



King Abdulaziz University  
جامعة الملك عبدالعزيز  
Faculty of Environmental Design  
كلية تصميم البيئة



## COURSE FILE

To be completed by Course Instructors at the end of each course and given to Department Chair. If the course is taught in more than one location the course report should be prepared for each location by the responsible Course Instructor. A combined Course File & Report should be prepared by the Course Director.

### 1. Cover Page

Instructor's Information	
Department:	
Name:	
Educational Level:	
Office#:	
E-mail:	
Office Hours:	
Class Time:	
Classroom:	
Course Details	
Course Title:	
Course Code and Number:	
Course Section:	
Credit Hours:	
Semester Details	
Semester:	
Academic Year:	

*We, the signatories, state that the Course File & Course Report for the above mentioned course is reviewed and complete.*

Course Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 2. Checklist of File Contents

The course file must include the following contents as given in the following order:

<b>CHECKLIST</b>	
1. Cover Page	
2. Checklist of Course File Contents	
3. Course Specification (According to NCAAA templates 2017) <i>(Attach only for the main section/main course director)</i>	
4. Course Syllabus (According to the template): <i>(Attach a copy of the approved and signed Course Syllabus)</i>	
5. Class Attendance List: <i>(Attach a copy of the completed Class Attendance spreadsheet)</i>	
6. Student Grade Distribution	
7. Final Grades: copy of ODUS Plus printout after department chair approval	
8. Course Student Learning Outcome (SLO) / Assessment Tasks Alignment Map: <i>(SLOs should be listed in the same order as in the Course Specification)</i>	
9. Original Copies of ALL Assessment Tasks ( tests, quizzes, exams, projects, model-answer, MCQs, rubrics...etc. with grading assigned)	
10. Samples of Original Student Each Work Provide three (3) samples of students works for all of the Assessment Tasks. – One highest score – One average score – One lowest score	
11. Course Report <i>(Attach a copy for each section)</i> <i>(Attach a copy for the master course report “main course directors”)</i>	

(Instructor Name)

(Course Code)

(Semester / AY)

### **3. Course Syllabus**

*(Attach a copy of the approved and signed Course Syllabus)*

(Instructor Name)

(Course Code)

(Semester / AY)

## 4. Class Attendance List

*(Attach a copy of the completed Class Attendance list)*

(Instructor Name)

(Course Code)

(Semester / AY)



## 6. Final Course Grades

*(Attach a copy of the OdusPlus printout)*

(Instructor Name)

(Course Code)

(Semester / AY)

## 7. Course SLO / Assessment Tasks Alignment Map

(SLOs should be listed in the same order as in the Course Specification)

(Instructor Name)

(Course Code)

(Semester / AY)

## **8. Original Copies of All Assessment Tasks**

(Assignments, Tests, Quizzes, Exams, etc. with Grading Schemes)

(Instructor Name)

(Course Code)

(Semester / AY)



## 9. Samples of Student Work

(One page per Assessment Task)

### Exam 1

Rank	Student ID #	Name	Grade	Comments
High Grade			<b>80</b>	<b>B</b>
Mid Grade				
Low Grade				

(Instructor Name)

(Course Code)

(Semester / AY)

## MID-TERM

Rank	Student ID #	Name	Possible Grade	Comments
High Grade				
Mid Grade				
Low Grade				

(Instructor Name)

(Course Code)

(Semester / AY)

## FINAL EXAM

Rank	Student ID #	Name	Possible Grade	Comments
High Grade				
Mid Grade				
Low Grade				

(Instructor Name)

(Course Code)

(Semester / AY)