**College of Veterinary Medicine DVM Course Coordinator Guidelines**

Role: Within the College of Veterinary Medicine, course coordinator(s) are defined as the individual (or individuals) who are responsible for scheduling learning opportunities (lectures, laboratories, etc.), determining the frequency and magnitude of student assessment, assigning student grades, and attending to other questions and matters pertaining to the delivery of instructional material.

Since the course coordinator is the responsible individual/instructor of record for the course, other faculty who teach in the course are expected to work closely with the course coordinator in designing and assigning grades for individual sections of the course. Teaching faculty are also expected to comply with all policies described in the syllabus including late work policies, extra credit policies, and remediation policies for the course.

**ESSENTIAL DUTIES OF THE COURSE COORDINATOR:**

**Prior to each semester:**

* Prepare a course schedule including lecture/laboratory dates, topics, instructor(s), and listing the [Competency-Based Veterinary Education (CBVE) Domains of Competence covered in each session.](https://static1.squarespace.com/static/5fd7ed081606b00a310bbbf5/t/660f2e608f167277d6105602/1712270945061/CBVE-2.0-05-2.Competencies.pdf) Assign content or topics to instructors who participate in the course. Include assessment periods (exams) into the schedule. Submit schedule to Instructional Support staff by CVM-designated semester deadlines.
* Prepare a course syllabus that includes course objectives, course format, reference lists, grading scale, remediation policies and procedures, office hours, and administrative policy. *A standard syllabus format is provided at the end of this document.* Submit syllabus to Instructional Support staff by CVM-designated semester deadlines. Note: The syllabus and course schedule should be separate documents.
* Write and include course learning outcomes (Audience, Behavior, Condition, Degree, or ABCD, format) in the syllabus.
* Assure appropriate teaching space and classroom time has been scheduled by the Associate Dean of Academic Programs office and make arrangement for any space needs not part of the regular schedule (special labs requiring specific space, lab tours, small – group areas, etc.).

**During the Semester:**

* Stay in contact with the Associate Dean’s office regarding course issues and meet all requirements for reporting of student performance, absences, and course updates.
* Create or collate assessments (exams), monitor exam composition, exam scheduling, and assure submission of exams to Instructional Support team 5 days ahead of exam date.
* Coordinate administration of student teaching evaluations (TEVALs). Encourage student participation in teaching evaluation process.
* Assure that appropriate student accommodations occur as prescribed by the K-State Student Access Center.
* Maintain ongoing course grades within CANVAS.

**After the Semester:**

* Assign and approve semester grades in CANVAS.
* Interact with CVM Curriculum Committee (CVMCC) representatives preparing the triennial course review for your course if applicable.
* Review course feedback (yearly course evaluation or curriculum committee course review (triennial)) in consultation with the respective Department Head.
* If applicable, respond to any CVMCC Recommendations in the CVMCC Course Review
* Discuss course feedback as appropriate with course faculty members.

**Examinations and Grading:**

* Assign and communicate point totals for each instructor for their portions of multi-instructor exams.
* Assure that all exams are checked for errors and ready at the assigned exam time. Online exams should be submitted to Instructional Support staff at least 5 days prior to the exam. Printed exams should be checked for proper collation and sufficient quantity for the class. Coordinate changes in exam or exam schedules with testing center and Instructional Support.
* Coordinate with course instructors for participation in exam proctoring, collection of exams, and getting exams to the appropriate instructors for grading.
* Set clear deadlines for completion of grading and return of exams to students for exam review and student questions based on the exam policies as established in the syllabus.
* Manage and address any grading disputes that are not resolved between a student and individual instructor.

***Considerations for Best Practices as a Course Coordinator:***

* *Discuss teaching preparation with each instructor and review teaching materials on an as-needed basis. This is most important for instructors participating in the course for the first time.*
* *Have knowledge of course content presented by all instructors that is sufficient to prevent unwanted redundancies, important content omission, or contradictions between instructors.*
* *Discuss exam schedules with other course coordinators for the semester and make modifications if necessary. Exam duration should be commensurate with and limited to a reasonable period for completion based on the material content and exam design. Exam duration should take into consideration time allotted for students with extra-time accommodations. Accommodation and online exam open periods should never extend into or overlap with other classes.*
* *Discuss general procedures for providing student accommodations with course instructors and discuss any specific accommodations that course instructors should be aware of.*
  + *Meet with Instructional Support staff to review class Canvas layout and responsibilities for uploads, exam grades, and other administrative support activities.*
  + *Send reminders to instructors regarding their scheduled teaching times and assure that all resources and needs for student learning are met.*
  + *Monitor and assure that teaching materials for each participating instructor are uploaded to the course canvas site, preferably within 24 hours of the presentation of the material.*
* *Communicate student performance issues with students as needed; formally, a* [*Low Grade Report*](https://iweb.vet.k-state.edu/faculty/restricted/asp/LowGradeReport/) *may be issued.*
* *Encourage instructors to schedule meetings with individual students whose performance is substandard to review course goals, recommend study plans for the material, and address barriers for performance.*
* *Create an exam rubric for the course and communicate with instructors.*
* *Have a plan for makeup exam needs.*
* *Review exam material from each instructor to insure they follow the agreed upon format and address the published ABCD course learning outcomes.*
* *Review exam keys on an as needed basis and use item-analysis statistics to adjust grading.*
* *Schedule and coordinate group exam reviews per course policies.*

**Syllabus Template:** Course syllabi should include the following information. *Best practice suggestions are italicized.*

**General information:**

* Course coordinator name and contact information
* Instructors and contact information
* Class meeting days/times/location

**Assessment:**

* How will students be assessed (i.e. quizzes, exams, homework, attendance, etc.)
  + Grading scale (expressed as a percentage or in terms of course points). *Expressing grades as a percentage allows for mid-semester adjustments in total course points.*
  + Weighting Exams/homework/labs: *List weight or % each exam or assignment contributes to the course.*
  + Extra credit options: *If available, total amount possible, & conditions to receive extra credit*
  + Remediation: *Include a statement of whether the course allows remediation in the event of a non-progressing grade assignment and, if so, list details of how remediation will be accomplished.*

**Course Information:** (See below for examples)

* Description of course: *one paragraph summary of the course*.
* List Pre-requisites for this course
* Course objectives &/or course goals (in [*ABCD objectives format*](https://iweb.vet.k-state.edu/faculty/pdf/ABCD%20of%20Learning%20Outcomes.pdf)).
* Format of instruction: *Describe instruction format(s) and goals*
* List required and/or recommended course text/materials, including Web resources

**Course Policy(ies):** (i.e. Expectations for your course)

* Attendance/absences
* Examination expectations
* AI statement if you need additional explanation beyond the standard campus policy.

**Standard Syllabus Statements:**

* Instructional support staff will uniformly add [required K-State Syllabi Statements](https://www.k-state.edu/provost/resources/teaching/course.html) for Academic Honesty, Students with Disabilities, Expectations for Classroom Conduct, Mutual Respect and Inclusion in Learning Spaces, Discrimination, Harassment, and Sexual Harassment, and Use of Artificial Intelligence. *You do not have to include these in your syllabus submission to Instructional Support staff.*
* Additional optional statements ([available here](https://www.k-state.edu/provost/resources/teaching/course.html)) may be added to your syllabus and should be communicated to Instructional Support staff.

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