Guide to filling in Course/Semester Report, NTNU Faculty of Medicine

1. All Course Coordinators responsible for courses at the Medical Doctor Program, Master, PhD and continuing and further education programs, as well as specific courses are responsible for writing a course report. All course reports are to use a standardized form. Deadlines for handing in the course reports are January 20 for courses taught in the fall semester and September 15 for courses taught in the spring semester.

2. The course reports are to be sent to the Course Coordinator’s Head of Department who is responsible for further distribution.

3. The course reports will be made available to students who have attended the course and also next year’s students. The reports must therefore be written in a way suitable for the public.

4. Guide to filling in the course report form:

Introductory comments, including learning outcome descriptions
The introduction should include the learning outcomes that have been specified for the course. In the case of long and comprehensive learning outcome descriptions these may be enclosed as attachments.

The introductory comments may also include general or specific information about the course, the semester or the students if this is relevant to the understanding of the report.

Follow-up from previous evaluations
In this section one should describe how previous evaluations of the course have been followed up in preparation for this year’s teaching. If relevant, also comment on the development of the course over a longer period of time.

Students’ evaluation:

1. Method of evaluation: NTNU guidelines specify that reference groups is the preferred method of obtaining student evaluations. Additionally, it is recommended that the entire student group should be included in the course evaluation every third time the course is taught. There are also a number of
other formal/informal methods of evaluation available and we ask that the methods used are specified in the course report.

2. **Summary of the students’ evaluation**: Report the most important results from the students’ feedback, both positive and negative.

   NB! The students’ reference group report is to be enclosed as an attachment

**Summary of the lecturers’ report**
Lecturers who have contributed to the teaching of the course should report to the course coordinator on how the course has been carried out. Along with the student evaluations this forms the basis for the coordinator’s course evaluation.

**Course coordinator’s evaluation**
This section should include the course coordinator’s own assessment of the execution and quality of the course based on the aforementioned input. The evaluation may include comments on the following factors:

- Learning and assessment methods
- Learning material/curriculum
- Teaching and learning resources
- Facilities and equipment
- Practical work and placements
- Course alterations that may have been made during the course period

**Follow-up**
This section should include the course coordinator’s recommendations for development, follow-up and quality improvement of the course, including suggestions for actions and further processes.

**Attachments**
Reference group reports *must* be enclosed. Other documents may be included if relevant.