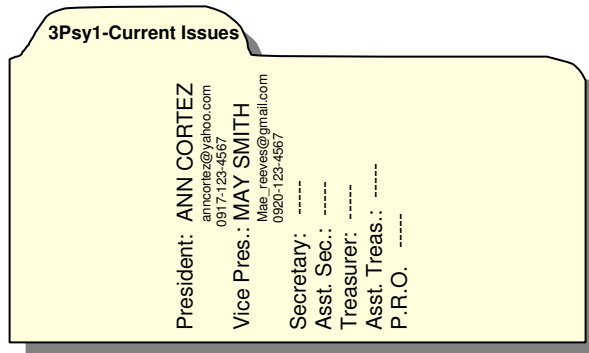
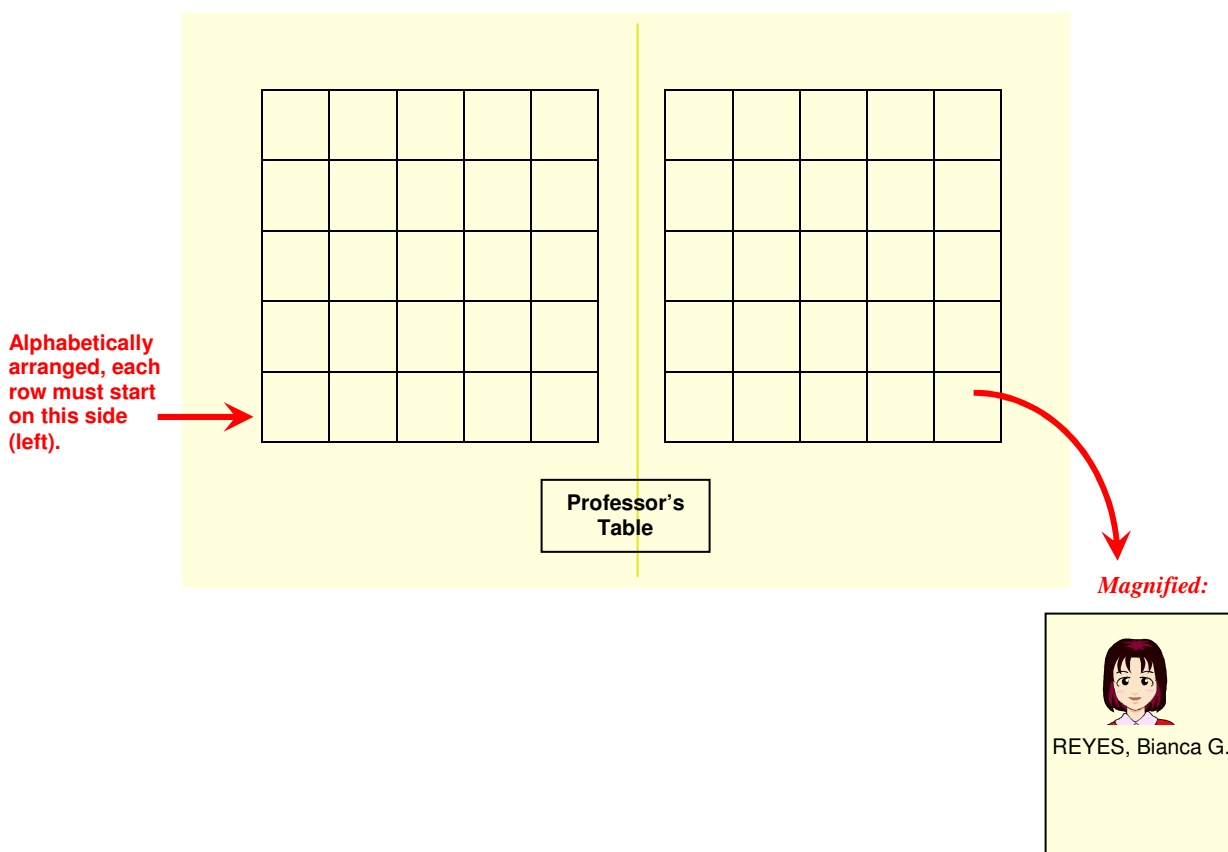


# SEAT PLAN INSTRUCTIONS FOR CLASS SECRETARY AND ASST. SECRETARY

- Both secretary & assistant secretary shall be responsible for this project. Follow instructions to the letter. Be guided by the illustrations provided below.
- Purchase one (1) high quality, think, long, white or beige folder with flap for your section (per course with Ma'am Glody).
- Using a black permanent marker, label the flap with your section and course/subject code (i.e., **1Psy2 – Neuroanatomy**; **3Psy1 – Current Issues**).
- On the front of the folder, using black gel/sign pen, print the list of full names of class officers with their e-mail addresses and cell phone numbers.



- Replicate the seating arrangement of your class by drawing a **table** with the appropriate number of columns and rows inside the long folder. Students must be **seated alphabetically**, starting on the left of each row (from professor's perspective). Use black ink pen only.
- Inside each cell/block, attach the recent **1x1 picture** of each student (colored picture taken within 3 months, white background). Below the picture, print the **name** of the student on the picture (LAST NAME, First Name M.I.). Below the name, make sure there is a **space** of approximately ¼ inch in height. Use black ink pen only. Make sure you use thin **double-sided tape** to attach the pictures – do NOT use paste, glue, or other adhesive tapes!
- If there are **irregular students**, it is your responsibility to make sure that they shall be included in the seat plan with their recent ID picture.



- This must be submitted on or before **JULY 3, 2009 (Friday), 3:00 PM** @ the Psychology Department or during your class with Ma'am Glody. Failure to submit this shall be equivalent to -2 in your next quiz.
- Any errors in the submitted folder shall result to the return of the submitted folder to either be repeated or modified. This shall also incur -2 in your next quiz. Thus, late submission with errors shall incur -4 in the quiz.