

**Loyola University Chicago Stritch School of Medicine**  
**DUTIES/RESPONSIBILITIES OF ASSISTANT COURSE DIRECTORS**

An **assistant course director** should help the director in designing, managing and evaluating a required medical school course in keeping with the School's overall competency-based learning objectives, recommendations of the CCA and relevant national recommendations. Such assistance should be both practical and conceptual. The assistant should be able to substitute for the director in situations of the directors' absence. Specific areas of such support may include:

1. Assist in the scheduling of lectures, small group sessions and other educational activities, etc.
2. Assist in grade compiling and calculation, including construction of individual student formative and summative evaluations.
3. Assist in writing and evaluating test questions.
4. Attend and participate in course orientations.
5. Attend and participate in course director meetings.
6. When required, assist the Director with meeting and providing specific guidance and advice to students.
7. Assist with the development/implementation of new curricular items including, but not limited to small group case discussions, on-line education experiences, flipped classroom methodologies, team-based learning, etc.
8. Assist the course director in preparing the Annual Inventory for Proposed Changes.
9. Attend and participate in Student Review Panel Meetings with course leadership.
10. Participate in leadership roles in SSOM educational activities, projects, task forces, etc, as opportunities arise.
11. When requested participate in important school events such as graduation, St. Luke's Week and St. Albert's day.
12. Role model team work and interprofessionalism for the students.
13. Participate in professional development activities.
14. Assist the Course Director in new school or course initiatives and needs as they arise