

## Self-check for lecturers prior to start of course

Self-check question	YES	NO	Explanation
Am I sufficiently prepared as a lecturer to deal with uncertainty and the need for organisational adjustments?	<input type="checkbox"/>	<input type="checkbox"/>	Projects with external cooperation partners require flexibility and pragmatism, especially when taking place by and large outside the lecture hall. Lecturers who find this difficult are advised to play through various scenarios ahead of time and imagine how the course might evolve and develop.
Is a suitable course type available for the implementation of a Service-Learning project?	<input type="checkbox"/>	<input type="checkbox"/>	Not all course types are suited for Service-Learning. Often certain courses involve a specific number of mandatory hours that must take place in a lecture hall setting. Service-Learning, however, requires increased flexibility to accommodate individual or small group coaching, off-site meetings and examinations. In this regard, study and examination regulations need to be evaluated for their flexibility.
Is a course available for the Service-Learning project that offers an appropriate level of credit points?	<input type="checkbox"/>	<input type="checkbox"/>	The number of credit points reflects the workload of the student. Past experience shows that Service-Learning projects are very (and often unexpectedly) time-consuming and labour-intensive, which should be reflected in the credit points. At least 4 credit points are recommended.
Can the Service-Learning project be carried out within a timeframe that satisfies academic requirements as well as those of the cooperation partners?	<input type="checkbox"/>	<input type="checkbox"/>	Courses are oriented to the semester schedule and are often planned accordingly by students. Cooperation partners rarely think in such terms and often have longer (or less frequently shorter) horizons. Experience has shown that certain seminar requirements (such as a presentation at the cooperation partner's premises or in a public setting) can take place outside the semester dates.
Do I have viable options for the scheduling of student work outside the university as well as my own work?	<input type="checkbox"/>	<input type="checkbox"/>	Courses and students are oriented to the school timetable, which is not the case for non-academic cooperation partners. Early on, timeframes should be coordinated that work for both students and professional partners. This allows students to be exempted in a timely fashion from other courses and activities and to thus avoid scheduling conflicts.

Self-check question	YES	NO	Explanation
Do students and cooperation partners have the same expectations regarding seminar and examination requirements?	<input type="checkbox"/>	<input type="checkbox"/>	For cooperation partners, academic work and even examinations often do not have the same value, or they have no value whatsoever. They prefer short summaries or simply brief presentations. Close consultation at an early stage is critical in this regard to avoid misunderstandings and unnecessary effort on the part of students.
Do all project participants have a clear understanding of the formal and legal requirements (handling of data, confidentiality, insurance coverage)?	<input type="checkbox"/>	<input type="checkbox"/>	Treatment of sensitive data and business secrets, anonymisation of expert opinions, insurance coverage of course-related activities outside the university setting or confidentiality agreements: depending on the nature of the project, documents and declarations may need to be provided which are not relevant for conventional academic courses.
Are sufficient funds available for the successful execution of the Service-Learning project?	<input type="checkbox"/>	<input type="checkbox"/>	Projects outside the university often incur additional costs for travel, phone calls, copies, etc. – particularly for the students themselves. It is important to make sure that course participation does not involve excessive expenses. Ideally a budget is available for such charges.

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