| A separate Course Report (CR) should be submitted and for each section and for every course is taught, even if the course is taught by the same person. Each CR is to be completed by the course instructor at the end of each course. |
| --- |

| Institution: Palestine Polytechnic University | Date: / /2022 |
| --- | --- |
| College/Department: | |

**A- Course Identification and General Information**

| 1. Course Name:  Course Code:  Course Section: | | | | |  | |  | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 2. Name of course instructor(s): | | | | | | | |  | |
| 3. Year and semester to which this report applies: Year: Semester | | | | | | | | | |
| 4. Number of students starting the course? Students completing the course? | | | | | | | | | |
| 5. Course components (actual total contact hours and credits per semester) | | | | | | | | | |
|  | | Lecture | Tutorial | Laboratory/  Studio | | Practical | | Other | Total |
| Contact  Hours | Planed | 45 | 0 | 0 | | 0 | | 0 | 45 |
| Actual | 45 | 0 | 0 | | 0 | | 0 | 45 |
| Credit | Planed | 3 | 0 | 0 | | 0 | | 0 | 3 |
| Actual | 3 | 0 | 0 | | 0 | | 0 | 3 |

**B- Course Delivery**

| **1. Coverage of Planned Program** | | | |
| --- | --- | --- | --- |
| **Topics Covered** | **Planned Contact Hours** | **Actual Contact Hours** | **Reason for Variations if there is a difference of more than 25% of the hours planned** |
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| **2. Consequences of Non-Coverage of Topics**  For any topics where the topic was not taught or practically delivered, comment on how significant you believe the lack of coverage is for the course learning outcomes or for later courses in the program. Suggest possible compensating action. | | |
| --- | --- | --- |
| **Topics (if any) not Fully Covered** | **Effected Learning Outcomes** | **Possible Compensating Action** |
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**3. Course learning outcome assessment.**

|  | **List course learning outcomes** | **List methods of assessment for each LO** | **Summary analysis of assessment results for each LO** |
| --- | --- | --- | --- |
| 1.1 |  |  | …% of students got marks above 80%, … % got above 70% and … % got above 60% |
| 1.2 |  |  | ….. % of students got above 90%, ….. % of students got marks above 80%, …..% got above 70% and …. % got above 60% |
| 2.2 |  |  | ….. of students got above 90%, …. % of students got marks above 80%, …% got above 70% and …. % got above 60% |

**Note:** In order to analyze the assessment of student achievement for each course learning outcome, student performance results can be measured and assessed using a KPI, a rubric, or some grading system that aligns student work, exam scores, or other demonstration of successful learning.

| **Summarize any actions you recommend for improving teaching strategies as a result of evaluations in table 3 above.**  e.g: To give students more practical case studies…. |
| --- |

| **4. Effectiveness of used Teaching Strategies for Learning Outcomes set out in the Course Syllabus. (Refer to planned teaching strategies in Course Syllabus)** | | | |
| --- | --- | --- | --- |
| List Teaching Strategies set out in Course Specification | Were They  Effective? | | Difficulties Experienced (if any) in Using the Strategy and Suggested Action to Deal with Those Difficulties. |
| No | Yes |
| Lectures |  |  |  |
| Group discussion |  |  |  |
|  |  |  |  |
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**C. Results**

| 1.  **Distribution of Grades**   | **Letter**  **Grade** | **Number of**  **Students** | **Student**  **Percentage** | **Analysis of Distribution of Grades** | | --- | --- | --- | --- | | A+ (95-99) |  |  |  | | A (90-94) |  |  | | B+ (85-89) |  |  | | B (80-84) |  |  | | C+ (75-79) |  |  | | C (70-74) |  |  | | D+ (65-69) |  |  | | D (60-64) |  |  | | F (less than 60) |  |  | | Denied Entry |  |  |  | | In Progress |  |  |  | | Incomplete |  |  |  | | Pass |  |  |  | | Fail |  |  |  | | Withdrawn |  |  |  | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **2. Analyze special factors (if any) affecting the results**  **None** |

| **3. Variations from planned student assessment processes (if any) (see Course Syllabus).** | |
| --- | --- |
| **Variations (if any) from planned assessment schedule (see Course Syllabus)** | |
| **Variation** | **Reason** |
|  |  |
| **None** | **None** |
|  |  |

| **4. Student Grade Achievement Verification (eg. cross-check of grade validity by the independent evaluator).** | |
| --- | --- |
| **Method(s) of Verification** | **Conclusion** |
|  |  |
|  |  |

**D. Resources and Facilities**

| **1. Difficulties in access to resources or facilities (if any)** | **2. Consequences of any difficulties experienced for student learning in the course, and proposed action to overcome it.** |
| --- | --- |

**E. Administrative Issues**

| **1. Organizational or administrative difficulties encountered (if any)** | **2. Consequences of any difficulties experienced for student learning in the course, and proposed action to overcome it.** |
| --- | --- |

**F- Course Evaluation**

| **1. Student evaluation of the course (Attach a summary of survey results).** |
| --- |
| **a. List the most important recommendations for improvement and strengths.** |
| **b. Response of instructor to this evaluation.** |
| **2. Other evaluations (eg. by the head of department, peer observations, accreditation review, other stakeholders)** |
| **a. List the most important recommendations for improvement and strengths.** |
| **b. Response of instructor to this evaluation.**  More emphasis to illustrate the objectives of the course, Organization in the contents of teaching material, use of modern teaching tools, use of recent references, and increase student's motivation to participate in class discussion and to use other current sources related to the subject |

**G- Planning for Improvement**

| **1. Progress on actions proposed for improving the course in previous course reports (if any).** | | | |
| --- | --- | --- | --- |
| **Actions recommended**  **from the most recent course report(s)** | **Actions Taken** | **Action Results** | **Action Analysis** |
|  |  |  |  |
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| **2. List what other actions have been taken to improve the course (based on previous CR, surveys, independent opinion, or course evaluation).** |
| --- |

| **3. Action Plan for Next Semester/Year** | | |
| --- | --- | --- |
| **Actions Recommended for Further Improvement** | **Intended Action Points**  **(should be measurable)** | **Person Responsible** |
| a. Course updated through internet and recent books |  |  |
| b. Improvement of teaching methods. |  |  |
| c. Enhancement of self and interactive learning |  |  |
| d. |  |  |
| e. |  |  |

| Name of Course Instructor  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Report Completed  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Program Coordinator  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Received  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| --- | --- |