

Writing Course Reports

TEMPLATE FOR ANNUAL COURSE REPORT

A - Basic Information on the Course

- 1. Course Title and Course Code:**
- 2. Programme(s) on which the Course is given:**
- 3. Year/Level of Programmes:**
- 4. Credit Hours: [Lectures: ; Practical:]**
- 5. Names of Lecturers contributing to the delivery of the course:**
 - i**
 - ii**
 - iii**

Course Coordinator

External Evaluator

B - Statistical Information on the Course

No. of students attending the course: No. %

No. of students completing the course: No. %

Results:

Passed: No. % Failed: No. %

Grading of successful students:

Excellent: No. %

Very Good: No. %

Good : No. %

Pass: No. %

C - Professional Information

1 - Course Teaching

Topic actually taught	No. of hours	Lecturers

Topics taught as a percentage of the content specified:

> 90 %

70-90

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1 - Course Teaching (cont.)

Reasons in detail for not teaching any topic:

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If any topics were taught which are not specified, give reasons in detail:

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2 - Teaching and Learning Methods

- Lectures:
- Practical training/ laboratory:
- Seminar/Workshop:
- Class Activity:
- Case Study:
- Other assignments/homework:

If teaching and learning methods were used other than those specified, list and give reasons:

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3 - Student Assessment

Method of Assessment	Percentage of Total
Written examination	
Oral examination	
Practical/laboratory work	
Other assignments/class work	
Total	100%

Members of examination committee

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Role of external evaluator

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4 - Facilities and Teaching Materials

- Totally adequate
- Adequate to some extent
- Inadequate

List any inadequacies:
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5 - Administrative Constraints

List any difficulties encountered:
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6 - Student Evaluation of the Course

List Any Criticism:

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Response of Course Team:

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7 - Comments of External Evaluator

List Any Comments:

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Response of Course Team:

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8 - Course Enhancement

Progress on actions identified in the previous year's action plans:

Actions

State whether or not completed and give reasons for any non-completion

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This is the first Annual Course Report for the courses at HIPH.

9 - Action Plan for Academic Year 2008 - 2009

Actions required	Completion date	Person responsible
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Course Coordinator:

Signature:

Date:

Thank You