

# 1 Preparing your own lesson (moderation)

The four remaining days will be partially conducted by the teams you formed.

## 1.1 Formal requirements

Your lesson will be evaluated based on the following criteria:

- Quality of the content (usefulness, correctness, informativeness, ...)
- Quality of the form (understandability, structure, ...)
- Quality of the final report and materials provided, along with properly citing sources
- Evenly balanced and active teamwork

No later than Sunday *before the lesson*, send a PDF with your concept to the teachers. No later than one week *after the lesson*, submit one PDF report per team for your colleagues, describing your work and sources. If you want to include any additional materials, submit a ZIP archive (not RAR, 7Z, or other formats) instead. The name of the file will be in the format `team-number-topic`, e.g., `team-1-motivation.zip`.

## 1.2 Teaching tips

- Your lesson must have a clear goal. What do you want to achieve? What do you want your classmates to learn? Everything you do must support your goal.
- Prepare in advance. For the discussions, select moderators and think of questions in advance. Try out your activities.
- If you have a presentation, keep it interesting, short, and to the point. If you present a theory, it is good to apply it: soft skills must be actually practiced! :)
- There are no limits for your creativity (provided you do, of course, only legal and moral activities). Use whatever you find interesting or relevant.

# 2 Writing evaluations and feedback

Thinking about what you experienced in class helps you to learn. Also, sharing it gives valuable feedback to the teachers and other teams. In short: it's good for everyone!

## 2.1 Formal requirements

During the course, you will be asked to write six evaluations:

- A feedback about what you learned in the first block and what you take from it. Describe also your subjective reaction: how it was for you, what inspired or bored you, how it was facilitated, what you wish to stay or to be done differently, etc., from your point of view.

- Four peer evaluations on other teams' lessons (not your own), w.r.t. the requirements (see 1.1) and what experiences you take from them. What effect did it had on you?
- A final self-evaluation answering, among others, these questions:
  - What did I contribute to the course?
  - What and in which ways did I learn throughout the semester?
  - How intensively did I elaborate my project? Did I contribute more or less than the average in my team? Why?
  - What grade would I give myself? Why?
  - What are the most important experiences I take with me from the course?

You can write anything you consider worthwhile, relevant, interesting, or helpful.

The deadline is always one week after the respective block (i.e., next Friday). Please, submit your response in the IS.

After the deadline, all responses will be merged into one, which will be available to other students for reading. (The self-evaluation is an exception and won't be shared with others: it is only for the teachers.) The contents are by default anonymous, but you can write your name if you want to.

Thank you for honestly sharing your thoughts and feelings!

## 2.2 Tips for writing feedback

### 1. *Speak for yourself.*

Example: ~~We all saw she was well-prepared.~~ I think she was well-prepared.

### 2. *Be specific.*

Example: ~~I enjoyed today's lesson. Everything was awesome.~~ Today's lesson taught me how to listen more carefully to others.

### 3. *Focus on effect.*

Example: ~~I liked that the teachers were smiling.~~ The teachers smiling made me feel more relaxed and open-minded.

### 4. *Provide reasoning and arguments.*

Example: ~~The presentation was boring. I fell asleep.~~ I couldn't keep my attention on the presentation, because there were too many words and the font size was small.

### 5. *Be constructive.*

Example: ~~In my opinion, this team was unprepared, as their discussions sucked.~~ My advice for this team is to prepare questions for the discussions in advance.