



Course Coordinators: A Quick Guide.

A UniSA Learning Resource.



■ Frequently asked questions

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Question	The basics	Further information
1. I've just been appointed as a Course Coordinator. What are the first things I should do?	When first appointed as Course Coordinator you should: <ul style="list-style-type: none"> • discuss the course and its relationship to other courses within the program with the Program Director • obtain copy of course statement and previous course information booklet • check that the correct Course Coordinator name and course offerings are recorded in Medici 	<ul style="list-style-type: none"> • <i>Program Director</i> • <i>School Executive Officer or School Manager</i> • <i>School Medici contact</i> • <i>Program and course information</i> Program and course information brochures
2. Who should I get to know?	Relationships should be established with: <ul style="list-style-type: none"> • Program Director and Year Coordinator (if applicable) • Members of the teaching team • School administrative staff • Divisional Academic Library Service • Learning and Teaching Unit staff • Campus Central Team Leader • Students enrolled in your course 	<ul style="list-style-type: none"> • <i>Program Director</i> • <i>School Executive Officer or School Manager</i> • <i>Academic Library Services teams</i> www.library.unisa.edu.au/About/contacts/als.aspx • <i>Learning and Teaching Unit staff</i> www.unisa.edu.au/ltu/contact/locations.asp • <i>Campus Central</i> www.unisa.edu.au/campuscentral/contact.asp • <i>Students enrolled in course</i> https://my.unisa.edu.au/staff/Portal/myTeaching/StudentLists/StudentCourseLists.aspx
3. What policies and procedures do I need to know about?	You should to be aware of the following: <ul style="list-style-type: none"> • Assessment Policies and Procedures Manual • Codes of Good Practice • Confidentiality of student information • Students with disabilities • Copyright 	<ul style="list-style-type: none"> • <i>Policies and Procedures website</i> www.unisa.edu.au/policies/default.asp • <i>Assessment Policies and Procedures Manual</i> www.unisa.edu.au/policies/manual/default.asp • <i>Codes of Good Practice</i> www.unisa.edu.au/policies/codes/goodprac.asp • <i>Confidentiality of students' personal information</i> www.unisa.edu.au/policies/policies/academic/A46.asp • <i>Students with disabilities</i> www.unisa.edu.au/policies/policies/corporate/C07.asp • <i>Copyright</i> www.unisa.edu.au/copyright/

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<p>4. What should I know about UniSA information systems?</p>	<p>You are encouraged to familiarise yourself with the following systems:</p> <ul style="list-style-type: none"> • BI Reporting • BI Hub • Staff portal resources • MyUniSA – My Teaching section • UniSAnet • AssignIT (electronic submission of student assignments) • TellUs2 (for staff/student surveys) • Turnitin (online plagiarism tool) • Results Entry <p>The Learning and Teaching Unit's On-line Education Support team, local IT support and administrative staff in your School can provide assistance with the above systems.</p> <p>Training on how to use BI Hub resources can be found on the BI Hub site.</p>	<ul style="list-style-type: none"> • <i>BI Hub</i> https://teamsites.unisa.edu.au/res/par/bireportinghub/default.aspx • <i>BI Reporting:</i> https://my.unisa.edu.au/staff/bireporting/cgi-bin/cognosisapi.dll?b_action=xts.run&m=portal/cc.xts&gohome= • <i>Staff Portal My Teaching site</i> https://my.unisa.edu.au/staff/Portal/myTeaching/Courses/Courses.aspx • <i>MyUniSA My Teaching</i> https://my.unisa.edu.au/staff/Portal/myTeaching/StudentLists/StudentCourseLists.aspx • <i>UniSAnet</i> www.unisa.edu.au/unisanethelp/ • <i>AssignIT</i> www.unisa.edu.au/helpassignit/ • <i>TellUs2</i> www.unisa.edu.au/helptellus2/ • <i>Turnitin</i> www.unisa.edu.au/helpstudents/turnitin/default.asp • <i>Results Entry</i> www.unisa.edu.au/sas/processes/results.asp • <i>On-line Education Support team</i> www.unisa.edu.au/oes/default.asp • <i>Teaching and Learning 'In a Nutshell' presentations</i> www.unisanet.unisa.edu.au/learn/learningconnection/?PATH=/Resources/pd-ot/In+a+nutshell/&default=Welcome.htm
<p>5. What University, school and division timelines should I know about?</p>	<p>You should be aware of dates such as:</p> <ul style="list-style-type: none"> • University dates (eg census, withdraw and withdraw fail dates) • School dates (eg regular School meetings) • Timelines for course review and amendment 	<ul style="list-style-type: none"> • <i>Student and Academic Services key dates and timetables</i> www.unisa.edu.au/future/study/keydates.asp • <i>School dates and course amendment timelines – School Executive Officer or School Manager</i>

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<p>6. What are my responsibilities in relation to print and electronic course documentation?</p>	<p>Responsibilities include:</p> <ul style="list-style-type: none"> • Developing course information book using appropriate template(s) • Developing study guides and readings, if required, using appropriate templates • Liaising with the Learning and Teaching Unit regarding the development and maintenance of online teaching materials via the course home page • Liaising with Document Services or appropriate school administrative staff regarding printing and photocopying eg. production of readers 	<ul style="list-style-type: none"> • <i>Proformas and templates for course materials</i> www.unisa.edu.au/ltu/staff/practice/materials/default.asp • <i>Course home pages</i> www.unisanet.unisa.edu.au/courses/ • <i>Online teaching and learning assistance for staff at Learning and Teaching Unit</i> www.unisa.edu.au/oes/default.asp • <i>Guidelines for producing printed learning resources and online teaching and learning</i> www.unisa.edu.au/ltu/staff/practice/materials/default.asp www.unisa.edu.au/academicdevelopment/design/resources.asp • <i>Document Services</i> www.unisa.edu.au/printing/
<p>7. What are my responsibilities in relation to quality assurance and evaluation?</p>	<p>Responsibilities include:</p> <ul style="list-style-type: none"> • Ensuring teaching practices are consistent with the <i>Code of good practice for University teaching</i> • Ensuring that the course is evaluated each time it is taught using tools such as the Course Evaluation Instrument (CEI) • Reporting on processes and outcomes • Ensuring assessment practices are consistent with University policies and procedures and <i>Code of good practice: principles of student assessment</i> 	<ul style="list-style-type: none"> • <i>University teaching and Codes of good practice</i> www.unisa.edu.au/policies/codes/goodprac.asp www.unisa.edu.au/academicdevelopment/teaching/default.asp • <i>Evaluation of programs, courses and teaching</i> www.unisa.edu.au/academicdevelopment/evaluation/default.asp • <i>Assessment resources from the Learning and Teaching Unit</i> www.unisa.edu.au/academicdevelopment/assessment/default.asp
<p>8. What are my responsibilities in relation to the teaching team?</p>	<p>Responsibilities in relation to the teaching team include:</p> <ul style="list-style-type: none"> • Human resources management and administration, in collaboration with the Program Director or Head of School, including <ul style="list-style-type: none"> ▪ recruitment ▪ induction ▪ supervision and performance development and management of sessional staff ▪ managing workload allocations ▪ organising guest lecturers or workshops • Team meetings and communication • Ordering of materials and resources required by the teaching team 	<ul style="list-style-type: none"> • <i>Program Director</i> • <i>Head of School / Associate Head of School</i> • <i>School Executive Officer or School Manager</i> • <i>School CAS (Casual Administration System) Administrator</i> • <i>Division HR Manager/Officer</i> • <i>Guidelines for the management and administration of casual employment</i> www.unisa.edu.au/hrm/guidelines/guidelines_management_and_admin_casual_employment.pdf • <i>Quick Guide for Sessional Academic Staff</i> www.unisa.edu.au/staffdev/guides/sessional_staff_quick_guide.pdf

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9. What are my responsibilities in relation to student support?	Responsibilities regarding student support include: <ul style="list-style-type: none"> • Ensuring students understand course requirements eg class attendance • Providing academic counselling for individual students and referring to support services (eg Learning and Teaching Unit) and/or Program Director when required. 	<ul style="list-style-type: none"> • <i>Learning and Teaching Unit</i> www.unisa.edu.au/ltu/default.asp
10. What are my responsibilities in relation to student assessment?	Responsibilities regarding student assessment include: <ul style="list-style-type: none"> • Adherence to <i>Assessment Policies and Procedures Manual</i> • Notifying students about procedures for submission and return of assignments (such as the use of AssignIT) • Discussing assessment procedures with the teaching team, including moderation • Results entry • Examinations and supplementary examinations/assessments • Participation in academic review processes • Reporting of suspected academic misconduct to Head of School 	<ul style="list-style-type: none"> • <i>School Timetable Officer</i> • <i>Assessment Policies and Procedures Manual</i> www.unisa.edu.au/policies/manual/default.asp • <i>AssignIT</i> www.unisa.edu.au/helpassignit/ • <i>Examinations and Assessment</i> www.unisa.edu.au/sas/processes/examinations.asp • <i>Results Entry</i> www.unisa.edu.au/sas/processes/results.asp#documentation • <i>Academic Review</i> www.unisa.edu.au/sas/processes/acadreview.asp
11. What are my responsibilities in relation to timetabling and scheduling?	Responsibilities may include: <ul style="list-style-type: none"> • Input regarding timetabling/scheduling • Making room bookings for meetings, etc. Assistance can be provided by school timetabler. For meeting room bookings contact Campus Services.	<ul style="list-style-type: none"> • <i>Room bookings at Campus Services</i> www.unisa.edu.au/facilities/cs/roombooking.asp • <i>Timetabling at the SAS website</i> http://www.unisa.edu.au/sas/processes/timetabling.asp
12. What are my responsibilities in relation to the start and the end of each study period?	Responsibilities at the beginning and end of study period include : <ul style="list-style-type: none"> • Correct information in Medici • Course mediums established/maintained • Organisation of assessment activities and associated grade entry Important dates available at Student and Academic Services website.	<ul style="list-style-type: none"> • <i>Medici contacts</i> www.unisa.edu.au/sas/systems/medici/default.asp • <i>UniSAnet</i> www.unisa.edu.au/unisanethelp/ • <i>Student and Academic Services key dates and timetables</i> www.unisa.edu.au/future/study/keydates.asp

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13. What are my responsibilities in relation to fieldwork/clinical placements? (if applicable)	Fieldwork/clinical placement responsibilities could include: <ul style="list-style-type: none"> • Organising student placements in collaboration with the Clinical Coordinator or Field Placement Officer • Maintaining effective relationships with the profession • Support and professional development for clinical/field placement supervisors • Informing students of clinical/field placement requirements (eg uniforms, name badges, police checks and vaccinations) 	<ul style="list-style-type: none"> • <i>School Clinical / Field Placement Coordinator</i> • <i>Student placements system</i> www.unisa.edu.au/sps/default.asp • <i>Clinical placements</i> www.unisa.edu.au/nur/student_essentials/placements/default.asp
14. What support can I get from school administration?	Queries/issues regarding administration can be directed to: <ul style="list-style-type: none"> • School Executive Officer or School Manager • Program Support / Administrative Officer • Academic Support Officer • Administrative Officers 	<ul style="list-style-type: none"> • <i>School Executive Officer or School Manager</i> • <i>Program Director</i>
15. What support can I get from Learning and Teaching Unit?	Support from Learning and Teaching Unit can include: <ul style="list-style-type: none"> • Learning Advisers • Online Education Support • Academic Development staff 	<ul style="list-style-type: none"> • <i>Learning and Teaching Unit</i> www.unisa.edu.au/ltu/ www.unisa.edu.au/academicdevelopment/default.asp www.unisa.edu.au/oes/
16. What support can I get from the Library?	Each division and research concentration has a team of librarians who are able to: <ul style="list-style-type: none"> • identify, design and deliver training and resources to support the Division's teaching, learning and research activities • ensure that academic programs are supported by appropriate information resources, eg databases, journals, books • help academic staff keep up to date with electronic information products in their area of specialisation Other library services include: <ul style="list-style-type: none"> • High demand collection including books, recommended reading (articles and chapters), exam papers, solutions, and audiovisual items • Access to digitised readings via the Library catalogue and provision of URLs to embed readings into course homepages on UniSAnet • Borrowing from other libraries 	<ul style="list-style-type: none"> • <i>Library support for staff</i> www.library.unisa.edu.au/services/staffsupport/default.aspx

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17. What support can I get from Campus Central?	<p>As the frontline team for the Student and Academic Services Unit, Campus Central provides 'one stop shop' information for student enquiries. Campus Central helps Course Coordinators and students with many processes including:</p> <ul style="list-style-type: none"> • Academic review • Eligibilities • Policy advice • Deferred and special consideration exams • Enrolments 	<ul style="list-style-type: none"> • <i>Services and functions provided by Campus Central</i> www.unisa.edu.au/campuscentral/services.asp
18. What professional development opportunities are available to Course Coordinators?	<p>The following can assist with professional development:</p> <ul style="list-style-type: none"> • Head of School/Program Director • Division HR Manager/Officer • Learning and Teaching Unit • Human Resources Unit's Academic Development Program • Library 	<ul style="list-style-type: none"> • <i>Learning and Teaching Unit:</i> www.unisa.edu.au/academicdevelopment/default.asp www.unisa.edu.au/oes/ https://my.unisa.edu.au/public/RegisterIT/Staff-WorkShops.asp • <i>Library programs for staff</i> www.library.unisa.edu.au/research/ssr/default.aspx • <i>Academic Development program</i> www.unisa.edu.au/staffdev/academic/dev_prog_for_academics_2011.asp www.unisa.edu.au/staffdev/5.asp