**General Work Description**

*Welcome to your very important work as course coordinator at CEMUS. Below is a generic work description in brief, applicable to all coordinators at CEMUS. Note that individual work descriptions may be different and are subject to change with increased work experience.*

* Your job is to plan, deliver/facilitate, administer, evaluate and report a university course in accordance with your course syllabus and in close collaboration with a colleague and a course resource person/appointed educational coordinator. You will also collaborate with guest lecturers, the course examiner, the course work group (made up of experienced university teachers, researchers and professors), CEMUS director of studies and the larger team of educational and course coordinators at CEMUS.
* Work tasks include course planning, selection of course literature, contact with guest lecturers, preparation of seminars and workshops as well as course administration.
* Your work includes participation in the four course assemblies, the course report conference and at least three thematic Course Coordinator Series sessions (CCS-sessions) of your choice.
* You are also expected to participate in biweekly staff meetings

*For more information on CEMUS, routines, meetings etc keep coming back to the CEMUS website:*

[Course Coordinator Series](http://www.web.cemus.se/ccs/) (link to website)

[Course Coordinator Guide](http://www.web.cemus.se/ccg/) (link to website)

**Project Plan [course name]**

*With thanks to the SDPMC-course for text*

The Project Plan is meant to help you organise and ‘realise’ your course. Most of your work as a course coordinator is the creative work of course planning and course implementation. To facilitate the process, you and your course coordinator colleague have this project plan that describes your work together. The project plan is a tool for your planning and is supposed to help you map out the work that needs to be done, how you want to go about doing this work and when it needs to be done. Fill out this form digitally.

**Project​ ​Vision​ ​Statement – What is your vision for your course?**

What are passions and interests that you want to bring into the course? What are things that you want to take with you from previous years? What are things that you want to add? How will you balance your ideas with the student voices from the evaluations and in the course report, previous course coordinators, course resource persons and work group members?

[YOUR TEXT]

**Course​ ​Goals and ​​Objectives – what will the course accomplish?**

What are the learning objectives of the course? What kind of activities and skills do these talk about? Do you have other things that you hope that your course will accomplish?

[YOUR TEXT]

**Team and Resources – Course Resource person, Course Work Group & examiner**

Who is your course resource person? Who are the different members of your work group, what perspectives do they bring to your course and are they involved in other ways apart from the work group. Who is your examiner and how will you connect with them throughout the designing of the different assignments?

[YOUR TEXT]

**Stages​ ​and​ ​Tasks – What do you need to do and when do you need to do it?**

Outline the different tasks required for your project to happen. What’s required of you as coordinators? What are the coming tasks during planning, facilitation and evaluation with things such as bookings of rooms and lecturers, administration of students, examination and evaluation? How will you work with this and when does it need to be done? At [www.web.cemus.se/ccs](http://www.web.cemus.se/ccs) you can find a list of deadlines

Do an inventory of coming tasks and a preliminary timeplan.

[YOUR TEXT]

**Success​ ​Factors​ ​– How will you know when you have succeeded in a particular phase?**

Discuss how you want to understand the success of your project. How will you tell if things go according to your plan? When and how will you bring in voices from students and lecturers? Do you have other aspects or metrics than can tell you how things are going?

[YOUR TEXT]

**Challenges – What are the challenges and risks of your project?**

Write a list of potential risks that can delay the project. Think about internal risks (things like procrastination, a project member getting ill, etc.) and external risks (external factors that may influence the project, for example stakeholders, political processes, etc.). Once the list is complete assign each risk a Severity score (1 = negatable, 5 = catastrophic) and a Likelihood score (1 = improbable, 5 = frequent). Plot these scores on a ‘Risk Matrix’ to identify those risks that require most attention. Finally, include your strategies to avoid these risks. What is your ‘Plan B’? For this point you can base your discussion on the collaboration agreement.

[YOUR TEXT]