

Checklist for Teachers at the Modern Language Center (for face-to-face classes)



Before the semester start	Please check!
I have carefully read the information for teachers on course rules and computer access (https://www.uni-marburg.de/de/sprachenzentrum/service/info-lehrer).	<input type="checkbox"/>
I have a transponder for the classrooms in the language centre, lecture hall building, Carolinenhaus (CNMS), Deutschhausstr.3 (with code) and the lecturers' room.	<input type="checkbox"/>
I have a copy card and know where the copiers are located (lecturers' room, copy room on the 1st floor of Biegenstr. 12, lecture hall building).	<input type="checkbox"/>
I have a valid staff account for e-mail traffic and access to ILIAS as well as an institute account for access to the PCs in the classrooms.	<input type="checkbox"/>
I am a member of the ILIAS course platform for the lecturers of my language area and have activated the messaging function.	<input type="checkbox"/>
I know my password to access the course admin tool of the language center (KuBuS). New passwords can be obtained at any time from the Service Center.	<input type="checkbox"/>
At the beginning of the semester	Please check!
I received the teaching assignment, signed it and gave on copy of it to Monika Jeck (room 027, or letter box outside of room). I have noted any changes in my address or bank details.	<input type="checkbox"/>
In the first week of lessons , I checked the personal data of my course participants on the participant list .	<input type="checkbox"/>
If necessary, I asked new participants to enter their data in the attendance and participant list .	<input type="checkbox"/>
I have returned the corrected and supplemented lists to the service center (room 024).	<input type="checkbox"/>
I then received current lists for my courses from the service center or printed them out myself via KuBuS (<i>Self-Service</i> function).	<input type="checkbox"/>
I have handed out the SEPA mandate forms from my tray to my participants and returned the signed forms to the Service Center (as well as those of absent students).	<input type="checkbox"/>
During the semester	Please check!
In case of being late, illness or absence , I will inform the Service Center and Monika Jeck via sz@staff.uni-marburg.de or call them : 06421/28-21357 or -21325.	<input type="checkbox"/>
At the end of the semester	Please check!
In one of my last class sessions, I have conducted the final evaluation .	<input type="checkbox"/>
I have sent the course contents to the Service Center on request and in due time. Or I have informed the Service Center if course contents from the last semester are to be transferred.	<input type="checkbox"/>
I have submitted the attendance lists (or copies thereof) with the participants' grades as well as the exams to the Service Center (Room 024).	<input type="checkbox"/>
I have signed the certificates and handed them over to the participants or handed them in at the Service Center to be collected by participants who were not present in the last session.	<input type="checkbox"/>
I have given the signed fee declaration to the language coordinator or to Monika Jeck (room 027).	<input type="checkbox"/>
I have returned all borrowed teaching materials that I will no longer need in the coming semester to the Service Center or to the language coordinator.	<input type="checkbox"/>