

Guidelines for Course Coordinator

1. Planning ahead

1.1 Request what you need well in advance e.g. TAs with their jobs, teaching materials etc.

1.2 Set up a schedule

1.2.1 The course schedule should be finalized at least **one month** before the beginning of the course.

1.2.2 The course schedule must be submitted and posted on the departmental website.

2. Communicating clearly

2.1 **With staff:** Coordinator must set up meetings (at least twice per course) with teaching staff. One meeting before the course has started to present an overview about the course, objectives and outcomes and for preparing the Lesson Plan ([click here for the form](#)). The other meeting should be held after the final examination to discuss and evaluate the course and to summarize student grading.

2.2 **With students:** Coordinator must set up the first class to introduce the course and discuss the lesson plan with the students.

2.3 **With teaching assistances** (if any): Coordinator must set up meeting (at least once per course) with TAs to explain jobs and responsibilities for the course.

3. Preparing examinations

3.1 Assign the number of exam questions to the staff at least **one month** before the examination day.

3.2 Collect all exam questions and organize them into the same format. Submit the exam to the departmental secretary for the final production at least **one week** before the exam day.

4. Helping students

4.1 Make sure that students know their scores within **1 week** after a midterm or midcourse examination.

4.2 Be available for students.

4.3 Help students solve problems that may occur.

5. Evaluating systems

5.1 **Staff's evaluation:** All teaching staff must be evaluated on their teaching by the students. For SCBC graduate courses, ([click here for an evaluation form](#)). The evaluation results must be submitted to ST within **one month** after the end of the course.

- 5.2 **Course's evaluation:** For SCBC graduate courses, coordinator will need to ask students to fill in a course evaluation form ([click here](#)). For undergrad and SCID courses, coordinator must gather results of courses' evaluation from the Faculty. These results must be used for discussion and improvement of the course.
- 5.3 **Students' evaluation:** Coordinator should summarize all students' scores and arrange for a meeting with all teaching staff to assign final grades. The final grades must be submitted to the department **within 10 days** after a final examination.

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