

Roles and Responsibilities: course directors

A course director has oversight on all aspects of their course. Specifically, a course director is responsible for:

- Managing enrollment of students in their course
- Coordinating with all instructors
- Coordinating the development of the syllabus (see example) which should include at a minimum
 - Lecture schedule with topics and instructors
 - Exam and quiz schedule including an overview of their structure
 - Learning objectives for the course as a whole
 - Meeting times and room information
 - Contact information for the course director
 - Expectations for student performance including all deliverables and the grading system
 - Textbook information
 - Description of additional study materials (e.g. articles, problem sets, study guides)
 - Suggestions for how to excel in the course
 - Explicit notice on VCU Code of Conduct and Academic Integrity policy
 - VCU Absentee policy
 - Prerequisite course work
- Ensuring that all instructors are teaching in an area of expertise
- Communicating with all enrolled students regarding significant changes to the lecture, exam or quiz schedules
- Serving as a point of contact for enrolled students especially regarding student concerns
- Development and maintenance of a Blackboard version of the course
- Coordinating review of prospective questions for each exam and the review of all draft exams
- Coordinating the assignment of final course grades
- Following all VCU Code of Conduct and Academic Integrity guidelines
- Promoting student usage of and following all reasonable recommendations of the Division for Academic Success
- Promoting continuous improvement of the course by
 - Managing an end of semester student survey (see example) to gather student feedback on the course as a whole, the course director, and all instructors
 - Reviewing student feedback and other information (e.g. final grades) with instructors prior to the next offering of the course
 - Coordinating changes to the course to keep the course content relevant and contemporary

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