

## 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 ( <a href="https://www.uni-marburg.de/de/sprachenzentrum/service/info-lehrer">https://www.uni-marburg.de/de/sprachenzentrum/service/info-lehrer</a> ).	<input type="checkbox"/>
I have a <b>transponder</b> for the classrooms in the language center and the lecturers' room (00/021).	<input type="checkbox"/>
I have a <b>copy card</b> and know where the copiers are located (lecturers' room, copy room on the 1st floor of Biegenstr. 12).	<input type="checkbox"/>
I have a valid <b>staff account</b> for e-mail traffic and access to the PCs outside of the language center as well as an <b>institute account</b> for access to the PCs in the classrooms of the language center.	<input type="checkbox"/>
I am a member of the <b>ILIAS course platform</b> for the lecturers of my language area and have activated the messaging function.	<input type="checkbox"/>
I know my password to access the <b>course admin tool</b> of the language center (KuBuS).	<input type="checkbox"/>
At the beginning of the semester	Please check!
I received the <b>teaching assignment</b> , <b>signed it</b> and gave one copy of it to Annett Vömel (room 027, or letter box outside of room).	<input type="checkbox"/>
I have noted any changes in my address or bank details.	<input type="checkbox"/>
I have checked the personal data on the <b>list of participants</b> for accuracy.	<input type="checkbox"/>
New participants who are not on the <b>attendance list</b> can register if course capacities are available and must register regularly at the Service Center after the 1st session.	<input type="checkbox"/>
I have returned the corrected and supplemented lists to the Service Center (room 023).	<input type="checkbox"/>
I printed out the corrected attendance list myself via KuBuS ( <i>Self-Service</i> function).	<input type="checkbox"/>
During the semester	Please check!
In case of <b>being late</b> , <b>illness</b> or <b>absence</b> , I will inform the <b>Service Center</b> ( <a href="mailto:sz@staff.uni-marburg.de">sz@staff.uni-marburg.de</a> , +49(0)6421 28-21357) and <b>Annett Vömel</b> ( <a href="mailto:voemel@uni-marburg.de">voemel@uni-marburg.de</a> ; Tel. +49(0)6421 28-21325) and my <b>language coordinator</b> .	<input type="checkbox"/>
At the end of the semester	Please check!
In one of my last class sessions, I have conducted the final <b>evaluation</b> . (via link or QR-code)	<input type="checkbox"/>
I have submitted the <b>attendance lists</b> (or copies thereof) with the participants' <b>grades</b> as well as the exams to the Service Centre (Room 023).	<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 <b>signed fee declaration</b> to the language coordinator or to Annett Vömel (room 027).	<input type="checkbox"/>
I have returned all <b>borrowed teaching materials</b> that I will no longer need in the coming semester to the Service Center or to the language coordinator.	<input type="checkbox"/>