

## **Learning, Teaching, and Communicating Digitally:**

### **Our Recommendations for Working Well Together (10.02.2023)**

Digital teaching formats are no longer unusual at HAWK plus. At first these formats arose out of necessity. However, because students from all degree programmes have the opportunity to mix and mingle in our courses, digital teaching is a real benefit for the vast majority of events. We expect that digital teaching formats will remain an essential feature of the IPS programme, which is why we asked ourselves the question: How would we like to experience digital interaction in our courses? Here are our recommendations for video-supported online courses:

#### **Set-Up Time and Technical Details**

- \* Plan for set-up time! To make sure you can start on time, set up the technical equipment and your workstation well in advance. Log in a few minutes before the starting time.
- \* Your home will become the seminar room! Choose a virtual background from your video conferencing service or find an undistracting background in your room. (By the way, attending a course from the driver's seat, on the train or bus is usually not a good idea (c;)).
- \* Depending on your instructor's preference, you should turn your microphone on when you are speaking and off when you are not. This avoids feedback and background noise.
- \* If possible, use a headset; it provides the best sound quality for both the speaker and the audience.

#### **Trust**

- \* The invitation link to the course is intended for you personally. Do not share it with third parties.
- \* No recordings of the course are allowed without the explicit permission of the lecturers and other participants!

#### **Personal Communication**

... to avoid feeling stressed in the digital space and also to feel that you belong to a seminar group and are not just an anonymous participant!

- \* Please enter your name (first name, last name) when logging into the digital course.
- \* Unless there are special reasons (system overload, technical problems, etc.), always switch on your camera.

Helpful Hint: It is possible to turn off your own camera image! This will reduce the perhaps unconscious stress caused by looking at your mirror image. (Open the arrow menu at "End video" click on video on the left, then activate "Switch off my video after joining" in the selection window on the right).

Helpful Hint: To limit the annoyance of looking at anonymous participants, switch over your personal video settings (arrow menu at End Video > click on Video tab on the left, activate "Hide participants without video transmission" in the selection window on the right).

\* In case your camera is not operational for any of the above reasons, it is best to post a profile picture (that would be the best!) of yourself (or another symbolic picture) that can be seen when the camera is switched off.

\* You are at home in your comfort zone, but please appear as if you were coming to the university! And please eat during the break times and use them for typical break rituals as well. (Drinking coffee, tea, water, or soft drinks is usually not a problem during the sessions.)

**Please note:** Students who have their camera turned off and who do not respond after being directly addressed three times generally do not fulfill the requirements for receiving ECTS credits, since active participation is expected as a rule (see module descriptions), and they may be removed from the ongoing Zoom session by the instructor.