MEMORANDUM

From: Chairman, Electrical Engineering Department
To: Course Coordinators, Electrical Engineering Department

Subj: COURSE REPORTS

1. Course Reports are a valuable tool for providing continuity and improvement for our courses. Additionally, when the ABET evaluation teams visit, the program evaluators will require information on the quality of student work. This information is usually provided in the form of course report files. This memorandum is provided to standardize the departments Course Reports and will lead all enclosures in each report submitted.

2. The following format will be used to build the course reports. When submitted to the Department Chairman, the course report will be indexed in the order of the enclosures listed below and bound with a flexible prong pressboard loose-leaf binder. All or a portion of the content listed below may be placed on a CD R/W in a file structure designed in the same manner as the enclosure list shown below.

(a) Course Administrative Items
   i) General Course Policy Statement and any Section Course Policy Statements in multi-instructor courses
   ii) A list of all textbooks used in the course and reference material
   iii) Course Syllabus
   iv) Course Learning Objectives by class or topic
   v) Course website folders and files (for inclusion on CD only)
(b) Copies of special notes and handouts
(c) Copies of quizzes, hour tests and the final examination with solutions.
(d) Copies of student performance on all assignments to include examples of high, average, and low performance. This includes exams, quizzes, homeworks, lab reports, special projects or computer projects, etc.
(f) Final Exam Analysis
(g) A representative distribution of final course grades for a typical semester
(h) Course Assessment Tool

3. For large enrollment, multi-section courses, the current course coordinator should gather the above documentation, drawing example material from different instructors during the semester to be included in a single Course Report. Any instructors deviating from the Syllabus or Learning Objectives posted by the Course Coordinator will be required to submit a separate Course Report.

4. In order to identify recipients of the Admiral Joseph Redman Award (EE331, EE332 and EE334) and the Steinmetz Award (EE414 and EC415), those Course Coordinators must collect additional information and put it at the rear of Enclosure g. For EE331, EE332 and EE334, a grade spreadsheet for each section with a minimum of Alpha, Final Course Average, Final Course Grade and Final Exam Average will be included with Enclosure (g). For EE414 and EC415, a copy of the award certificate presented to the winners will be maintained in the Course Report.

R.W. Ives
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