

Proof sheet for courses in part-time studies (Business administration)

(please fill out a separate form for each teaching assignment)

Lecturer: Surname: _____ First name: _____

Abrechnungszeitspanne: Month/Year: _____

Module name and seminar group: _____

No. of the teaching assignment: _____

Weekday	Date	Number of teaching hours completed in attendance (45 min each)	Number of hours completed for e-learning and supervised self-study (according to teaching assignment)

Proof sheet for courses in part-time studies (Business administration)

I have served the following activities in the associated course room on the learning platform - please tick:

Activity	Yes	No
PDFs and other teaching and learning material provided	<input type="radio"/>	<input type="radio"/>
Script provided for the course	<input type="radio"/>	<input type="radio"/>
Organization of the course described with timing and structure	<input type="radio"/>	<input type="radio"/>
Linked to external websites/content	<input type="radio"/>	<input type="radio"/>
News forum used for communication	<input type="radio"/>	<input type="radio"/>
Communication conducted via the "Quickmail" e-mail option	<input type="radio"/>	<input type="radio"/>
Course literature database expanded and maintained	<input type="radio"/>	<input type="radio"/>
Calendar maintained with appointments	<input type="radio"/>	<input type="radio"/>
Quiz or test created and carried out	<input type="radio"/>	<input type="radio"/>
Task with file submission (via Moodle)	<input type="radio"/>	<input type="radio"/>
Poll or poll created for evaluation or feedback	<input type="radio"/>	<input type="radio"/>
Glossary or wiki created/have created	<input type="radio"/>	<input type="radio"/>
Etherpad or similar used/let be used for collaborative work	<input type="radio"/>	<input type="radio"/>
Have or created a podcast or video	<input type="radio"/>	<input type="radio"/>
Studentisches Arbeiten in sog. „Peergroups“ angeregt	<input type="radio"/>	<input type="radio"/>
Lecture recordings performed with BigBlueButton, Mediasite or Adobe Connect	<input type="radio"/>	<input type="radio"/>
Other (please fill in yourself):		

Please check: Further proof sheets for this teaching assignment will follow.
or

This is the last proof sheet for this teaching assignment, no further proof sheets will follow. The final settlement of this teaching assignment can be made.

Official statement:

I hereby declare that I have given all information regarding the hourly billing truthfully.

Date

Signature Lecturer

Confirmed:

Date

Signature Dean