Unit Coordinator’s Checklist

The Unit Coordinator, along with all members of the teaching staff, should be familiar with the information provided in the Business School Teaching and Learning Guide available on the Business School website at [http://www.business.uwa.edu.au/learning/guide](http://www.business.uwa.edu.au/learning/guide).

The Unit Coordinator has the responsibility for the design, teaching and assessment of the unit. If a Unit Coordinator wishes to change the unit content, unit description or the learning outcomes of a unit, they should discuss this with their Head of Discipline. All changes will need to go through the annual curriculum change process available at: [http://www.teachingandlearning.uwa.edu.au/staff/curriculum-management](http://www.teachingandlearning.uwa.edu.au/staff/curriculum-management).

All changes should be submitted by the required deadlines.

Prior to the teaching period commencing, each Unit Coordinator is required to:

- Order any required textbooks through the Co-op Bookshop
- Finalise the unit outline at least two weeks prior to the teaching period commencing
- Review and update the unit learning materials as necessary to ensure currency of content
- Add items from the reading list to Course Materials Online (CMO). CMO is now being delivered through OneSearch. Information on how to do this is available from the Library or [http://www.library.uwa.edu.au/staff/course-materials-online-cmo](http://www.library.uwa.edu.au/staff/course-materials-online-cmo)
- Select unit tutors and liaise with Team professional staff to arrange for their appointment
- Ensure all staff involved in teaching the unit have a copy of the text book(s), any additional material such as journal articles, all handouts and notes, and tutorial and/or workshop questions and solutions
- Arrange for tutors and other lecturers teaching the unit to have access to all online resources eg, LMS, Echo recordings

In addition, Unit Coordinators should maintain regular contact with all staff involved in teaching the unit such as other lecturers and tutors; be available for student consultation; and respond to student queries in a timely and effective manner eg, via email, phone,..

In regard to assessment, Unit Coordinators should:

- be familiar with University policies and guidelines relating to teaching, learning and assessment (available [http://www.teachingandlearning.uwa.edu.au/students/policies](http://www.teachingandlearning.uwa.edu.au/students/policies))
- Coordinate all aspects of unit assessment including the marking by tutors of assignments and exams
- Compile the final marks of all students enrolled in the unit