

STATEMENT ON COURSE CO-COORDINATION

Teaching a course to students on two campuses poses both challenges and opportunities. Coordination of course content, classroom preparation, activities in class, examinations, course evaluation and improvement are important to provide a quality learning experience for the students on both campuses.

For certain courses, having course co-coordinators on both the Tucson and Phoenix campus may be beneficial. Elements of courses where this should be considered include:

- A wide range of course content for which complementary expertise would be of benefit
- Significant classroom workload where sharing of responsibilities would be of mutual benefit to the faculty members
- The course includes classroom activities where in-person faculty support is critical

The course-coordinator role involves more than classroom scheduling, occasional in-classroom support, or exam proctoring. It involves shared, mutual responsibility for the conduct of a course. Some elements of this shared responsibility include:

- Planning course content and teaching format(s)
- Developing and updating the course syllabus
- Significant numbers of lectures in the course
- Significant in class responsibilities for interactive classroom activities
- Grading and student evaluation
- Ongoing Course evaluation and improvement

Decisions about the need for course co-coordinators and selection of them will be made by the Department Head after consultation with the Department faculty.