

Course – coordinators

Courses of the major and college requirements of the study plan of the faculty of law are considered the core of the programme and the teaching – learning process. This requires a good plan which achieves aims of the programme and its outputs within an organised and supervised method that submits to constant evaluation and modification. To meet the aims and objectives, a coordinator for each course whether compulsory or electives is needed. This coordinator has to be one of the teaching staff and whose major is in the same subject he coordinates. The coordinator should have knowledge about the course, methods and strategies of teaching and finally the principles of evaluation.

How coordinators are chosen :-

A coordinator, one of the staff members, is chosen by the faculty council at the start of every academic year. The validity of this job is one year and it can be renewable .

The responsibility and tasks of the coordinator are provided within a file which also includes documents, lectures times and dates of tests etc.

The coordinator is not always the teacher who taught the course for many years but anyone who has the ability of work, the desire and the creativity .

Duties of a course coordinator :-

- 1- Preparing a file for the course including :-
 - a- detailed description of the course .
 - b- aims and objectives of the course and its outputs .
 - c- a strategy of teaching and learning process .
 - d- teaching aids .
 - e- a guide of practice or practical application (when necessary)

- f- suitable principles and criteria of evaluation .
 - g- the textbood and resources (alist of books dealing with the course material).
 - h- nature and objectives of exercises in class and library .
 - i- suggested titles of research papers .
 - j- forms of exam questions in previous semesters / years .
 - k- subjects which require visitors to lecture about .
 - l- group of judicial resolutions which deals with the course material .
 - m- statistical table of student's number & their marks during the previous semesters .
- 2- Nominating the course teacher, with the help of the faculty dean when preparing the study timetable .
 - 3- Helping the course teacher (s) through explaining the nature of the course and its requirements, the responsibility of the teacher (s) to enable the teaching staff to move forward in harmony all through the semesters and all through one semester for a course of multe sections.
 - 4- Recommending to buy textbooks that should be available before the start of the semester .
 - 5- Preparing the course syllabus .
 - 6- Following up the teaching process : time of lectures, place of lectures, commitment to the timetable of the course subjects and dates of tests .
 - 7- Providing teachers with lists of names of the registered students .
 - 8- Organising the responsibility of he course- teacher :- his/her lectures, tests, researches among others .
 - 9- Booking the room of mootng – trials and or / the multiple- purpose room for the course – teacher and providing him/her with audio – visual teaching aids .
 - 10-Supervising internal and external evaluation of tests .
 - 11-Arranging the field visits or outside lectures for students of the course .
 - 12-Supervising the process of choosing the student representative in the classes.

- 13-Attending the meeting of the course teacher and the student representative .
- 14-Preparing recommendations for the course teacher (s) according to the reports of evaluation .
- 15-Supervising the process of correspondence between the course – teacher and the academic supervisor when a student is weak or careless .
- 16-Renewing the course description or modifying it and recommending it to the teaching – plan committee .
- 17-Supervising all what relates to the course within the electronic site of the faculty and renewing or modernising it .
- 18-Supervising the tests and documentation of grades and statistical tables of the results of examinations .
- 19- Supervising absence of students in tests according to their teacher’s absence lists .
- 20-Supervising frequent absence of students in lectures .
- 21-Issueing a list of the teacher’s names, their addresses and their academic C.Vs.
- 22-Documenting the following in the file of the course :-
 - different samples of examination forms
 - answer-keys of examinations
 - a sample (10%-20%) of student’s answer sheets of examinations for every semester .
 - the report of the internal evaluation for every examination in a semester .
 - the report of the external evaluation for every examination in a semester
 - a sample (10%) of student’s home and class and library work .
 - a sample (10%) of student’s research papers and exercises .
 - statistical tables of student’s results for all semesters .
 - reports of the course- teacher additional lectures and visiting lecturers.
 - Office – hours of the course – teacher .
 - Announcing in advance for teacher’s absence from lectures .

