

Submitting an Elective Module Course Proposal

Course proposals for the elective module can be submitted each semester by the relevant re-registration deadline. The selection committee of the programme will review the submissions based on the criteria listed below. Currently, 16 to 18 courses are selected per semester. The selected courses will be included in the teaching plan for the following semester, and you will be informed accordingly.

Please submit the completed application form and seminar outline as a single PDF document via the programme coordination office: **sozialarbeit@ash-berlin.eu**. Thank you!

Application Criteria

- Submission must meet the **relevant deadline** (1 May / 1 November of the preceding semester)!
- The **application must be complete**:
 - Completed **application form** (PDF)
 - **Seminar outline** (max. 3 pages) including the following: Learning objectives, Course content (must be related to social work), Teaching/learning methods, Target group, Participation requirements, Information on assessments, Literature
 - Short CV and teaching experience (not required for ASH faculty members)
 - **Availability form** indicating preferred time slots
- Elective courses should be **creative, complementary, or in-depth offerings** not already covered in the core BA Social Work curriculum.
- A **diverse range of topics and teaching methods** should be offered each semester.
- Courses with high demand may be repeated once per academic year (but not necessarily every semester).
- Lecturers may submit a maximum of one course per semester.
- ASH faculty members have priority over external lecturers, provided the above criteria are met.

Teaching Formats in the Elective Module

Some courses may be offered as block seminars, especially during the lecture-free period in March (for the winter semester) or September (for the summer semester). If you are interested in offering a block seminar, please indicate this clearly in your application.

Courses should ideally be held weekly with 2 contact hours per week (SWS) at a fixed time. Alternatively, some sessions may be offered during the two designated block weeks per semester, with classes on up to two days during those weeks.

No further restrictions on participant numbers are permitted beyond the set limits. Participation requirements that could exclude certain students are not allowed.

Assessments

Examination/ Prüfungsleistung (PL): The elective module consists of two units that students complete during their studies. In one of the two courses, an examination (ungraded, pass/fail) must be completed. Accepted formats include: written exam, academic paper, other written formats, oral exam, presentation, or similar.

Coursework/ Studienleistung (SL): Active participation is required to receive credit for the course when no formal examination is taken. Active participation is demonstrated through ungraded coursework, which is significantly lighter in scope than an examination. The format and expectations for coursework will be communicated in writing at the start of the course.

Contact persons

Prof. Dr. Sandra Smykalla as module coordinator for all content-related questions

Programme coordination (sozialarbeit@ash-berlin.eu) and teaching administration (lehrauftrag-fb1@ash-berlin.eu) for allocation of teaching contracts