

Course lecturer

The course lecturer plans and implements the course module as he/she finds optimal for the students to achieve the learning goals set out for the course, guide students during exercise or lab session and examine them in the course exam. The course execution should be coherent with the information provided in the study regulation. The course lecturer's main tasks during semester planning, semester execution and semester evaluation are described below.

Semester planning

During the semester planning, the course lecturer is responsible for the following:

- Getting acquainted with the semester description, the courses and the learning goals of the project module. Consider
 - How the course contributes to the learning goals of the whole semester;
 - Which information from what previous modules is important for the course;
 - How the knowledge obtained in the course relates to modules on next semesters.
- Coordinating the course schedule with the study administration.
- Preparing/updating course description document. The document can be found on the moodle page of the course. It is important to describe the expected workload and how it is distributed across mini-modules and different course activities. Deadlines: August 15 for fall semester and January 15 for spring semester.
- Ensuring that information about literature is available on the moodle page of the course 14 days before the semester start.
- Participating in the semester planning meeting called by the semester coordinator.
- Updating course description in Moodle.
- Planning all course activities, e.g. workshops, exercise sessions, lab exercises, and exam.
- Being aware that the chosen examination form should be listed as a possible examination form in the study regulation (otherwise it cannot be used). In a similar way, if there are some prerequisites for exam participation (e.g. submission of obligatory assignments or similar), it should be stated in the study regulation, otherwise it cannot be used.

Semester execution

During the semester, the course lecturer is responsible for the following:

- May participate in the semester introduction meeting and present the course.
- Conducting the course modules.
- May participate in the semester group meetings arranged by the semester coordinator. In case a course lecturer is not participating in the semester group meeting, he/she should get acquainted with students' feedback after the meeting and, if necessary, react on the feedback.
- Informing the students on how the course exam will be conducted. Deadline is the 2nd lecture.
- Acting as the examiner at the course exam.



- Planning and conducting a reexam. The form for reexam can differ from the form of the ordinary exam. However, the students should be informed about the re-examination form at least 2 weeks before the reexam.

Semester evaluation

- Providing feedback for the draft evaluation report.
- Reflecting over the semester. Taking into consideration feedback, consider adjustments for the next semester.