

Regulations for Coordinators of Multi-Sections Courses

Every Multi-Section course, should has a course coordinator, who has to carry out the following responsibilities:

- 1- Coordinates with the instructors, who teach the same course, weekly to deliver the course topics of the approved course syllabus.
- 2- Discusses the feedback of the results of the student's works, to setup an improvement plan of the course.
- 3- Coordinates with the instructors, who are teaching the same course, to prepare midterms tests and final exam question sheets
- 4- To be sure of the implementation of the quality requirements of the course, conducting the measurements of CLOs, and to follow up updating the course files
- 5- Work with the instructors who teach the same course to write and arrange the course report.