

Check List for Responsible Course Teachers

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Updated 2016-06-22, 2016-11-11 by Cecilia Wesslén)

Course code: _____ Term: _____
 Responsible Teacher: _____
 Course assistant: _____

Deadline when?	What to do	Check
Term before course start (May for autumn and December for spring)	Schedule Changes in grading criteria, schedule, labs, examination or literature <i>must be approved by director of studies</i>	
3 months bcs	Check availability of course literature	
1 month bcs	Course schedule available for students (i.e. send schedule to study admin a few days before that)	
1 weeks bcs	Check Mondo site and upload course info, grading criteria and course material	
At course start	Presentation of course, schedule, grading criteria, examination and evaluations from last year.	
3 days before exam	Email exam to study administrator (use template) Obtain examination protocol from study admin Schedule meeting for returning exam to students	
During exam	Be available for questions	
After exam	Assess and grade exams	
2 weeks after exam	Read course evaluations and prepare meeting	
2 weeks after exam	Meeting with students and assistants - return graded exams and provide solutions as well as discuss the course	
2 weeks after exam	Examination protocol to study admin Sign check list and give to study administrator	
4 weeks after exam	Formulate improvement plans, based on evaluations and discussion, give to study admin	

bcs=before course start

Date: _____ Signature: _____

Detailed instructions and deadlines

The 'Bemanningsplan' defines a responsible teacher for each course at MISU. It is the responsibility of this teacher to ensure the course quality in terms of content, teaching and organization. The purpose of the check list below is to help the teacher to take this responsibility. A course assistant may be defined to support the responsible teacher in carrying out these tasks. If you have questions about your tasks, please contact the Director of studies or the Study administrator.

Term before course

- Any **changes** in grading criteria, schedule, labs, examination or literature must be approved by the Director of studies.
- Update (at least the date in) the **grading criteria** (betygskriterier). The type(s) of examination and the grading criteria must be consistent with the learning objectives listed in the course syllabus. If you use an assessment scale based on percentages, the following standardized grading scale applies at MISU: A: 90-100%, B: 80-89%, C: 65-79%, D: 55-64%, E: 50-54%, Fx: 45-49%, F: <45%
- Obtain a template for the course schedule from the study administrator. Discuss the **layout of the course** with the teachers and assistants involved. Define the sequence in which lectures, exercises, labs etc. should be given.
- The number of lecture hours, exercise hours, and lab hours is defined in the 'Bemanningsplan'. If necessary, **modify these numbers** in coordination with the Director of Studies. Note that the entire course including lab reports etc. must be finished within the allocated course period.
- Check with the study administrator concerning possible **boundary conditions** (e.g., conflicting obligations of the students, seminars, availability of lecture hall or computer room).
- Based on the above information, create the **course schedule**. Send the schedule to the study administrator who will publish it on MISU's education website (through TimeEdit). The students should have access to the schedule **at least one month in advance**.
- Notify the study administrator if you would like to have a Mondo site.

3 months before course start

- Make sure that the planned **course literature** (books, scripts, papers, etc.) is available at the Geolibary or on the market. Otherwise place an order directly to the Geolibary. Note that you are not allowed to make copies of more than 15% of the written material. For more information please see the university rules or ask the study administrator. You are also not allowed to distribute links for online copies.

- Inform the study administrator about the course literature. Specify the **chapters or pages** that will be used. Note that this specifies the material that will be the basis for the examination. Also inform the study admin whether any additional material will be distributed during the course. The course literature will be listed on the course website after approval from the Director of studies.

1 week before the course start

- The study administrator will create a course site in **Mondo** and add students, teachers, assistants, schedule and syllabus. **Upload** course info, grading criteria and course material. Contact the study administrator if you for some reason want the Mondo course site to be available more than one week before the course start.

At course start

- **Explain** the planned course content, course layout, grading criteria and examination with a reasonable level of detail. Point out for the students that syllabus, grading criteria and schedule are available on the course website or Mondo.
- **Show the course evaluations from last year and explain to the students what you will do differently this time.**
- Obtain a template of the **examination protocol** from the study administrator. You will use this protocol to fill in results of mandatory labs, results of the final exam etc.

During the course

- You can use **Mondo** to distribute material for the lectures, exercises etc. Preferably make lecture material available some days prior to the lecture.
- Continue to **keep contact** with the teachers and assistants involved in the course. Keep track of contents, level and synchronization.

3 days before the exam

- If there is a **written exam**, send an electronic copy of the **exam** to the study administrator (who will distribute the exam to the exam watchers). Note that it should be stated on the exam what **aids** are permitted.
- Use the MISU exam template (Word or Latex) or make sure to have the same information included in your exam.
- **Schedule** a 2 hour meeting* within 2 weeks after the exam for **returning** the graded answer sheets to the students and **discuss** the course.

During the exam

- Check a few times with the students whether there are **questions** or needs for clarification. If you cannot be present, make sure that some other teacher or assistant can take over this role or be available by phone.

After the exam

- Obtain the sheets with the students' answers from the study administrator.
- Exams are **anonymous**. This is achieved by labeling the students' answer sheets with numbers instead of names. After assessing and grading the students' answers, send a first version of the examination protocol with the anonymous numbers and grades to the study admin. In response you will get the students' names and personal numbers. If **labs or exercises** are part of the final grading, add also these results to the examination protocol. If the course consists of several **modules**, an overall weighted grade should also be provided.
- In case some students hand in their **lab reports** more than two weeks after the exam, fill in a new examination protocol for the student/students in question, sign it and send it to the study admin. Alternatively, make a note on the already existing protocol and sign.
- If a **re-exam** is needed for any students, contact the study adviser to discuss a suitable date. The date must be chosen from MISU's official dates for re-examination that are scheduled near the beginning or end of the terms.

2 weeks after the exam

- Read the **course evaluations** provided by the students. A summary of the evaluations will be distributed from the study administrator.
- Meet* the students – return graded exams. Make sure to invite all teachers and assistants who has been involved in the course. After returning the written exams, stay with the students and give them sufficient time to make **complaints** about the grading. Go through the **solutions** or provide written solutions.
- During the meeting* – **discuss the outcome of the course** together with the students, based to the written evaluations. Give the students the possibility to give oral feedback and explain their view (if they want to).
- Fill in the names and personal numbers in the **examination protocol**, **sign it** and send the final version to the study admin (who will enter the grades into the Ladok database) at the latest 2 weeks after the exam.

*This meeting should be scheduled before the exam and performed within 2 weeks after the exam.



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4 weeks after the exam

- Formulate conclusions and **improvement plans** based on the student evaluations and hand in to the study administrator.
- Sign the first page of this **check list** and return it to the study administrator. It will be archived together with the student evaluations and improvement plans.