# NOTES TO TRAINEES

1. Ensure you keep time as stipulated in the program.
2. Tea break will be from 10.00 to 10.30 am.
3. Lunch break will be from 1.00 to 2.00 pm.
4. Classes in the morning start at 8.30 am.
5. Identify a class representative to co-ordinate with the COPE secretariat on all issues linked to the course and any other relevant issue.
6. Remember the assessment points as per the program you were provided and make necessary arrangements.
7. It is expected that each participant will give the following reports:
8. Course unit evaluation at the end of each unit
9. Practical exercise report for each laboratory/field session
10. Group discussion report/presentation, where appropriate
11. Field visit report
12. Quiz or an examination for each unit at the end of the course