

Good practice for presenting and delivering courses on degree programmes under the Board of Studies at the School of Culture and Society

Goal: To promote good communication and behaviour as the basis for effective full-time teaching

General principles for good teaching:

1. A good teaching environment is inclusive and allows room for dialogue, disagreement and critical reflection. Everyone shares responsibility for maintaining a good and respectful relationship both between the students themselves, and between the students and teachers. This applies to online interactions as well as oral and written communication.
2. Brightspace must be used as a communication tool – in full, and at the right time.
3. A varied and enthusiastic didactic practice promotes a lively teaching environment. It is also important that students are well prepared, and that they make an active contribution in class.
4. The teachers and students underline the importance of feedback during the teaching and after the course in accordance with the school's feedback guidelines.
5. Everyone should strive to demonstrate respectful and considerate behaviour in all contexts of interaction at the university.

Any students who experience harassment, bullying or any other form of offensive behaviour can find help here: <https://studerende.au.dk/vi-siger-fra/>

Rules and guidelines for course communication:

The description in the course catalogue must contain the following information:

- The title of the course
- The content of the course, including a description of the objectives
- Information about the teacher(s)
- A presentation of the form of teaching
- Whenever possible: general information on reading lists and the approximate length of the syllabus

The following information *must* be made available in Brightspace *two weeks before the course starts*:

- The content of the course, including a description of objectives, i.e. a specific interpretation of the description of qualifications contained in the academic regulations (what the student needs to learn and must be able to do)
- A description of the form of teaching, containing a certain amount of detail about the expected use of lectures, presentations, submissions and various types of feedback (for instance)
- For courses requiring the students to attend and/or participate: Details about the extent to which the students will be required to attend, and how to comply with the demand for active participation
- For courses involving a portfolio exam: A description of the portfolios that must be produced (stating their form and type of content), and a deadline for their submission
- A semester plan including recommended literature. This must cover the first month of the course at least
- Any reading required for the first month of the course must be made available if it cannot be accessed online

The following information *may also* be presented in Brightspace:

- Expectations with regard to preparation time/workload. How many hours of work (and what kind of work) the students will be expected to do each week, and an idea of how these hours will be divided between teaching, preparation, follow-up and exams

During the course

Any revisions in the course plan **must** be announced to the students in Brightspace as soon as they are made. The development of the course during the semester may well be regarded as evidence of good didactic practice and dialogue. Such changes do not conflict with the guidelines issued by the board of studies regarding initial course descriptions.

The semester plan must contain (week by week)

- The date/time/place and theme/title of each lesson
- The syllabus for each lesson (for the first month of the semester: see above)
- A description of any lessons which have a different format (guest lectures or excursions, for instance)
- A description of any planned major preparatory or follow-up assignments for the students (for instance special presentations or submissions or (peer) feedback)

Balancing expectations at the start of the course and via interim and final course evaluations

This should be done in accordance with the guidelines issued by the Board of Studies