an efficient and healthy doctor-patient and doctor-community relationship. (Recognize and apply the basic concepts and principles in scientific research, emphasizing research ethics and the practice of evidence-based medicine.	Appreciate and apply the principles of medical and sustainable professional development.	Respect and adhere to ethical principles in all aspects of education, training, and work
1. Describe the scientific method and its importance in medical research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Explain the ethical considerations in conducting medical research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Identify and differentiate between various types of medical research design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Discuss the principles of statistical analysis in medical research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Design and develop a research proposal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Apply appropriate research methods to collect and analyze data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Work independently and collaboratively on a research project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Communicate research proposal effectively, both orally and in writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Practice responsible conduct of research, including ethical considerations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Topic Outline/Schedule (Syllabus)

مخطط المساق (الموضوعات)

الأسبوع Week	مواضيع المساق / الفعاليات Course Topics/Events	القراءات (المراجع) Readings (Reference) رقم	رغم مخرجك المساق CLO	رغم مخرجك البرنامج PLO	أنشطة التدريس والتعلم Teaching & Learning Activity	العلامة Mark	الوقت / الموعده Duration/ Deadlines
1.	Introduction and understanding the steps of research process. Research groups	1-3	1-9	1, 3, 6, 7, 8	Power point material, Videos, and Worksheets	2-4	
2.	The argument matrix template to articulate the ideas of a manuscript	1-3	1-9	5, 7	Power point material, Videos, and Worksheets	2-4	
3.	Research problem (question) and objectives	1-3	1-9	5, 7	Power point material, Videos, and Worksheets	2-4	
4.	What to write in the 'Introduction' section and 'Literature review' Writing the References	1-3	1-9	5, 7	Power point material, Videos, and Worksheets	2-4	
5.	Guidelines for choosing and writing the 'Methods' section	1-3	1-9	5, 7	Power point material, Videos, and Worksheets	2-4	
6.	Population and Sampling methods and Sample size calculation and practical implementation	1-3	1-9	5, 7	Power point material, Videos, and Worksheets	2-4	
7.	Data collection and Study tools	1-3	1-9	5, 7	Power point material, Videos, and Worksheets	2-4	
8.	Choosing proper Statistical analysis method	1-3	1-9	5, 7	Power point material, Videos, and Worksheets	2-4	



الأسبوع Week	مواضيع المساق / الفعاليات Course Topics/Events	القراءات (المراجع) Readings (Reference) رقم	مخرجات المساق CILO	مخرجات البرنامج PILO	أنشطة التدريس والتعلم Teaching & Learning Activity	العلامة Mark	الوقت / الموعّد Duration/ Deadlines
9.	Ethical issues and consideration Workplan/Timetable Budgeting and finance	1-3	1-9	5, 7	Power point material, Videos, and Worksheets	2-4	
10.	Writing the proposal abstract	1-3	1-9	5, 7	Power point material, Videos, and Worksheets	2-4	
11-14	MID Theory Exam					30	
Second semester	Formal research proposal discussion and evaluation by a committee after being approved by the supervisor and course coordinator.					70	

Week	May use the Week number more than once	من الممكن استخدام رقم الأسبوع أكثر من مرة	الأسبوع
Course Topics/Events	The topic that is the focus of this part of the class in subjects' format	المحتوى التعليمي المعطى في المحاضرة على شكل مواضيع	مواضيع المساق / الفعاليات
CILO	The learning objective of this specific topic; what you want the students to achieve.	الهدف التعليمي لهذا الموضوع المحدد؛ ما الذي تريد أن يحققه الطلاب.	مخرجات التعلم للمحاضرة
Teaching & Learning Activity	Power point material, Videos, White board, overhead projector, handout, pc projector, written assignment, flip chart, objects used to illustrate something etc.	وسائل التعليم المستخدمة، مادة عرض مصورة، مقاطع مصورة، مجسمات السبورة البيضاء، جهاز عرض علوي، نشرة، جهاز عرض كمبيوتر، مهمة كتابية، لوح ورقي، أشياء مستخدمة لتوضيح شيء ما وما إلى ذلك.	أنشطة التدريس والتعلم
Time	Duration of this part of the class.	مدة هذا الجزء النشاط من المحاضرة.	الوقت
Mark	Mark weight for each topic as a part of total (100)	علامة كل مخرج وهي جزء من العلامة الكلية (100)	العلامة



ASSESSMENT TOOLS		أساليب التقييم		
Write assessment tools that will be used to test students' ability to understand the course material and gain the skills and competencies stated in learning outcomes		أكتب أساليب التقييم التي سيتم استخدامها لتقييم قدرة الطلبة على استيعاب مواد المساق واكتساب المهارات والكفايات المنصوص عليها في مخرجات التعلم		
وسيلة التقييم ASSESSMENT TOOLS	النوع (تكويني أو تجميعي) Type (Informative and Summative)	رمز مخرجات المساق المستهدفة CILO	العلامة Grade	النسبة % Percentage
<input type="checkbox"/> المشاركة (Participation)	Informative		5	5%
<input type="checkbox"/> تقرير (Report)	Informative		5	5%
<input type="checkbox"/> المقالات المختصرة (Essays)				
<input type="checkbox"/> واجبات (assignments)	Informative		10	10%
<input type="checkbox"/> الاختبارات الشفوية (Oral exams)				
<input type="checkbox"/> دراسة الحالة (Case study exams)				
<input type="checkbox"/> امتحانات قصيرة (Quizzes)				
<input type="checkbox"/> التجارب العملية (Experiments)				
<input type="checkbox"/> مشاريع (Project)				
<input type="checkbox"/> زيارات ميدانية (Field Trip)				
<input type="checkbox"/> أخرى (يرجى التحديد) Other (specify)				
<input type="checkbox"/> امتحان منتصف الفصل (Mid Exam)	Summative		30	30%
<input type="checkbox"/> الامتحان النهائي (Final Exam)	Summative		50	50%
المجموع (TOTAL MARKS)	100			100%

Informative	A set of formal and informal assessment procedures that teachers conduct during the learning process in order to modify teaching and learning activities to improve student achievement.	مجموعة من إجراءات التقييم الرسمية وغير الرسمية التي يجريها المعلمون أثناء عملية التعلم من أجل تعديل أنشطة التعليم والتعلم لتحسين تحصيل الطلاب.	التكويني
Summative	A set of formal assessment procedures that teachers conduct after the learning process in order to measure student achievement.	مجموعة من إجراءات التقييم الرسمية التي يجريها المعلمون بعد عملية التعلم من أجل قياس تحصيل الطلاب.	التجميعي
Assessment Tools	Technique or method of evaluating information to determine how much a Student knows and whether this knowledge aligns with the intended learning outcomes of a theory or framework.	تقنية أو طريقة لتقييم المعلومات لتحديد مدى معرفة الطالب وما إذا كانت هذه المعرفة تتوافق مع نتائج التعلم لنظرية أو إطار عمل.	وسيلة التقييم



THIRD: COURSE POLICIES AND INSTRUCTIONS

ثالثاً: التعليمات والإرشادات

Attendance rules

الحضور والمواظبة

Attendance and participation are critical, and the regular university norms will apply. A student is not permitted to be absent for more than 15% of the total number of credit hours given to any course. Each class's attendance will be tracked. A 10% absence will result in a first written notice. If a student misses 15% of the class, the course is dropped, and the student is not entitled to sit for the final exam. If a student has any special circumstances (medical or personal), he or she is advised to discuss this with the instructor, and documented evidence will be requested to remove any absences from his or her attendance records.

يعتبر حضور الطلبة للمحاضرات ومشاركتهم بها في غاية الأهمية، وسيتم تطبيق القواعد المعمول بها في الجامعة بهذا الخصوص. يتم تسجيل حضور الطلبة في كل محاضرة. وصول نسبة غياب الطالب إلى 10% ستسبب في تلقيه إنذاراً أولياً خطياً. في حال وصول نسبة الغيابات إلى 15%، يتم حرمان الطالب من المساق ولن يسمح للطلاب بالتقدم للامتحان النهائي في المساق. في حال تعرض الطالب إلى أي ظروف قاهرة (مرض أو ظروف شخصية)، يجدر بالطالب التواصل مع المدرس ومناقشة هذا الظرف وإظهار دليل خطي يبرر الظرف ليتم إلغاء الغياب من سجل الغياب.

GRADING SYSTEM

نظام التقديرات

التقدير Grade	النقاط Points	المدى Range
A	أ	
A-	أ-	
B+	ب+	
B	ب	
B-	ب-	
C+	ج+	
C	ج	
C-	ج-	
D+	د+	
D	د	
D-	د-	
F	ف	



Policies and instructions

السياسات والإرشادات

- Students must read and follow the internal bylaws of BAU in relation to student conduct bylaws.
- Students with special needs are highly recommended to register their cases with a valid doctor's report in the student affairs department.
- Students with special needs shall be subject to special care in coordination with the head of department as per internationally recognized and benchmarked considerations and services.
- The student must seek permission before making any interventions on the subject of the lecture.
- The student must listen to and respect the opinions of others.
- The student should not obstruct the course of the lecture.
- Students should not hesitate to ask questions to the instructor.
- Students should not use their mobile phones during the lecture.
- Students are strongly encouraged to contact their instructor if they have course-related questions during office hours.
- Students are recommended to contact their instructor using the LMS.
- Cheating and Plagiarism are prohibited.

- يجب على الطالب أن يقوم بقراءة واتباع اللوائح الداخلية الخاصة بجامعة البلقاء التطبيقية المتعلقة بلوائح سلوك الطلبة.
- ينصح الطلبة من ذوي الاحتياجات الخاصة أن يقوموا بتسجيل حالاتهم لدى شؤون الطلبة من خلال تقرير طبي حسب الأصول وساري المفعول.
- يخضع الطلبة من ذوي الاحتياجات الخاصة إلى رعاية خاصة وذلك بالتنسيق مع رئيس القسم وفقاً للمعايير الخاصة بذلك والمُعترف بها دولياً.
- على الطالب الاستئذان قبل القيام بأي مداخلات على موضوع المحاضرة.
- على الطالب الاستماع واحترام الرأي الآخر.
- على الطالب عدم إعاقة سير المحاضرة.
- على الطلاب عدم التردد في طرح الأسئلة على مدرس المادة والتواصل مع المدرس خلال الساعات المكتبية أو من خلال نظام التعليم الإلكتروني.
- على الطلاب عدم استخدام الهاتف النقال أثناء المحاضرة.
- على الطلاب عدم التردد في التواصل مع المدرس خلال الساعات المكتبية أو من خلال نظام التعليم الإلكتروني.
- غير مسموح الغش والانتحال على الإطلاق.

COURSE COORDINATOR

منسق المساق

منسق المساق Course Coordinator:	Tariq N. Al-Shatanawi	رئيس القسم Department Head:	
رقم قرار القسم Department Decision		تاريخ القرار: Date of Decision:	
التوقيع Signature:		التوقيع Signature:	
التاريخ Date:		التاريخ Date::	



Research Project for Medical students

General rules and regulations:	
1.	All official announcements related to research project course will be published through a Microsoft teams created for this purpose at the beginning of the course. It's the responsibility of each student to follow-up official announcements.
2.	Each research group must contain 8-10 students only.
3.	Each research group will be assigned to a professor supervisor.
4.	On your application form, you are free to indicate one or more departments who you would prefer to work at. We shall try our best to assign you a supervisor who is compatible with your background if neither the supervisor you like nor the one specified is available. We don't require a detailed description of a research proposal in the application form. If your application is accepted, you and your supervisor will decide on a research project.
5.	The agreed-upon title will be registered with the course academic committee as a "provisional working title" for the student's study once a research project has been agreed upon. During the course of the project, the tentative title may be changed to the "final title." It is the duty of the students to notify the course director and the course administrator in writing, together with the signature of their supervisor, of any changes to the title and subject of their project at any time throughout the project's term. Any provisional title that is not amended will automatically be given the status "final title."
6.	The entire project must be meticulously planned, with enough time allotted for each step of the research process, including writing up. Students may be expected to meet with their supervisors frequently throughout the course of their work (the frequency of the meetings depends in part on the type of research project chosen) to get feedback and advice on the planning and execution of their research projects as well as to get feedback on the draft chapters of their research project.
7.	External co-supervisor can be assigned to the research project upon formal approval.
8.	It's the responsibility of each student to meet deadlines of the research project course.
9.	Attendance and participation are extremely important, in this aspect the university rules will be applied. Attendance will be recorded by the instructor for each class. Maximum allowed absence is 15% of the course. The result of absentees is that the student will not be permitted to attend the final examination and he/she will be granted zero mark in that exam.
10.	Scientific misconduct will be strictly monitored (scientific misconduct means falsification of data, fabrication of data, plagiarism, duplication, gift-authorship, ghost-authorship, or other practices that seriously deviate from those that are commonly accepted within the scientific community for proposing, conducting, or reporting research.)
11.	Submission of the research manuscript to publication and providing a submission proof to a suitable journal is mandatory to pass the research project course.
Format of the research project	
1.	For fifth year students, follow the guideline for proposal writing.
2.	For sixth year students, follow the guideline for manuscript writing.
3.	The research project should not be longer than 5,000 words, as per our regulations (including tables, figure legends, and appendices, but excluding bibliography). It must be legible when printed on A4 paper, only using one side of the paper, in 12-point font, with two spaces between each line, and with margins that are at least 2 cm wide. The author's name, the research project's official title, and the degree for which it is being submitted should all be visible at the top of the title page. The supervisor's name should be on the page's bottom right corner. All copies that are submitted must at least be soft bound. Candidates need to be very careful to make sure the right version of the text displays.



4. Although it is anticipated that the majority of the research project will be devoted to the research actually carried out during the research time, the dissertation should include a literature survey that may be partially based on the written assignments. The way the dissertation is organized and how carefully it has been written and illustrated are both indicators of the candidate's ability and will be taken into account as such. Theses must be written in English, with the exception of citations (where appropriate) and recognized technical equations, and candidates are expected to have a reasonable mastery of the language. They should also use a spellchecker and carefully review their work before submission. Each candidate who submits a research project must identify the sources from which their information is derived, the extent to which they have used other people's work, and the parts of the research project that they claim to be their own original work, generally in a preface and specifically in notes or a bibliography. The page below the title page should contain the following statement of originality: "This research project complies with Al-Balqa Applied University BAU plagiarism policies and is largely my own work. When references to other studies have been made, they are noted in the text and bibliography."
5. Each piece of submitted work must be accompanied by a standard cover sheet that includes a signed declaration that the work is the student's own unaided effort and complies with the University's guidelines and regulations on plagiarism. This requirement was implemented in response to growing concerns about plagiarism in all University courses.

Submission of the research project

1. The research project submission deadline is announced at the beginning of the academics year, and any applicant who misses this date without the course directors' prior approval will often receive no credit for the research project and would fail the course as a whole. Only extraordinary circumstances may result in a request for a submission delay, and candidates are urged to keep in mind that technical difficulties with computers won't often be grounds for one. Any request to postpone submission must be addressed in writing to the course director well before the deadline, together with letters of support from the candidate's supervisor. Applications to postpone submission will only be taken into consideration if they are true emergencies, with the exception of those mentioned above.

Supervisor role

1. Help formulate an appropriate project proposal and outline of the project report
2. Meet regularly with students to support their research/project work. The supervisor would normally expect to meet with students for an average of one hour per week.
3. Inform students and the course director if students are not making satisfactory progress and/or require additional support.
4. Provide ongoing assessment of students' work throughout the period of supervision including advice on matters of presentation and style.
5. Supply written comments on students' submitted work when requested.