Coordinator of Instruction  
Job Description and Guidelines  
June 2003

The Coordinator of Instruction (CoI) reports to and works closely and cooperatively with the course instructor and has supervisory capacity over the rest of the course staff. The instructor of the course is responsible for giving the lectures, writing the exams, and setting all standards and expectations. The instructor has ultimate responsibility for the course. The duties of the CoI include:

- **Supervision of GTAs and UTAs**
  - Assign GTAs and UTAs their duties, including the assignment of GTAs and UTAs to recitation, lab, and PSO sections, as appropriate.
  - Observe GTAs and UTAs that conduct recitations, labs, or PSOs near the beginning of the semester and subsequently as needed.
  - Make sure that GTAs and UTAs are aware of privacy concerns and are familiar with relevant material in the CS Handbook for Graduate Teaching Assistants.
  - Establish procedures for GTAs and UTAs to follow if they have to be absent.
  - Monitor the activities of GTAs to insure that the GTAs are neither overburdened nor underutilized.
  - Ensure timely signing and submission of UTAs' timecards. Monitor the work of UTAs to detect inappropriate claims of hours. Monitor the total hours claimed by UTAs so that the total does not exceed the limit set for the course.
  - Meet with the Recitation Instructors weekly to discuss what will be covered in recitations. Recitation will be the prime place for the students to ask questions about anything they did not understand in the book, lectures, or labs. Also, each assignment will be introduced with a discussion of it in recitation.
  - Conduct regular (preferably weekly) staff meetings with all GTAs and UTAs.
  - Make sure that all staff members (undergraduate and graduate) are aware of what each lab and programming assignment entails.

- **Interaction with instructor**
  - Be informed of what is covered in the lectures. The instructor should discuss with the CoI after each week's lectures any suggestions for recitation -- such as covering any material not covered in lecture, giving additional examples, etc.
  - Make sure that the instructor has a chance to review each lab and programming assignment in its "final form" in a timely manner before the lab or programming assignment is given to the students.
  - The instructor creates all exams. The CoI assists in having the exams duplicated and arranges staff to help administer each exam.
  - Bring any academic dishonesty concerns to the attention of the instructor. The instructor is responsible for sending academic dishonesty cases to the Dean of Students.

- **Overall responsibilities**
  - Make sure that each lab, recitation, and programming assignment is created in a timely manner and that it uses material already covered in lecture, recitation, and lab.
o Maintain the course calendar (e.g. exam dates and deadlines for assignments). Maintain the course Website (or arrange for a staff member to do that). Maintain the grade reporting system (usually WebCT) and ensure that grades are being entered appropriately and on a timely basis.

o Run MOSS (or get one of your staff members to run MOSS) on all assignments indicated by the instructor. Any potential cases of cheating should be promptly discussed with the instructor.

o Establish and maintain good means of communication among the staff and between students and staff.

o Follow course policies including policies on academic dishonesty, attendance, missed examinations, late assignments, and incompletes. The course policy is developed by the instructor.

o Supervise the distribution, administration, collection, and grading of examinations, quizzes, and assignments. Supervise record keeping and the return of graded materials to the students. Labs and programming assignments are expected to be graded and returned within a week of their turnin.

o Create and maintain a procedure manual for the course so that later instances of the course can benefit from your experience.