

## Notes for the first seminar session

Details on the following topics should be communicated/discussed transparently at the beginning of the seminar:

### Organization of the seminar

- Topics of student presentations and seminar papers
  - o Detailed presentation of the seminar topics, additional topics can be added with input from the students
  - o Fair distribution, e.g. manually or with online tools
  - o No first come, first serve principle, better: indication of first and second preference
- Overview of how the next sessions will be organized, e.g. provision of a (rough) seminar structure

### Examinations

- Composition of the examination performance; alternatively reference to module handbook (preferably in discussion with the students, if no concrete specifications are desired by the lecturer)
- Discuss framework specifications
  - o Presentation: scope, duration, core topics, inclusion of case studies, involvement of students, etc.
  - o Term papers: Scope, citation style, core topics, etc.
  - o Office hours: obligatory?
  - o Other: poster required? Handout required? etc. (with template if necessary)
- **Reference to exam registration!** (not mandatory in the first session)
- Dates outside the regular seminar times/excursions (date, costs, location, travel, prior knowledge, etc.)
- Deadlines

### Prior knowledge

- What prior knowledge (in terms of content, methodology, graphic visualization, etc.) is required?
- If required: Provide assistance and additional materials

### Expectations and wishes of the lecturer

- Ask whether group feedback or individual feedback is desired, especially for presentations
- Switching on the cameras for digital events
- Participation in discussions
- Cell phone use
- Dealing with drinking/eating
- Netiquette/mannerisms in emails, e.g. greetings
- Communication/availability: email, telephone, office hours
- Behavior in case of illness or absence