Providing '**First Course Handout**' to Students:

A Proposal to a make it a standard norm for all Courses

Providing students details of the course and policies to be followed by the instructor on the first day of the semester, has been one among many best practices in conduct of courses in the Institute. This is currently practiced by most instructors. This proposal seeks to make it a standard norm for all non-thesis courses of the Institute. The aim will be to help

- Instructors plan all aspects of the course carefully considering operational and pedagogical details
- Provide students clarity regarding instructor's expectations and rules of engagement
- It will be an important part of the documentation that SCDMC seeks to maintain centrally for all courses.

The Proposal:

All instructors-in-charge will provide the registered students the 'First Course Handout' containing *inter alia* the following details of the course:

1. Objectives: in brief, best in terms of pedagogical outcomes
2. Prerequisites: Binding as per approved course proposal by SPGC/SUGC
   Instructor expectations in terms of prior knowledge and skills
3. Course Contents: Best described in terms of modules and no. of lectures/module
   (Typically 10-15% variation from the approved contents is permissible.
   Any modifications of content is to be a part of the Instructor's Feedback at the semester)
4. Special Emphasis: (optional)
5. Lecture, Tutorial & Lab Schedule & Venue
6. Office Hours: or, recommended mode of contact beyond formal contact hours
7. Evaluation Components & Policies: Exams, Quizzes, Assignments, Attendance, Participation et.
8. Course Policies: Attendance, Honesty Practices, Withdrawal (within the limits of DOAA Guidelines)
9. Books & References: Properly Formatted along with listing of possible internet sources.

These First Course Sheet will be made public for all courses on SCDMC website.

Any changes in policies or minor adjustments will be duly announced and communicated to SCDMC for uploading at the SCDMC website.

Examples of several types of courses will be supplied for instructors to adapt.
Guidelines to Instructors generally sent out to Instructors is at :

http://www.iitk.ac.in/doaa/data/Conduct_of_Courses.pdf

https://iitkteaching.wordpress.com/2014/07/26/guidelines-to-instructors/