

## Roles and Responsibilities: SOM Graduate Course Directors

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

- Developing the syllabus (see example) which should include at a minimum
  - Contact information for the course director
  - Required prior course work
  - Textbook information
  - Description of additional study materials (e.g. articles, problem sets, study guides)
  - Learning objectives for the course as a whole
  - Meeting times and room information
  - Lecture schedule with topics and instructors
  - Exam and quiz schedule including an overview of their structure
  - Expectations for student performance including all deliverables and the grading system
  - Suggestions for how to excel in the course
  - Explicit notice on VCU Code of Conduct and Academic Integrity policy
  - Attendance, absentee and work make-up policy
- Developing/maintaining a Canvas version of the course except as agreed by the relevant chair and program director
- Ensuring the course is delivered via the modality and uses the grading system indicated in Banner
- Managing enrollment of students in their course
- Communicating with all enrolled students regarding changes to the lectures, activities, exams, quizzes or assignments
- Serving as a point of contact for enrolled students especially regarding student concerns
- Facilitating student usage of and following all recommendations by the Division for Academic Success
- Making students aware of VCU Counseling Services (as deemed necessary by the director and instructors)
- Contacting a student's program director, the Office of Graduate Education, or filing a report with the Dean of Students Office regarding any student exhibiting behavior that is troubling (e.g. unexplained change in attendance or performance, expression of significant signs of distress, etc.)
- Following all VCU Code of Conduct and Academic Integrity guidelines. Highlights include:
  - Reporting of all suspected violations of conduct and honor policies to the Office of Student Conduct
  - Treating students involved in reports like all other students while their cases are being processed
  - Taking no other initial action except in situations involving student/instructor safety
  - Taking action only as directed by the Office of Student Conduct
- Ensuring that all instructors are teaching in an area of expertise and deliver lectures as scheduled
- Coordinating review, administration and grading of exams and quizzes
- Coordinating the assignment of and submission of final course grades
- Coordinating with their chair as well as all instructors and their chairs in a timely fashion to address course issues
- 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, grades and other information with instructors before the next offering of the course
  - Coordinating changes to the course to keep the course content relevant and contemporary
- Obtaining approval from their chair and Senior Associate Dean for Graduate Education before canceling a course
- Providing course materials, Canvas course access and student feedback upon request to individuals with course, program or faculty oversight responsibilities including
  - Leadership in the SOM (e.g. the Dean)
  - Leadership in the SOM Office of Graduate Education (e.g. Senior Associate Dean for Graduate Education)
  - Leadership of departments or units responsible for a course (e.g. department chairs)
  - Leadership of graduate programs in which students in the course are enrolled (e.g. graduate program directors)
  - Designees of the above