

**[Department of Computer Science and Engineering]**  
**Course File Checklist**

**Semester:**  **Number of Students:**

**Course Title:**

**Course Number:**  **Section:**

**Number of Home works:**  **Number of Quizzes:**

**Number of Lab. Reports:**  **Number of Examinations:**

**Number of Term Projects:**

No.	Item	Tick (✓)	Comments
1	Course Syllabus		
2	Teaching Philosophy		
3	Samples of Teaching Material		
4	Copies of Assignments, Quizzes & Exams Including Master Solution		
5	Course Outcome–Assessment Matrix		
6	Graded Samples of Student Work for all Assessments (Best, Average, Worst)		
7	Lab. Materials Including Graded Samples of Students Lab. Work		
8	Student Performance/Grades		
9	Reflections on Course Including Suggestions for Improvement		

**Name of Instructor:**  **Signature:**  **Date:**

**Head of Department:**  **Signature:**  **Date:**

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# Syllabus

**COLLEGE OF ENGINEERING**  
**DEPARTMENT**

**Course Number / Course title**

**Semester**

**Instructor Information**

Name

Academic title

Office:

Phone:

E-mail:

Office Hours:

**TA Information**

Name

Office:

Phone:

E-mail:

**Class/Laboratory Schedule**

Day/Time/Location

**Coordinator Information**

Name/Email/Office/Phone number

**Course Information**

Catalog Description:

Credits:

Contact Hours:

Prerequisites:

Textbook(s):

References:

Course Objectives:

Course Learning Outcomes (CLO):

Relationship of Course Outcomes to "a" to "k" ABET Outcomes:

Course Learning Outcomes (CLO)	Related Program Outcomes			
	a	b	c	d
1				
2				
3				
4				
5				
6				
7				

Additional ABET Requirements:

- Oral Communications:      Number of Presentations      = \_\_\_\_\_  
Average Duration (minutes)      = \_\_\_\_\_
- Written Communications:      Number of Submitted Reports      = \_\_\_\_\_  
Average Length (pages)      = \_\_\_\_\_
- Professional and Ethical Implications:

Topic Spent

.....

Grading Strategy

.....

Time

.....

### Topics Covered:

Topics	Chapter	Section	CO	Weeks
<b>Total</b>				

### Method of Instruction

### Assessment Methods and Grading Policy

Homework:

Quizzes:

Projects:

Midterm Exam:

Final Exam:

Notebook/Active Participation:

### ABET Contribution of Course to Professional Component

Math & Basic Science :

Engineering :

Engineering Design :

General Education :

### Computer/Software Usage

### Laboratory Projects

## **Course Ground Rules**

### **Support for Students with Special Needs**

It is Qatar University policy to provide educational opportunities that ensure fair, appropriate and reasonable accommodation to students who have disabilities that may affect their ability to participate in course activities or meet course requirements. Students with disabilities are encouraged to contact their Instructor to ensure that their individual needs are met. The University through its Special Needs Section will exert all efforts to accommodate for individuals' needs.

#### Contact Information for Special Needs Section:

Tel-Female: (00974) 4403 3843

Tel-Male: (00974) 4403 3854

Location: Student Activities Building

Email: [specialneeds@qu.edu.qa](mailto:specialneeds@qu.edu.qa)

### **Academic Support and Learning Resources**

The University Student Learning Support Center (SLSC) provides academic support services to male and female students at QU. The SLSC is a supportive environment where students can seek assistance with academic coursework, writing assignments, transitioning to college academic life, and other academic issues. SLSC programs include: Peer Tutoring, the Writing Lab, Writing Workshops, and Academic Success Workshops. Students may also seek confidential academic counseling from the professional staff at the Center.

#### Contact Information for Students Support and Learning Resources:

Tel: (00974) 4403 3876

Fax: (00974) 4403 3871

Location: Female Student Activities Building

E-mail: [learningcenter@qu.edu.qa](mailto:learningcenter@qu.edu.qa)

### **Student Complaints Policy**

Students at Qatar University have the right to pursue complaints related to faculty, staff, and other students. The nature of the complaints may be either academic or non-academic. For more information about the policy and processes related to this policy, you may refer to the students' handbook.

### **Declaration**

This syllabus and contents are subject to changes in the event of extenuating circumstances. The instructor (with approval of the Head of Department) reserves the right to make changes as necessary. If changes are necessitated during the term of the course, the students will be notified by email communication and posting the notification on the online teaching tool Blackboard. It is student's responsibility to check on announcements made while they were absent.

Faculty Name:  
Last Modified:  
Date:



## Teaching Philosophy

## **Teaching Philosophy**

Put your teaching philosophy here.

## **Samples of Teaching Material**

**Sample Lecture Material Goes Here**

## Copies of Assignments

## Homework #1 With Solution

## **Homework #2 With Solution**

## Midterm with Solution



## **Final Exam with Solution**

## **Course Outcome-Assessment Matrix**

## Matrix

	CO-XXX-1	CO-XXX-2
<b>Homework 1</b>		
<b>Homework 2</b>	Code	
<b>Midterm Exam</b>		
<b>Final Exam</b>	Q3, Q4(b), Q8	

## **Graded Work Samples**

## **HW1 Best Student Solution**

## HW1 Average Student Solution

## HW1 Worst Student Solution

## Lab Materials

If your course has a lab, include its material here.



## Student Performance/Grades

Replace other/grades.pdf with your grades. It will go here.

## Reflections on Course

**Reflections, Course Innovation, etc.**

Include your course reflections, innovations, recommendations, etc. here