

Resources for Course Directors

Office of Faculty Affairs Online Manual: <http://www.dent.umich.edu/about-school/administrative/faculty-affairs/online-manual-office-academic-affairs>

Backwards Course Design: <https://citl.indiana.edu/teaching-resources/course-design/backward-course-design/>

Understanding by Design: <https://www.youtube.com/watch?v=d8F1SnWalfE>

Three Key Questions on Measuring Learning: <http://www.ascd.org/publications/educational-leadership/feb18/vol75/num05/Three-Key-Questions-on-Measuring-Learning.aspx>

Center for Research on Teaching and Learning: <http://www.crlt.umich.edu>

- Course design: <http://www.crlt.umich.edu/tstrategies/tscdp>
- Syllabus design: <http://www.crlt.umich.edu/tstrategies/tssd>
- Teaching strategies: <http://www.crlt.umich.edu/resources/teaching-strategies>

All you need to know about Educational Support Services: [ESS Best Practices](#)

Course Director Duties

A course director is responsible for the overall design and administration of a course. Duties include:

- Write syllabus
- Oversee content on learning management system (Canvas)
- Set course goals
- Set course objectives
- Set course content
- Plan and conduct assessments/evaluations
- Write exam questions (or delegate to appropriate faculty)
- Develop rubrics as needed
- Proctor exams
- Plan instruction (content and instructional methods)
- Schedule learning sessions
- Oversee/lead/conduct learning activities
- Ensure appropriate learning materials are available to students
- Order textbooks
- Confirm final exam scheduling with registrar
- Set grade scale

- Determine grade weighting, when appropriate
- Set course grading policies
- Set remediation policy and conduct remediation
- Set attendance policy in alignment with SOD policies
- Manage student accommodation requests
- Maintain office hours/be available to students
- Respond to student concerns
- Ensure humanistic and inclusive educational environment
- Evaluate outcomes of the course
- Continuously improve course based on outcomes and developments in subject area
- Ensure course material is appropriate to curriculum and supports SOD competencies

“Whether it is intended or not, the quality of the course outline (syllabus) is a fairly reliable indicator of the quality of teaching and learning that will take place over the course of a semester.” Michael J. V. Woolcock in [Constructing a Syllabus](#)