

## Roles and Responsibilities: course directors

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

- 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
- Managing enrollment of students in their course
- Communicating with all enrolled students regarding changes to the lecture, activity, exam, quiz or assignment schedules
- Serving as a point of contact for enrolled students especially regarding student concerns
- Developing and maintaining a Blackboard or Canvas version of the course (as deemed necessary by the director and instructors)
- Promoting 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 Associated Dean for 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 and Academic Integrity
  - Taking no other initial actions except in situations involving student/instructor safety
  - Treating students involved in reports like all other students while the cases are being processed by the Office of Student Conduct
  - Taking any additional actions only as directed by the Office of Student Conduct
- Coordinating with all instructors
- Ensuring that all instructors are teaching in an area of expertise
- Coordinating review of prospective questions for each exam and the review of all draft exams
- Coordinating the assignment of final course grades
- 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

Last update: February, 2021