Early dialogue - minutes

The dialogue will be conducted between the Course coordinator and the students.

Responsible: Course coordinator and student course representative

Participants: Students and course coordinator

Documentation: Minutes written by the course coordinator in consultation with the students/student representatives. **The minutes are stored on Canvas**.

The minutes shall be approved and signed by both parties and shall contain measures agreed upon. The minutes will make the basis for the course report and semester evaluation.

**Course representative:** (fill in name and student number)

**The textbox below can be used as a template for the minutes.**

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| --- | --- |
| Course code / course name:  *[code/name]*  Semester taught:  Spring- 25 | Number of credits:  *[credits]* |
| Topics covered by the dialogue:  *Lectures:* How do you find the lectures?  *Information about course and syllabus:* Have you received the necessary information about the course and is the syllabus clearly defined?  *Canvas:* How does the use of Canvas work?  *Feedback:* Is the feedback you receive on your work sufficient?  *Other topics:* Other conditions that work well or that should be addressed? | |