

# 1

## What Is A Course Director?

This question is best addressed by asking another question - what does a course director do? The following is a list of responsibilities of a course director presented in a temporal sequence beginning with the development of course concepts and the setting of course goals. A course director:

- Develops course concepts and sets course goals
- Develops a course schedule
- Prepares the course syllabus and other supporting materials
- Selects text materials in support of the course concepts and goals
- Recruits course faculty
- Guides course faculty to achieve the course goals
- Supervises the construction of student assessment materials (examinations)
- Administers examinations
- Collects and archives the examination outcomes (keeps the grade book)
- Counsels and assists students
- Reports student outcomes to the administration (submits the grades)
- Prepares and administers course evaluation materials
- Reviews course outcomes and makes modifications for the next year
- Repeats all of the above

As can be seen, the tasks of a course director are varied and at times require a good understanding of group dynamics. As we work our way through this book, we will elaborate on the task areas bulleted above. It should be obvious from the outset that it takes time and patience to become a dynamic and effective course director.