

## **BGS Course Director Responsibilities**

Oversee all aspects of a course, including:

- Course scheduling
- Coordination with co-directors
- Course content and organization
- Convey overall goals of the course to students
- Course materials, including any Blackboard site
- Confirmation of lectures and receipt of course materials
- Examinations, papers, and/or student presentations
- Small group or review sessions, if applicable
- Grading
- Supervision of any teaching assistants
- Communications with students

In addition, course directors are expected to:

- Present proposals for new courses to the Biomedical Curriculum Committee
- Attend all lectures to ensure course quality and continuity; make notes of strengths and weaknesses and make recommendations regarding improvements for the next iteration
- Review student course evaluations, and make recommendations for next iteration

Resources available to course directors

BGS Curriculum Committee (for approval of new courses and course reviews)

[http://www.med.upenn.edu/bgs/faculty\\_curriculum.shtml](http://www.med.upenn.edu/bgs/faculty_curriculum.shtml)

BGS Curriculum Coordinator (Colleen Dunn) and Graduate Group Coordinators

– for help with course and room scheduling, course advertising, Blackboard, grading, and evaluations

Teaching Assistants – provided by BGS for BGS core courses (BIOM 600 & 555)

Blackboard – <https://courseweb.library.upenn.edu/>