COURSE / UNIT COORDINATION ROLES AND RESPONSIBILITIES CHECKLIST

Providers of transnational education generally require that all offerings of an academic program must demonstrate equivalent and comparable academic standards. To achieve this requires an effective learning partnership between course/unit coordinators and tutors, both onshore and offshore, based on communication, a focus on quality and a shared responsibility for student learning and professional practice. By extension this requires that all teaching staff know what is expected of them.

The Course/Unit Coordinator plays a critical role in maintaining the quality of academic programs. Vilkinas et al. (2007) state, "Their direct and indirect impact on the learning outcomes of large numbers of students makes the role a critical one in all discipline areas." The experience of coordinating a course/unit will vary between institutions and teaching models and different contractual arrangements are likely to influence the specific duties of the coordinator. This document provides a checklist of key tasks that are commonly required of course/unit coordinators at three stages of each teaching period.
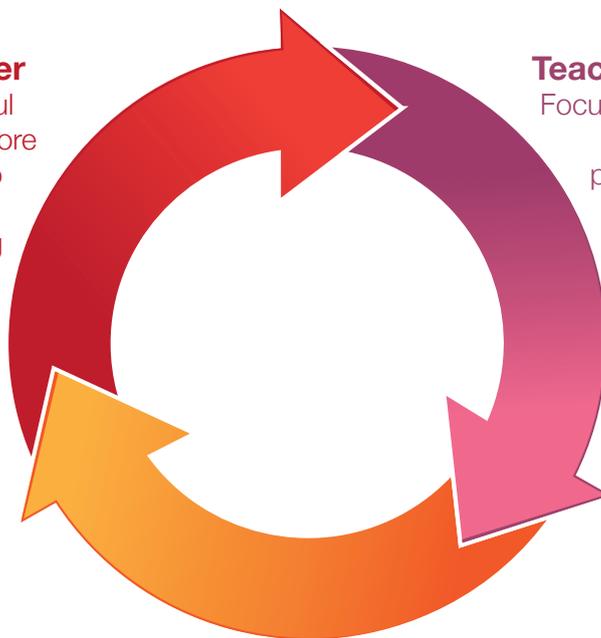
Pre-Semester
Focus on careful preparation before the semester to facilitate the smooth running of your course/unit.

Teaching Period
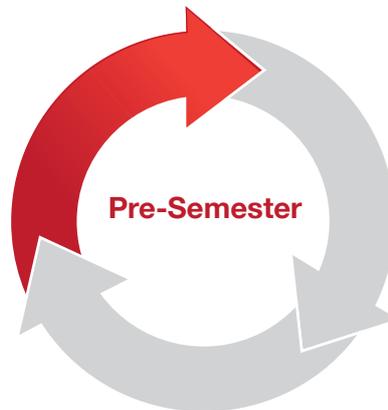Focus on your roles as mentor and point of contact for students and staff.

Post-Teaching
Focus on the management of results and course/unit review processes.

Checklist

For each stage of the semester, review the activities and check each box as they are completed.

Pre-Semester

Pre-semester	
Establish details of class schedule/s	☐
Conduct induction meeting for all staff associated with the course/unit to encourage a shared understanding of course aims and processes associated with successful course conduct. Discuss roles, responsibilities and course review processes	☐
Identify/staff associated with the delivery of your course/unit in all locations	☐
Check dates associated with all course/unit offerings	☐
Develop/review course/unit curriculum	☐
Develop/update course/unit material	☐
Liaise with library and learning skills staff to ensure appropriate support for student learning	☐
Ensure equivalence between course/unit guides for the same course/unit offered in multiple locations +/or modes of delivery	☐
Prepare and moderate assessment tasks	☐
Ensure that learning materials for all locations are accessible by students	☐
Check that all copyright requirements associated with the course/unit have been met	☐
Upload course/unit materials onto learning platform	☐
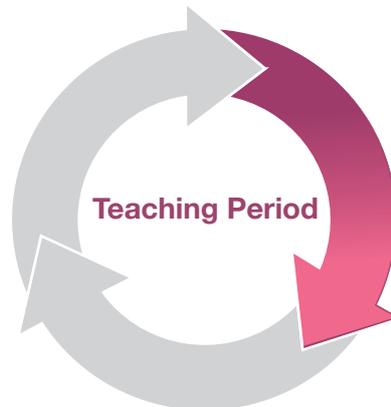
Teaching Period

Teaching period

Coordinate the course team's activity (where appropriate) to ensure the consistency of targeted learning outcomes for students undertaking the same course regardless of geographic location or mode of delivery.	☐
Coordinate student-related course matters including student consultation and timely responses to student enquiries and feedback	☐
Provide moderated examination papers as required by institutional procedure	☐
Manage the results moderation process	☐
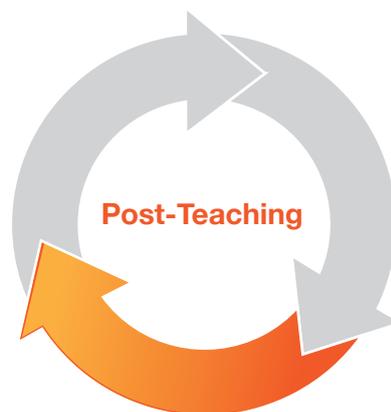
Post-Teaching

Post-teaching activities

Collate material obtained through conduct of course review process	☐
Participate in Course/Unit Assessment Committees	☐
Ensure appropriate material is available for student appeals against results	☐
Negotiate/discuss Course/Unit Improvement Plan with Course/Unit Team	☐

Transnational Teaching Teams

For further details please contact

Dr Cathy Hall
College of Business
RMIT University
Email: cathy.hall.vandenelsen@gmail.com

Casey Scholz
Learning and Teaching Unit
RMIT International University Vietnam
Email: casey.scholz@rmit.edu.vn