Guidelines for Teaching of Coursework in the Research School of Computer Science

These guidelines of practice outlines the expectations and responsibilities for teaching in the Research School of Computer Science. It should be noted that some of these practices have been specified in the School’s Student Handbook.

The code generally applies to all COMP courses, whether regular, projects or special topics courses, although some aspects may not be suitable for non-standard courses.

The Associate Director of Education (ADoE) of the School has the primary responsibility for ensuring that these guidelines are adhered to. However, the Director of School, respective program and course convenors and the student administrator(s) are also involved in the following of these guidelines.

1 Course Convenor Responsibilities

Course convenors are ultimately responsible for all aspects of course design and delivery, and in particular their co-ordination. In some cases, the convenor may delegate to other course staff some of their obligations; however, the convenors remains responsible for ensuring that these are carried out. Specifically, the course convenor will:

- select and order textbooks and support software in a timely fashion.
- maintain the course’s detailed description which is reflected on the course’s studyAt entry, and ensure its consistency with the corresponding courses’ subsequent delivery. It also includes the design of a course assessment scheme which is aligned to the courses’ stated Learning Outcomes. In the case of co-badged postgraduate and undergraduate courses, the former should have a differentiated scheme.
- ensure that the course outline (see below) is provided one week before the start of semester, and that the delivery of the course proceeds in accordance with the outline.
- respond to student requests for information on the course in a timely manner.
- attend any course convenors meetings as required. This includes a pre-semester meeting where the proposed course outline will be presented and assignment deadlines will be compared across courses.
- identify suitable casual course staff (tutors and lab demonstrators as required by the course), provide them with appropriate resources, and oversee the quality of their work. This includes encouraging their participation in the Teaching Quality Program.
- manage any other co-contributors (e.g. co-lecturers) to the teaching in the course, and in particular oversee their compliance with these guidelines.
- ensure that the university policy Course Assessment: Consultation and Finalisation is followed.
- ensure that all interactions with students and course staff maintain a workplace environment that demonstrates and encourages respect, as per the ANU Code of Conduct.
- maintain the course’s Learning Management System.
- ensure that all marks for assessment are electronically recorded, and (except in the case of final examinations), are made available to the students. The integrity of all original and derived marks must be checked and ensured.
- provide an evaluation of the course using the ANU’s prescribed evaluation instruments (SELS and SET).
• ensure that students are provided with sufficient materials to prepare for formal examinations. This includes past exam papers, sample exam papers or equivalent.
• provide the formal course results in time to meet university deadlines, and provide and endorse any late results.
• provide a review of the course with the second examiner within 1 month of the examiners’ meeting, and provide the School with a summary of the meeting. The meeting should in particular consider the SELS and SET results, and outline any required courses of action.
• ensure that course materials are archived in an appropriate fashion.

2 Course Lecturer Responsibilities

Course lecturers will:

• be familiar with and follow the relevant university policy, namely the Code of Practice for Teaching and Learning.
• design appropriate materials for the course, and ensure their consistency and appropriateness with the course’s Learning Outcomes. In the case of assessed work, this includes marking guides and rubrics.
• ensure that students have appropriate access to these materials. This includes provision of lecture notes (or equivalent, for courses taught in online mode) on the course’s Learning Management System (unless exempted by the ADoE) and the DLD recordings of any course lecture (unless exempted by the Dean).
• respond to student requests for information, assistance and feedback in a timely and helpful manner.
• ensure that the workload for the assessed item is reasonable, in terms of both its weighting and the course’s overall workload. The course convenor is to ensure that the latter is also reasonable.
• ensure that timely feedback is provided for each assignment. This involves returning the work within three weeks of the submission deadline, with appropriate feedback (e.g. annotated comments on the work, sample solutions with accompanying explanations, tutorial discussions, or any combination of these).
• ensure that assessment guidelines in the School’s Student Handbook are followed. This includes the handling of any cases of suspected student misconduct or poor academic practice during course assessment including plagiarism and ‘unacceptable collaboration’.