# Syllabus

## Basic Course Information

### Course Title

Fill in the complete title of the course in this field.

### Lecturer(s)

Fill in your name and the names of co-lecturers (possibly with academic titles).

### Course Type

Fill in the course type (lecture, lecture series, seminar, tutorial, colloquium).

### Degree Program

Select the degree program (entry box or drop-down-list).

### Semester

Select the semester (entry box or drop-down list).

### Time Period

Fill in the start and end date of the course in this field.

### Short Description

Provide an overview of the topics to be dealt with in the course. This description should broadly match the one in the course catalogue (LSF).

### Learning Outcomes and Competencies

Provide a brief list of the course’s learning outcomes. Refer to the information of the module description. (see the attachment of the specific degree program’s study and exam regulations).

### Social Etiquette (netiquette)

Describe your expectations regarding the social etiquette for presence and online communication (e.g. video meetings, panel communication).

### Announcements & Last-minute Changes

Notify the students, how you wish to communicate (e-mail, moodle) announcements, last-minute changes (e.g. cancellation of sessions due to illness). If necessary, ask the students to check their e-mails regularly and to communicate last-minute announcements via their personal channels (Facebook- and WhatsApp groups).

## Contact Information

### Contact Options Lecturer(s)

State your preferred contact options (e-mail, phone, moodle panel etc.). If necessary, specify the request modalities (stating the title of the course, specific request and urgency in the reference line).

### Consulting Hours

If necessary, state your consulting hours and describe the options and time frames for arranging solo- or group appointments.

### Regular Response Time

State the expected amount of time it is going to take you to respond to requests. If necessary be transparent about, when you read and reply to requests (e.g. specific time of day or weekdays) and when not (e.g. weekend, bank holidays), in order to reduce the number of further requests.

### Tutors

Insert the existing contact options and range of duty of tutors (if any) regarding the respective course.

### Technical Support

In case of problems or questions regarding the learning-platform (moodle) please contact:  
Ute Koop (ComZ): [koop@ash-berlin.eu](mailto:koop@ash-berlin.eu)

For other technical problems or questions please contact:  
[itservice@ash-berlin.eu](mailto:itservice@ash-berlin.eu)

## Necessary Requirements & Materials

### Basic Literature & Learning Materials

Make reference to the necessary learning materials (basic literature, lecture records), required for course participation. Refer to materials stated in the overview of the course if necessary.

### Provision of Learning Materials

In this section you should state when and where the required learning materials will be provided and where they can be found (e.g. e-books in the library, moodle course room).

### Technical Recommendations

State the technical requirements, meaning devices that ideally should be available to the students (webcam, headset etc.). Be prepared to suggest alternative tasks, if these technical requirements cannot be met.

### Software & Online Services

State the software and online services (in addition the teaching – learning platform) utilized in the course. (e.g. video conference services, MAXQDA, Citavi). Provide tutorials or instructions for the students if necessary.

In order to minimize potential technical problems with the online services, please use the latest version of a modern web browser ([Google Chrome](https://www.google.com/intl/en_us/chrome/), [Mozilla Firefox](https://www.mozilla.org/en-US/firefox/new/), [Microsoft Edge](https://www.microsoft.com/en-us/edge) (NOT the older Internet Explorer), [Opera](https://www.opera.com/), Apple Safari).

## Overview Course Schedule

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| --- | --- | --- | --- |
| Course Unit | Time Period / Important Dates | Topic / Content / Learning Materials | Assignments / Submission Deadlines |
| Insert the consecutive numbering here.  **Example:** unit 1 or learning unit 1 | Insert the time period of the respective learning unit here (weekly or across weeks).  **Example:** 19.10.-25.10. or 19.10.-01.11. (two weeks)  Insert the synchronous dates of the learning unit here. (video conference meetings, in person sessions at ASH).  **Example:** 23.10./ 12:00-13:30 (BigBlueButton moodle course room) or 22.10. /12:00-14:00 (ASH- TBA). | Insert preferably concise titles of the learning units in these rows. (and if necessary, a brief content description).  List the learning materials (texts, videos, online resources) that are relevant for the learning unit. If necessary, refer to further literature/ learning materials in the Moodle course. | Give a brief overview of the assignments students are required to undertake within each learning unit.  Clarify:   1. If the assignments are to be done on their own or in a group. 2. When they should be submitted (e.g. 21.10. 12:00- two days before the video conference meeting on 23.10.). 3. How they should be submitted (e.g. assignment element in the moodle course). |
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### Formative Assignment(s) during the Semester

Describe the type of formative assignments of the semester ( e.g. conceptualizing and conducting a presentation, including a handout) and when and how the selection of a topic will proceed. Refer to additional assignments (if necessary), specified in the course units and clarify, to what extent these assignments are to be understood as a preparation for the final examination.

Regarding learning outcomes, contents and methods coordinate with other lecturers and the person responsible for the module.

### Organization Learning Groups

Describe, when and how learning groups will be formed. Clarify, if learning groups shall remain throughout the entire semester or be recreated with different group members from a significant date onwards.

### Field Trips

Here you should state information regarding excursions (if any). (dates, expenses, discount etc.)

## Examination & Examination Modalities

### Methods of Final Examination

Provide a brief overview of the summative methods of examination (e.g. term paper, oral exam etc.). Provide at least two different methods of exams, if the module admits optional selection.

### Registration for Examination

When setting the examination modalities and the examination date, please inform the students of the requirement of digital registration in order to take the examination.

### Examination Period

Enter the examination date here, and the submission date for term papers as well as the processing time for the respective examination. This also applies to participation assignments if an examination is not required for students as part of the course. Also indicate how the exam should be submitted.

### Formal Requirements

Here you should refer to the formal exam guidelines of the degree program if necessary.

### Evaluation Criteria

Describe the evaluation criteria for exams.

### Evaluation Period & Feedback

Provide the students of the course with a brief reference to the expected evaluation period of the examination (max. 4 weeks) and the form of feedback as well as an explanation for the received performance evaluation.

### Re-examination

Inform the students of possible re-examination if they fail or do not attend.

## Further Information & Contacts

### Accessibility

In case of questions regarding general aspects of accessibility please contact:  
[barrierefrei@ash-berlin.eu](mailto:barrierefrei@ash-berlin.eu)

In case of questions regarding special aspects of digital accessibility please contact:  
[digitalebarrieren@ash-berlin.eu](mailto:digitalebarrieren@ash-berlin.eu)

### Development of Writing and Academic Skills

[Writing Center ASH Berlin](https://www.ash-berlin.eu/en/study/guidance-and-support/development-of-writing-and-academic-skills/)

### Media Workshop Services

[Media Workshop ASH Berlin](https://www.ash-berlin.eu/en/study/service-departments/media-workshop/)

### Library Services and Training

[Library ASH Berlin](https://www.ash-berlin.eu/en/study/service-departments/library/library-services/)

### Overview of Consultation and Support Offers

[Guidance and Support ASH Berlin](https://www.ash-berlin.eu/en/study/guidance-and-support/)

### Recommendations Gender Sensitive Language

[Gender Equality Office ASH Berlin](https://www.ash-berlin.eu/en/about-ash-berlin/organisational-chart/gender-equality-office/geschlechtergerechte-sprache-englisch/)

### Privacy Policy

[Privacy Policy ASH Berlin (German)](https://www.ash-berlin.eu/hochschule/datenschutz/datenschutzerklaerung/)