

King Fahd University of Petroleum & Minerals



Guidelines for Course Coordination at KFUPM

October 2016

Revised: January 2018

Revised: August 2018

Table of Contents

1. Purpose and Scope	3
1.1. Purpose.....	3
1.2. Scope.....	3
2. Elements of Course Coordination	3
2.1. People.....	3
2.2. Components	4
2.3. Levels.....	4
2.4. Grading of Examinations	4
3. Roles and Responsibilities	4
3.1. Chairman/ Director	4
3.2. Coordinator	5
3.3. Instructors	6
3.4. Examination Committee	7
4. Guidelines Disclaimer and Review.....	7
4.1. Guidelines Disclaimer.....	7
4.2. Guidelines Approval and Review	7

Guidelines for Course Coordination at KFUPM

1. Purpose and Scope

1.1. Purpose

The goal of coordination is to provide the students with a better opportunity to learn by being exposed to the same material and by minimizing variations. The objectives of coordination are to ensure the following:

- 1.1.1 Proper and uniform coverage of the course topics/materials. This objective is easily implemented by the **instructional plan** (e.g., detailed syllabus as per ABET/AACSB/NCAAA format).
- 1.1.2 Fairness in grading. Students in different sections of a course should receive comparable grades depending on their achievement level.
- 1.1.3 Quality of delivery of course materials.
- 1.1.4 Ascertaining standard assessments through analysis and evaluation of examinations construction and level.
- 1.1.5 Fulfillment of course outcomes, and proper course files/documentations, and assessment.
- 1.1.6 Development and continuous improvement of the course.

1.2. Scope

- 1.2.1 Course coordination is to be applied in full.
- 1.2.2 These Guidelines apply to courses taught by more than one instructor, offered in a single semester.
- 1.2.3 These Guidelines apply to courses across semesters (including summers), through a normalized/comparable **assessments plan** across semesters.
- 1.2.4 These Guidelines do not include coordinating other types of courses like coop, senior project, etc., for which separate guidelines need to be developed.

2. Elements of Course Coordination

2.1. People

- 2.1.1 Chairman of the department or Director of the program
- 2.1.2 Course Coordinators. Their role is to help the department chairman to guarantee the course quality-assurance and help the student to better learn. Duties of the coordinator, with the help of faculty, include: course planning, course design and development, course delivery, selection of educational resources, assessment of students' learning outcomes, preparation of common examinations, and course evaluation.
- 2.1.3 Assistant coordinator. A member of faculty who assists the course coordinator in his duties, mainly in logistics such as exam copying and related administrative matters pertinent to the coordinated course.

- 2.1.4 Examination committee (optional). Experienced faculty members assigned by the Chairman are responsible for the proper evaluation and assessment of students' achievement in the courses. Together with the coordinator, they prepare major and final examinations in light of the outcomes/objectives/contents of the course and the assigned textbook.
- 2.1.5 Instructors teaching coordinated course.

2.2. Components

- 2.2.1 Instructional plan, course syllabus, course material, and course policy
- 2.2.2 Homework and other assignments
- 2.2.3 Dates and locations of major examinations
- 2.2.4 Assessment plan, examinations procedures, and grading policy
- 2.2.5 Course file and/or course report

2.3. Extent of Coordination

- 2.3.1 Full coordination of all elements of the course, namely: syllabus of course activities and assessment requirements, including, but not limited to setting of homework problems, quizzes, major and final examinations, grading, key solutions with distribution of points and grade letter cut-off points.
- 2.3.2 In certain circumstances, homework/project assignments and quizzes (if not fully coordinated) must have the same number and weight, so that their marks can be normalized to ensure uniformity among different sections.

2.4. Grading of Examinations

- 2.4.1 Grading should be fair carried out according to standard criteria.
- 2.4.2 For a written examination, a detailed key solution(s) must be prepared before the examination time, and should have clear partial grades distributed to different parts of the answer.
- 2.4.3 During grading a written examination, one instructor is to be assigned to grade a question or more for all the students. If the number of students is high, more instructors can be assigned to grade the question using the same key solution.
- 2.4.4 Proper feedback should be provided to the students about assessment of their performance.
- 2.4.5 The instructor should report the results/grades of the examinations to the students within one week of the examination date.
- 2.4.6 In case of a grading error, the grade must be corrected.

3. Roles and Responsibilities

3.1. Chairman/ Director

The following are some of the duties of the department chairman or the program coordinator, in relation to coordinated courses:

- 3.1.1. Ensure the implementation of these Guidelines in the department.

- 3.1.2. Assign course coordinators, coordinator assistants, and/or examination committees, preferably selecting experienced and dedicated faculty members.
- 3.1.3. Announce the list of course coordinators well ahead of the beginning of the academic term.
- 3.1.4. If applicable, announce the dates of major examinations for all coordinated courses well ahead of the beginning of the academic term.
- 3.1.5. Assist coordinators and instructors in getting the right number of proctors.
- 3.1.6. Take full responsibility to follow up cases of examination-related misconduct with the University administration.
- 3.1.7. Make sure that the department has its own procedures for course coordination that are aligned with these Guidelines.

3.2. Coordinator

The following are the duties and tasks of the coordinator, which should be done, whenever applicable, in coordination and after consultation with all instructors teaching the same course. The coordinator should:

- 3.2.1. Review and consider possible implementation of the comments and recommendations in the course file of the previous semester, in order to close the loop for continuous improvement.
- 3.2.2. Develop and distribute a detailed course syllabus at least 1 week before the beginning of the semester.
- 3.2.3. Develop common online materials and publish them to students on Blackboard.
- 3.2.4. Meet and communicate regularly with all course instructors.
- 3.2.5. Develop, with the course instructors, a common assessment plan and grade distribution.
- 3.2.6. Abide by the Policy and Guidelines governing examination at KFUPM, and inform the instructors to do so.
- 3.2.7. Announce safety procedures and instructions relevant to the course to all instructors and students.
- 3.2.8. Prepare major and final examinations and their key solutions in coordination with the examination committee/instructors.
- 3.2.9. Analyze and assess the construction of and level of examinations to fulfill the learning outcomes of the course.
- 3.2.10. Arrange for the printing and distribution of copies of the major and final examinations.
- 3.2.11. Make a final check on all the examination materials before the examination begins.
- 3.2.12. Arrange for reserving suitable locations for major exams and inform all instructors well ahead of the date of the major examinations.
- 3.2.13. Determine the needed number of proctors and inform the chairman about this need at least two weeks prior to the examination date.
- 3.2.14. Publish key solutions in a timely manner.

- 3.2.15. Apply appropriately the rules related to student absence from the examination.
- 3.2.16. Distribute the examination papers to all instructors no more than one hour prior to the examination when the common examination is held at different locations.
- 3.2.17. Should, when examinations are administered in more than one room, act as a roving proctor, circulating between rooms in order to resolve any inquiries and to ensure that examination regulations are being followed and that careful proctoring measures are being adopted.
- 3.2.18. Take full responsibility in acting on any suspected academic misconduct that is brought to his attention, and should submit a written report to the Chairman/Director.
- 3.2.19. Manage the grading of examinations.
- 3.2.20. Meet with all instructors, to analyze the students' grades and agree on common letter grade cut-off points.
- 3.2.21. Prepare the course file to report and document evidence to be used for course assessment purposes. This should include feedback to the University administration upon implementation of coordination.

3.3. Instructors

The instructors teaching a coordinated course are expected to:

- 3.3.1. Participate actively in preparing and conducting all aspects of the course, including course syllabus, examinations, etc.
- 3.3.2. Work as a team member with all other course instructors.
- 3.3.3. Cover the course material in a timely manner, and be creative and free to apply the best pedagogy.
- 3.3.4. Provide suggested examination questions when requested to do so.
- 3.3.5. If requested, review draft copies of the major and final examinations and give sufficient feedback to the course coordinator to ensure high quality and error-free examinations.
- 3.3.6. Implement these Guidelines, and make sure that the students adhere to them.
- 3.3.7. Remind their students about major exam dates, locations, coverage and any other important information.
- 3.3.8. Adhere to examinations times.
- 3.3.9. Strictly follow the agreed-upon assessment plan.
- 3.3.10. Safeguard the examination material prior to examinations.
- 3.3.11. Participate in proctoring examinations according to the instructions of the Examination Guidelines at KFUPM.
- 3.3.12. Report all testing irregularities and any student misconduct immediately to the coordinator.
- 3.3.13. Participate in grading the major and final examinations.
- 3.3.14. Assign the letter grades to his students according to the agreed upon cut-off marks.

3.4. Examination Committee

In case, the examinations are prepared by an examination committee, this committee is expected to:

- 3.4.1. Help the coordinator in preparing the examinations and key solutions.
- 3.4.2. Ensure that examinations questions fulfill the student learning outcomes of the course.
- 3.4.3. Ensure the confidentiality and security of the examinations, as per the Examination Guidelines at KFUPM.
- 3.4.4. Help in the production and the preparations of the examination papers.
- 3.4.5. Participate in the prepare of the course file.

4. Disclaimer and Review

- 4.1.1. This Guidelines document is subject to change, to keep KFUPM policies in compliance with the rules and regulations of the Ministry of Education.
- 4.1.2. A current and complete edition of these Guidelines can be found in the office of the VRAA, which is available for public preview.
- 4.1.3. These Guidelines shall be reviewed in full every five years.