<u>Points to be considered during submitting the electronic Course files</u>

- Only electronic copy of all the 15 items of the course files (shown in the attached table 1) should be submitted **within four weeks of the course's final exam date** in both male and female sections.

- The folder of the electronic course file should be named **"CFile_CHS333_M_1ˢᵗ3637"** where CHS333 denotes course code and number while 1st3637 denotes the first semester of the academic year. The letter **M** for male section and has to be changed to **F (female)** for course files from the female campus. Also, you have to make the appropriate changes in the course code and number (e.g. CHS333), semester and academic year. All contents of the electronic course files should follow the exact naming style shown in table 1 without leaving any space.

- Course syllabus should be on the appropriate format and include mission, vision and goals of the program

- Course specifications and reports should be according to the new formats of the NCAAA's

- Course reports **(field experience reports in some courses)** should include the followings:

    – Summary analysis of assessment results shown in the table ***"Course learning outcome assessment"***

    – Explanation of Distribution of Grades shown in the table ***"Distribution of Grades"*** should be filled.

    – List the most important recommendations for improvement and strengths in section ***F. Course Evaluation.*** These can be extracted from Students' evaluations of the courses file NO 12

    – Progress on actions proposed for improving the course in the previous course report (if any) in section ***G: Planning for Improvement***

    – Action Plan for Improvement for Next Semester/Year in section ***G: Planning for Improvement***. This action plan should be based on any weakness encountered in the course report i.e. from **"Course learning outcome assessment", "Students' evaluations of the courses" or any other difficulties encountered in Resources and Facilities or administrative difficulties**

- Course report **(field experience report in some courses)** should be revised by the Quality committee at the department and the word "**Final" at the end of the file name Ex: 6.CReport_CHS334_Sep_M_2nd3435_RevFinal.** The Quality and Development Unit at the college (QDU) does not accept any document if it is not signed by the Authorized faculty. The electronic course file should include two reports with the same file name; i.e. the first is the Final Revised report (word file) and the second is the Final Revised signed report (PDF file).

- In case of course taught by 2 different faculty members, each faculty should submit a separate course report for his/her section and both of them should prepare a **comprehensive** report for both sections.

- Any Logos are not allowed on any file except for KUS new Logo

- Students attendance sheet (file NO. 7) should show the date of the lectures and have to be signed before scanning

- The coordinator of the quality committee should send a report, using the appropriate form to the head of the department. Also the head of department should send an official copy of this report to the Vice dean of development and quality within the first two weeks of the next semester.

- A list with students' activities (presentations or assignments) should be submitted but only one sample of students' activities should be submitted

Table 1: List of items of the course files and the names of their electronic files

Items of the course file	Name of the electronic files
1. **Cover**	**1.CFile_Cover_CHS334**
2. **Updated CV**	**2.CV_Dr MFawzi**
3. **Teaching philosophy**	**3.TPhilo_Dr MFawzi**
4. **Course Specifications** **Field experience Specifications (if any)**	**4.CSpec_CHS334** **4.FExp_Spec_CHS453**
5. **Course Syllabus #**	**5.CSyllabus_CHS334_M_2nd3435**
6. **Course Reports** **Field experience reports (if any)** - **Final Revised report (word file)** - **Final Revised signed report (PDF file)**	In case of the separate course report **6.CReport_CHS334_Sep_M_2nd3435** **6.FExp_Report_CHS453_Sep_ M_2nd3435** In case of the comprehensive course report **6.CReport_CHS334_Comp_2nd3435** **In case of courses (CHS369& CHS453) and (CHS487)use:** **6.FExp_Report_CHS453_Comp_2nd3435**
7. **Signed Students attendance**	**7.Stud_Attend_CHS334_M_2nd3435**
8. **Exam sheet** • Final Exam • First Midterm • Second midterm • Practical exam **(if any)**	**8.Exam_CHS334_final_ M_2nd3435** **8.Exam_CHS334_1stmid_M_2nd3435** **8.Exam_CHS334_2ndmid_M_2nd3435** **8.Exam_CHS334_Pract_M_2nd3435**
9. **Model answer** • Final Exam • First Midterm • Second midterm • Practical exam **(if any)**	**9.Answer_CHS334_final_M_2nd3435** **9.Answer_CHS334_1stmid_M_2nd3435** **9.Answer_CHS334_2ndmid_M_2nd3435** **9.Answer_CHS334_Pract_M_2nd3435**
10. **Samples of the students' answers (from 3 levels)** • First Midterm • Second midterm • Final Exam • Practical exam **(if any)**	**10. Stud_Answer_CHS334_ 1stmid_ M_2nd3132** **10. Stud_Answer_CHS334_ 2ndmid_ M_2nd3132** **10. Stud_Answer_CHS334_ final_ M_2nd3132** **10. Stud_Answer_CHS334_ Pract_ M_2nd3132**
11. **Signed sheet of the Final results**	**11.Stud_Results_CHS334_M_2nd3435**
12. **Students evaluation to the course (edugate)***	**12.Stud_Evalu_CHS334_M_2nd3435**
13. **Students activities i.e. quizzes, seminars, presentations...etc** • List of activities • Sample of activities	**13.Activities_List_CHS334_M_2nd3435** **13.Activities_CHS334_M_2nd3435****
14. **Signed exam Peer reviewing report #**	**14.PeerReview_CHS334_ M_2nd3435**
15. **List of staff members teaching the course #**	**15. TeachStaff_CHS334_ M_2nd3435**

*English version   ** Insert a key word related to the content of the file before 2nd3435   # there is a form to be filled