

IHUM Course Coordinator 2008-09

The Course Coordinator serves as the liaison between the faculty members and post-doctoral fellows in the course, and between the Teaching Team for the course and the IHUM Central Office Staff. The purpose of the position is to ensure smooth and efficient communications and operations for all courses. Course Coordinators also represent their courses as members on the IHUM Coordinating Committee which, according to the IHUM Faculty Senate legislation, is charged with ensuring course and section equity. The Committee is chaired by Associate Director Ellen Woods, and meets for one hour bi-weekly. Coordinators are expected to work on average eight hours per week during the quarter, and earn compensation of \$1,500 paid as a single supplemental payment. (Note: Some tasks will require completion in the quarter before the course is taught.) The Associate Director formally supervises Course Coordinators, working closely with course faculty. Course Coordinators have responsibility for managing the tasks described below. "Management" is expected to involve delegation of tasks to other members of the team as necessary for completion in a timely and efficient manner.

Teaching Team Organization

- Ensure the flow of information from and to IHUM Central Staff and faculty and fellows and among the members of the Teaching Team.
- Arrange and convene weekly Teaching Team meetings following the IHUM template agenda; follow up on implementation of team decisions.
- Foster equity among sections in the course (e.g. section syllabi; sharing of teaching materials; students' preparation for section; museum and Rare Book Room visits, etc.).
- Organize process for design and administration of course assignments and final exams.
- Conduct grade norming procedures for all course assignments.
- Conduct norming for grade spreads before graded assignments are returned to students and before final grades are recorded.
- Serve as a resource for managing fellow absences, in conjunction with the Assistant Director.
- Assist faculty with team hospitality (e.g. catered or restaurant meals) in alignment with budgeted amounts.
- Assist faculty with monitoring and managing course support budgets and expenditures.

Course Materials

- Assist faculty in putting together course syllabus following IHUM template.
- Provide final (or almost final) version of the course syllabus to Justin Higinbotham, Program Assistant, in paper and electronic formats no later than the day Course Change Request forms open online.
- Confirm book orders, Course Readers, and library reserves. Confirm that IHUM Central office has two copies of the Course Reader by the end of the first week of the quarter.
- Work closely with Tech Coordinator to ensure access to course materials through CourseWork.
- Arrange copying and distribution of hard-copy lecture handouts, if required, working closely with CDA. (Kinko's is the preferred provider of copying services.)

Student services

- Coordinate arrangements for course/student events such as film screenings and arts initiatives (e.g. set budget, find dates, make room reservations, order tickets, arrange catering, submit receipts, etc.).
- Manage Boothe Prize paper nomination process.
- Work closely with Assistant Director to resolve individual student problems equitably across sections and courses.
- Assist IHUM central staff in organizing and staffing student outreach and advising activities:
 - Autumn Quarter Coordinators: September International Student Orientation
 - Winter Quarter Coordinators: November Open House
 - Spring Quarter Coordinators: April Admit Weekend