

Wildau, 13. März 2020

Implementation of teaching in SoSe 2020: Goals, Measures, Organisation (as of 13.3.2020)

Despite the considerable restrictions caused by the Corona pandemic, the Executive Board, in consultation with the Deans, is sticking to the goal of designing the SoSe20 in such a way that the final module examinations can be carried out and managed with reasonable effort by the students. Thus, a suspension of classroom teaching is not the same as a cancellation of courses during this time.

In order to achieve this goal, we have defined the following procedure for the period from 16th March 2020 to 17th April 2020 (included):

- 1) Since only classroom teaching is suspended, all courses start **as early as possible** with at least guided and moderated **self-study** by the students. According to the module descriptions, this usually accounts for 60% of the total workload and is not bound to any location.
- 2) The form of this self-study is determined by the respective lecturers. They provide the **necessary materials** and moderate the learning process electronically, preferably via the learning platform Moodle. If this is not yet possible, communication can initially take place at a low threshold via e-mail.
- 3) All lecturers who have already created **course rooms on Moodle** for their classes conduct their courses via **e-learning**, making the best possible use of the available elements (forums, virtual classroom, tasks, etc.). This applies in particular to the distance learning bachelor programmes in Business Administration and Industrial Engineering which are equipped with prepared course rooms.
- 4) All lecturers who have little or no experience with e-learning will receive special support from the E-learning Team of the **Center for Quality Development (ZQE)**: For each course that is not yet equipped with a Moodle course room, one is created and pre-structured. The lecturers concerned will be contacted by e-mail, with the names of contact persons who can help them design the course room. This arrangement initially refers to elementary forms of use such as

Seite 2

Brief vom 13. März 2020

communication with students or uploading study materials and exercises. This process will start at the beginning of the coming week.

- 5) The ZQE will soon publish further information on all e-learning support and counselling services, which we will also link to the website www.th-wildau.de/corona.

There are colleagues who can and will start immediately via e-learning, others will gradually move towards it. In view of the special circumstances, however, the procedure outlined above is the only viable way forward, especially since it is uncertain whether classroom teaching can be resumed at all after the deadline mentioned today, or whether the suspension will last even longer. It is therefore all the more important that we make the **best possible start now with alternative methods**.

The current situation requires us all to "pull together", to be prepared to adapt flexibly to changing circumstances and, if necessary, to accept a certain degree of compromise in the achievement of learning objectives. Please join this path and accept the higher costs of communication via email, phone and Moodle and stay in close contact with each other.

Even though this change will certainly be a bit "bumpy" at first, please accept this **institutional learning process** with composure.

Yours,

