

Course Coordinator for Law and Paralegal Studies

Course coordinators are responsible for all sections of a particular course taught by faculty and adjuncts. The overall charge of the course coordinator is to ensure that courses are taught in a cohesive and consistent manner implementing general education learning outcomes which are reflected in the following manner:

1. Review and assess all versions of syllabi used by faculty and adjuncts for implementation of consistent general education outcomes, learning objectives, skills and knowledge to be decided by faculty.
2. Identifying and clarifying the general education concepts embedded in the courses and ensuring all faculty members (full time and adjunct faculty) understanding of such concepts through training workshops lead by course coordinators.
3. Updating course syllabus in collaboration with faculty culminating into one uniform syllabus to be used by all faculty and adjuncts. This includes review of course description, prerequisites, course literature, textbook and materials, topics and time allocated for each topics as well as assessment methods and grading for all sections of the course.
4. Developing and maintaining records of agreed upon course activities that demonstrate paralegal competencies which align with ABA reporting requirements.
5. Collaborating with faculty and adjuncts on a myriad of educational topics and practices.

Course Coordinator for LAW1101 Introduction to Paralegal Studies

The course coordinator shall be responsible for ensuring that all sections taught by faculty and adjuncts meet the following goals:

1. Ensure use of a uniform syllabus developed in conjunction with the course coordinator, faculty and approved by the department chair and faculty.
2. Communicate with faculty textbook liaison to provide sufficient copies of the textbook.
3. Meet with faculty and adjuncts within two weeks of the semester start to discuss topics, assignments and assessments and time lines to ensure uniformity of course instruction.
4. Review, assess and implement any changes to the uniform final examination pursuant to a collaborative discussion based on the previous item analysis report shortly after commencement of the semester.
5. Prepare the uniform examination and submit draft to all faculty, adjuncts and chairperson at least two weeks prior to the examination date.
6. Arrange for use of Scantron scoring sheets. Review item analysis with other faculty teaching the course identifying areas that require strengthening and suggestions for improvement.
7. Submit item analysis report to the assessment and institutional research (AIR) department for analysis in compliance with the college's assessment plan and ABA accreditation requirements.
8. Collect and maintain records of all meeting with faculty and adjuncts, summary reports and AIR reports for future assessment, discussion and use.