

MONTANA STATE UNIVERSITY
COLLEGE OF NURSING
Policy A-5
Attachment #8
Position Description: Course Coordinator

The Course Coordinator is assigned by the Campus Director and is the instructor of record for the course (e.g., signs grade sheet; is the accountable person regarding issues/decisions about the course with active solicitation of input from other assigned faculty and Campus Director).

Course Preparation:

- Solicits input from other faculty involved in the course and then makes decisions regarding:
 - Development of syllabus, including grading criteria, student assignments and learning activities
 - Selection of texts and assigned readings
 - Evaluation format for theory and lab
 - What each involved faculty member will teach
 - Use and development of distance delivery course components
- Solicits input from other faculty involved in the course and makes recommendations to the Campus Director. The Campus Director retains the authority for final decisions regarding:
 - Lecture and lab times
 - Clinical teaching responsibilities
 - Scheduling of classrooms for class and college lab
- Coordinates use of clinical agencies in the course with other involved faculty in conjunction with the Campus Director.
- Arranges for agency contracts/letters of agreement and updates, as appropriate, in conjunction with the Campus Director.
- Prepares course syllabus according to appropriate deadlines.
- Develops WebCT course components.
- Arranges for all faculty involved in the course to receive copies of syllabi and other course materials.
- Orders the textbook(s) through the appropriate process according to deadlines.
- Arranges for placement of library reserve materials, course packets, etc., as appropriate.
- Submits final order to Administrative Assistant for needed AV equipment.
- Develops the individual IFO(3 column outline) in conjunction with involved faculty

and submits to UAAC for approval, according to established deadlines.

- Keeps Campus Director informed of the overall aspects of the course; e.g., course and clinical work of involved faculty, planned placement of students for college and clinical lab activities.
- Orients new faculty to the course and facilitates orientation to agency and agency personnel.
- By beginning of the semester, submits a budget for supplies and travel necessary for the course.

Course Implementation:

- Facilitates open communication among faculty involved in the course.
- Orients students to the course (can delegate when appropriate).
- Participates in lecture/lab teaching.
- Coordinates preparation of quizzes and tests and makes test grading arrangements.
- Facilitates communication among course faculty related to lecture material, student issues, agency issues, etc.
- Keeps Campus Director informed regarding student issues, agency issues, etc.
- Is responsible for securing faculty evaluation forms for students to complete.
- Is available to faculty and students to address questions/issues regarding students' experiences and progress and refers students to academic advisor, if appropriate.

Course Completion:

- Coordinates the evaluation of appropriateness of the clinical settings for students' learning experiences.
- Facilitates students being given time to complete faculty evaluations.
- Oversees the completion of students' clinical evaluations and skills lists.
- Completes the University on-line grading process.
 - Lab instructor forwards recommendation regarding "S" or "U" in lab to the Course Coordinator.
 - If teaching assignments are such that multiple faculty clinically evaluate the same students, the involved faculty collaborate on the evaluation and determine "S" or "U". If disagreement exists, the Campus Director is informed and used as a resource before the final grade is assigned.
- Course coordinators do not have responsibility for evaluating the performance of faculty members involved in the course.

Reviewed/Approved by:

Level I: Dean (May, 2005)

Level II: Executive Council (May, 2005)