



Ghulam Ishaq Khan Institute of Engineering Sciences and Technology (GIKI)

Faculty of Engineering Sciences (FES)

ES Pedagogy – Best Practices in Course Management

What is this Handbook About?

This handbook provides important guidelines about **Best Practices in Course Management**, which should help instructors manage and deliver courses efficiently. Adherence to these practices, will, in particular, **help students make the most of your course**.

Things to Do Before the Course Starts...

Once you have been assigned a course, you should carefully execute the following:

- Review previous course files, course review forms, and course outlines to formulate the best course outline based on OBE system
 - **Course Outline should include** at least the following: Instructor's email address, office number, office hours, policies (attendance etc.), course and reference books, details of software to be used, diverse assessment methods (with weightage & CLO mapping) and lecture breakdown.
- **Identify and suggest effective tools and course components**, e.g., Complex Engineering Problems (CEPs) to the curriculum committee/Dean FES, as required.
- If a **Teaching Assistant (TA)** is assigned, guide him/her on all the necessary tasks, responsibilities, and ways of working, especially concerning Course Management System (CMS).
- In case of a **co-requisite Lab course**, hold a preliminary meeting with the assigned lab engineer to plan and discuss the lab contents/experiments, Open-Ended Lab (OEL) and Project List.

Things to Do During the Course...

Adopting the following practices during the course will help students make the most of your course

- **Make a central course material repository** (CMS, MS teams, Google Drive etc.) and provide students access to it early on.
 - A **typical course repository** may include folders such as: Course Outline, Assignments, Lecture Slides/Discussed topics, Software, Quizzes, Reference Material and Exam Samples etc.
- Provide a properly prepared **OBE-based course outline** to students (via email and in course repository) and discuss it in the introductory lecture.
- **Update attendance** on CMS regularly (**at least once every two weeks**) and ask students to approach you or TA early on if they see any discrepancy.
 - Important: **in case of any technical issue with CMS**, please adopt one of the following approaches:
 - Send attendance sheet by email.
 - Upload attendance record in the course repository.
- Conduct OBE-based assessment (quizzes, assignments, projects etc.) on reasonably regular intervals (**avoid leaving all/most assessments for the final weeks**)
 - Important aspects:
 - **Familiarize yourself well with various levels of Bloom's Taxonomy** and make sure your assessments match the claimed levels.
 - Make special effort to encourage holistic learning by introducing **diverse set of assessments** including projects, presentations, and use of modern tools.
 - In particular, **avoid/minimize assessments that may encourage rote memorization.**
- Provide **assessment results** and solutions to the students regularly (at most within two weeks of the assessment). Encourage students to discuss their performance with you and their advisor.
- In the case you have been assigned a **TA**, the following practices may be employed:
 - Provide detailed assessment solution and marking scheme to the TA
 - Ask your TA to announce assessment discussion time to the students
 - Ask your TA to email you all course relevant data and file samples after every activity/assessment (to avoid loss of data).
- **Build course file gradually** throughout the semester.
- Provide timely feedback regarding any **equipment/facilities issues** to the Dean

Things to Do After Course Completion...

- Carefully **complete the course file** and submit for review.
- Assess and **analyse shortcomings** in the course and suggest changes (via the course review form), if needed.
- Carefully **go through student evaluation** of the course (once available) to see areas of improvement for next iteration of the course.

In Case You Have More Questions...

Faculty OBE Coordinator, Dean, or members of the ES Pedagogy & Trainings Unit may be approached for further queries.