**Note**:

1. The e-archival of teaching materials keeps records of subject delivery according to relevant SOPs.
2. This form consists of 4 parts. It is to be included in the e-archival.

|  |  |  |  |
| --- | --- | --- | --- |
| **PART A : SUBJECT PARTICULARS** | | | |
| Subject Name: | Engineering Analytics and Machine Learning | Subject Code: | ECSE202 |
| Subject Owned By: (Course) | CEN | Acad Year: | ~~Apr~~/Oct1 Semester  AY 2018 /2019 |
| Subject Leader: | Teo Kok Keong | PCO: | Boey Chee Kin |

|  |  |
| --- | --- |
| Subject Offered To: | Post-diploma Certificate/Modular Certificate |
| Specialist Diploma in Industrial Internet of Things (IIOT) |
| Specialist Diploma in Industrial Internet of Things (IIOT) (Earn and Learn Programme) |
| Post-Diploma Certificate in Engineering Analytics |

|  |
| --- |
| **PART B : CHANGES IMPLEMENTED FOR THIS SEMESTER** |
| The subject was last reviewed in AY\_\_\_\_\_ / Sem\_\_\_\_ |
| This section highlights changes implemented for this current semester, if any. |

|  |  |
| --- | --- |
| Are there changes implemented for this semester? Yes/No1 | If Yes, tick (one or both of) the below as appropriate: |
| [ ] Change arising from recommendation in **last subject review.** Brief description of change: |
| [ ] Major changes implemented compared to **last run** of subject. Brief description of change: |

🗸

1 Delete whichever is not applicable

**PART C : DOCUMENT CHECKLIST**

There are 7 broad sections:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Section Header** | **Opening2** | **Closing2** |
| C.1 | **Approval Appointment Letter for SL** | [ 🗸 ] | [ ] |
| C.2 | **Subject schedule** |  |  |
| Subject schedule includes:   * Academic week number or dates * Topics * Learning and teaching methods (e.g. lecture, tutorial, laboratory, e-learning) * Assessment components, weightages and when (week no.) assessments are assessed. | [ 🗸 ] | [ ] |
| C.3 | **Teaching & Learning Resources** |  |  |
| * Materials used for lectures, tutorials, practical sessions and online learning. * May include formative tools to aid students’ progress to next assessment point (such as project milestone/checklist, feedback form on learning progress, pop quizzes). | [ 🗸 ] | [ ] |
| * Lab/Workshop Safety briefing slides (if applicable) | [ 🗸 ] | [ ] |
| * LMS learning resources, including content of BCP folder.   *Refer to  for instructions on LMS course archival* | [ 🗸 ] | [ ] |
| C.4 | **Assessment Components** |  |  |
| * Subject assessment breakdown with group & individual weightages (Excel assessment spreadsheet, including Assessment Plan approved by CMC for those on new framework)) | [ 🗸 ] | [ ] |
| * Documents associated with each assessment component **except Special Assessment/Alternative Assessment** (e.g. question paper (drafts/final), assignment/project specification sheet, rubrics, marking scheme, solutions, assessment moderation form (compulsory for components of significant weightage as stipulated at ENG level))   **NOTE:** For archiving, submit question paper, moderation forms and marking scheme for **activated** SA/AA only. Non-activated SA/AA and associated documents are to be kept by SL. | [ ] | [ ] |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Section Header** | **Opening2** | | **Closing2** | |
|  | * Was the Special Assessment/Alternative Assessment activated2? | -- | | Yes / No/N.A. | |
| C.5 | **Business Continuity Planning** | |  |  |
| * Business Continuity Planning Schedule (against normal teaching schedule) * BCP Assessment Mapping Table (against normal assessment components) | | [ ] | [ ] |
| C.6 | **Communication** | |  |  |
| * Correspondences with subject team, technical support staff etc, pertaining to pre-delivery (eg email, notes of meeting etc). | | [ ] | [ ] |
| * Correspondences regarding subject during the course of semester * Correspondences/Minutes of Post-delivery meeting for subject team, including discussion of student semestral performance | | Not Applicable | [ ]**3** |

|  |  |  |
| --- | --- | --- |
| Verified and submitted by Subject Leader : | **Opening2** | **Closing2** |
| **Name/Signature/Date** | **Name/Signature/Date** |
| Approved by Programme Course Coordinator: |  |  |
| **Name/Signature/Date** | **Name/Signature/Date** |

**PART D : COMMENTS/REASONS (If applicable)**

|  |
| --- |
| Subject Leader to provide reasons for section items that are incomplete/on-going etc. |
|  |