Course coordination includes:

Development and preparation
- Responsibility for the (development of) content, implementation and organisation of the course curriculum, including assessment
- Consult with the programme director on content and design of the course so that it fits into the curriculum
- Coordinate the work of the teaching team, promote cooperation within the team and ensure that teachers can be prepared on time
- Provide text for the Study Guide
- Entering information about the desired timetable of the teaching methods (lecture, seminar, practical) and about the (sub)examination methods in UAS
- *Inform the Programme Coordinator and the Education Coordinator of the Education Office of any changes in teachers*
- *Inform the VU bookshop which book(s) should be available for students*
- Draft the course manual no later than 2 weeks before the start of the course with the use of the format
- Set up the course Canvas page no later than 2 weeks before the start of the course with the use of the format
- Divide students correctly into working groups

Teaching
- Prepare lectures and seminars
- Teach the course
- Answer questions from students

Examination and results
- Make exams, assignments, resits and re-examinations, including answer models
- Submit examination information to the examination support organization of the Education Office on time and in full
- Be present 30 minutes before the start of the (re)exam and at least the first 30 minutes
- Grade examinations and give feedback
- *Publish interim results in Canvas*
- Publish the final grades of examinations and resits on vu.nl within 10 working days after the examination date
- Organise a consultation slot within 20 working days after the announcement of the results of a written examination

Quality assurance
- Supplement the standard questionnaire for digital evaluation with questions of your own
- *Share course evaluation results with other lecturers within the course and discuss possible consequences for the coming academic year*
- Provide feedback on course evaluation results in Evalytics and include improvements for next year
- *Provide additional information for the course file*
- *In case of any particularities (fraud, illness, etc), take the necessary steps to resolve them*

Italics = if applicable for the relevant course

N.B. For some tasks, they may be shared with or delegated to other teachers in the course or a student assistant may help. The (working group) teachers in a course are responsible for the *implementation* of teaching and assessment, but depending on the agreements they have made with their supervisor, they may also contribute to the *development* of the course.
The complexity of the course coordination task is related to the size and complexity of the course (number of students, number of teachers, stakeholders, number of disciplines). The teacher's supervisor assigns this task after consultation with the teacher.