

Document of Chongqing College of Mobile Communication

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The Monitoring and Management Methods of Students' Course Workload

Article 1 In order to better adapt to the trend of international education, standardize and strengthen the supervision of college students' workload, safeguard the legitimate rights and interests of students and the college, improve the quality of personnel training, promote the high-quality development of our school education, and better serve the economic and social development, the management measures for student workload monitoring are specially formulated.

Article 2 The administrative measures aim to monitor and manage the workload of students through a scientific and systematic way, ensure that the students' learning burden is within a reasonable range, promote the all-round development of students, and improve the quality and effect of teaching. The goal is to ensure that student workload corresponds with the setting of the module handbook, rationally assess students' learning

workload, and adjust the ECTS credits of the course according to the monitoring results. At the same time, a feedback mechanism should be established to enable students to evaluate the teaching situation and promote the continuous improvement of teaching methods and content.

Article 3 Monitoring requirements and methods

(1) Statistics of students' course workload

Each course is required to take a detailed count of the time it spends to complete exercises, homework, preview, and review, etc. This includes all the course-related learning activities related to the students.

Teachers should set clear requirements for homework and practice, and provide appropriate time estimates so that students can arrange their learning progress reasonably.

Students should complete their assignments and exercises on time and keep a record of the time spent. At the same time, students should also actively participate in preview and review activities to ensure a comprehensive understanding and mastery of the course content.

Teachers should regularly collect student completion of homework and exercises, as well as records of student workload for subsequent monitoring and analysis.

(2) Assess students' course workload

Monitor the total workload of students in each course, including teaching hours, pre-class preview hours, online learning hours, after-class

review hours, homework hours, etc.; count the average overall learning time of all students in the class, if 25~30 hours / ECTS is normal, if less than 25 hours / ECTS or more than 30 hours / ECTS is abnormal.

Assessment of student workload will be based on student self-reported learning time and learning activities observed by the teacher. Students should regularly report their learning progress and time allocation to teachers, so that teachers can understand students' learning status and needs.

Teachers will adjust the teaching plans and teaching methods according to the students' learning situation and workload evaluation results, so as to meet the students' learning needs and improve the teaching results.

Article 4 Monitoring process and implementation

(I) Data collection

Students' workload data are collected regularly through the online learning management system, questionnaire survey, student self-report, etc. Ensure the accuracy and reliability of the data to provide the basis for subsequent monitoring and analysis.

Teachers should clearly explain the purpose and method of data collection to the students before the course begins, and guide the students on how to correctly record their study time. At the same time, teachers should also provide necessary learning resources and guidance to help

students to arrange their study time reasonably.

(2) Data analysis

The collected student workload data were sorted out and analyzed, and the actual time spent by students in each course compared with the secondary school scores in the modules handbook was calculated. Through comparative analysis, we can understand whether the students' learning burden is reasonable and whether there is any bias.

If it is found that students' learning burden is higher or lower than the reasonable range, they should communicate with relevant teachers in time to discuss solutions together. According to the actual situation, it may be necessary to adjust the ECTS credit allocation of the course, optimize the course content, or improve the teaching methods.

(3) Feedback and adjustment of the results

The monitoring results will be fed back to students and teachers, so that they can understand their learning status and teaching effect. At the same time, encourage the interaction and communication between students and teachers, and jointly promote the improvement of teaching quality.

According to the monitoring results and student evaluation, the course ECTS credits, course content and teacher teaching methods were adjusted and improved accordingly. Ensure that students' learning burden is within a reasonable range, and improve students' learning effect and

satisfaction. The specific adjustment measures are shown as follows:

(1) When the average workload of the class is less than 25 credit hours / ECTS, the workload of students is within a reasonable range by reasonably increasing the teaching content, teaching methods, extracurricular exercises, online learning resources, etc.; or the school adjusts the ECTS credit of the course.

(2) When the average workload of the class is higher than 30 credit hours / ECTS, the students' workload should be within a reasonable range by reasonably reducing the teaching content, teaching methods, extracurricular exercises, online learning resources, etc.; or the school shall adjust the ECTS credit of the course.

Article 5 A learning evaluation system shall be established to encourage students to evaluate teachers' teaching quality, course content and homework quantity. Through the feedback of students, timely understanding of students' learning needs and opinions, to provide a basis for teaching improvement. Student evaluation data were regularly collected and analyzed to understand students' satisfaction with the course and learning burden. In view of the existing problems and deficiencies, take timely measures to improve and optimize. Establish a communication and interaction mechanism with students to encourage students to ask questions and suggestions. For students' learning difficulties and problems, teachers should give timely guidance and help

to ensure that students can successfully complete the learning tasks. When the average workload of the class is less than 25 hours / ECTS or more than 30 hours / ECTS, teachers will deduct 5 points and cannot participate in the annual excellent teacher selection.

Article 6 Strengthen the protection and management of students' workload data to ensure the security and privacy of the data. Only authorized personnel can access and use the relevant data. Establish a supervision mechanism for the monitoring work to ensure the effective implementation of the management measures. Check and evaluate the monitoring work regularly, and rectify and improve the problems found in time. Strengthen the training and guidance of teachers to improve their teaching level and ability. Teachers are encouraged to actively participate in the monitoring work to provide better learning support and guidance for students. Strengthen exchanges and cooperation with domestic and foreign universities, learn from their advanced experience and practices, and constantly improve and optimize the student workload monitoring and management methods.

appendix

Curriculum evaluation form

1. general considerations

1. As part of this study program, will you attend this course?

A. Bachelor of Engineering B. Master of Engineering C. Others (please write down:)

2. What semester are you in now?

A. Semester 1-2- -B. Semester 3-4, C. Semester 5-6 D. SemTerm 7-8, E.9 & More than semester

3. Is this a required course? ()

A.yes B.fault

4. How interested are you in this course before you studied? ()

A score is given between 1 and 5, where 1 indicates great interest and 5 indicates a little interest.

2. Curriculum evaluation

1. The objectives of this course are clear from the start. ()

A score is given between 1 and 5, in which 1 indicates full agreement with the statement and 5 indicates total disagreement.

2. The programme structure of this course is clear. ()

A score is given between 1 and 5, in which 1 indicates full agreement with the statement and 5 indicates total disagreement.

The subjects taught in the 3 are communicated in an understandable way. ()

A score is given between 1 and 5, in which 1 indicates full agreement with the statement and 5 indicates total disagreement.

4. Students' questions and concerns are taken into account. ()

A score is given between 1 and 5, in which 1 indicates full agreement with the statement and 5 indicates total disagreement.

5. I have achieved very high learning results. ()

A score is given between 1 and 5, in which 1 indicates full agreement with the statement and 5 indicates total disagreement.

3. load

Please fill in the time you spent in each part of this course this semester (unit:

minutes) according to your own actual situation.

Preview time before class	Online learning duration	Review time after class	Homework hours after class	Academic lecture duration related to this course

4. Concluding questions

1 I have a good general impression on the course. ()

A score is given between 1 and 5, in which 1 indicates full agreement with the statement and 5 indicates total disagreement.