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

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

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….

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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		

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
a.			
b.			
c.			
d.			

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

_____