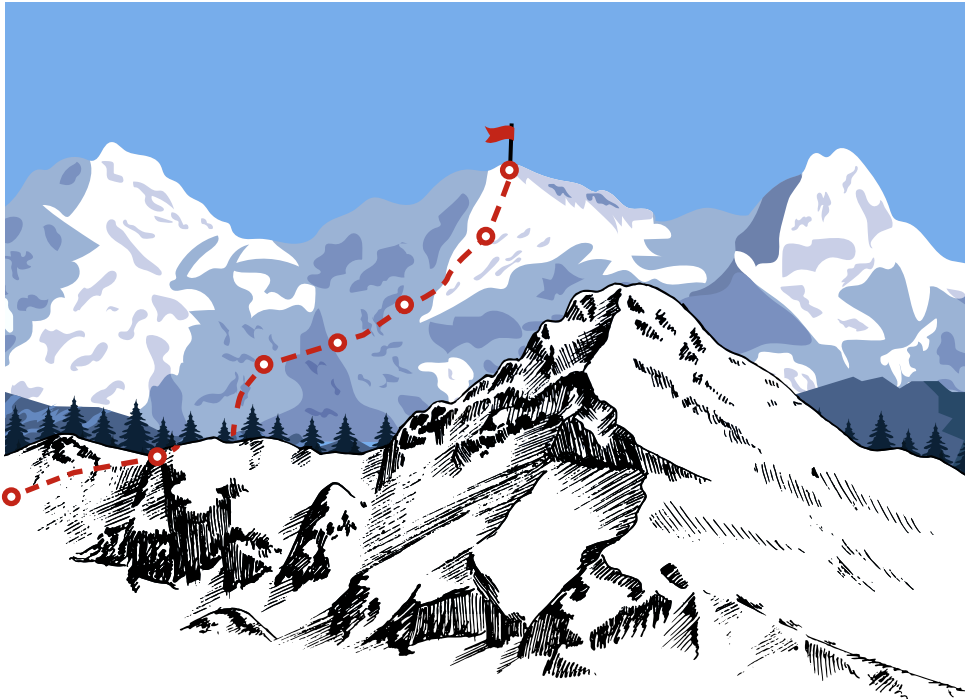




Information for new teaching staff



Welcome to your new teaching opportunity!

Familiarizing students with academia is an important and challenging task. At the moment, approximately 5,000 students study at our school – in one undergraduate and three graduate programs. And you are one of 41 professors and 300 scientific employees who take care of these students.

Together we aim at providing our students an environment in which they can develop personally and professionally in the best manner. We are happy to welcome you here among your fellow lecturers at our faculty! In this brochure we compiled information that should provide you with a good start into teaching.

Contact persons at your faculty

Knowledge management at our faculty strongly concentrates on personal exchange: Your colleagues are your most prominent and first source of information – ask, exchange, discuss, look for support! In addition to your immediate colleagues, there are further contact persons at your faculty:



Prof. Holger Patzelt

The Vice Dean of Academic Affairs, Prof. Holger Patzelt, is the central contact person for all strategic concerns in academic affairs.

LINKS

Vice Dean of Academic Affairs

(Studiendekan):

[www.wi.tum.de/about/
board-advisory-board](http://www.wi.tum.de/about/board-advisory-board)

Team for Academic Affairs

(Studiendekanat): www.wi.tum.de/contact

The Admission and Examination team and the Course and Grade Management team support the Vice Dean of Academic Affairs.

The Admission and Examination team:



Beate Pommer
Examination Coordination,
Modulmanagement



Lena Holzinger
Admissions Management



Jonas Pagel
Admissions Management



Tanya Göttinger
Admissions Management
Campus Heilbronn

The Course and Grade Management team:



Sandra Lütkemeyer
Grade Management
Undergraduates



Denise Gastel
Grade Management Graduates



Janine Rothenburger
Grade Management
Doctoral Program



Melda Haußmann-Tarman
Course Management



Rilana Treu
Examination Board

Furthermore, the team Program Management and International Office takes care of the curriculum development, academic counseling and student exchange:



Christine Geiger

Program Manager Bachelor in
Management & Technology



Franziska Clauß

Program Manager Master in
Management & Technology



Ute Helfers

Program Manager
Student Exchange Programs



Stephanie Roas

Program Manager
Master in Management
Doctoral Program



Rilana Treu

Program Manager Master in
Consumer Science

The Departmental Student Council acts as an intermediary between students and university staff. Moreover, it organizes information events, sells lecture notes, and takes care of the first semester students.



Central contact persons

Beside your faculty contact persons, there are further contact persons in the central service institutions:



Janina Schroeder

ProLehre | Media and Didactics



Mogan Ramesh

ProLehre | Media and Didactics

The contact persons at

ProLehre | Media and Didactics,

Janina Schroeder and Mogan Ramesh, support you concerning questions on teaching and examinations in higher education. They can give you feedback and tips, lend literature concerning teaching development, offer advanced training and certificates.

They also support you when you would like to introduce e-learning elements (moodle, wiki, e-tests, lecture recording) in your teaching.

LINKS

TUM ProLehre | Media and Didactics:

www.prolehre.tum.de

TUM Student Affairs Office:

www.lehren.tum.de/lehren-an-der-tum/team-hrs/

The **university library** provides support as well: Annette Kiefer is the subject librarian for the TUM School of Management. Let her know in case you would like to order new books or media.

In case you teach in English while it is not your mother tongue, the **Language Center** offers an English coaching program which is free of charge.

The **caretaking service** (telephone 22712) opens closed lecture rooms. The **media service** (telephone 22077/22339) lends projectors and takes care of appliances in the lecture rooms. At the main entrance (telephone 22722), lost property is collected and microphones can be borrowed.

Lecture halls can be booked directly over TUMonline. For difficult cases or if you have not booked a room before, please contact Gudrun Obst (telephone 22243) of the lecture hall management. You find also some information on **booking rooms** online.

TIPPS

Your contact persons at ProLehre are happy to support you in these or similar topics.

LINKS

University Library:
www.ub.tum.de/kontakt/kiefer

Language Center:
www.sprachenzentrum.tum.de/en/languages/english/english-coaching

Caretaking Service:
<https://campus.tum.de/tumonline/wborggruppen.gruppen?pOrgNr=37992>

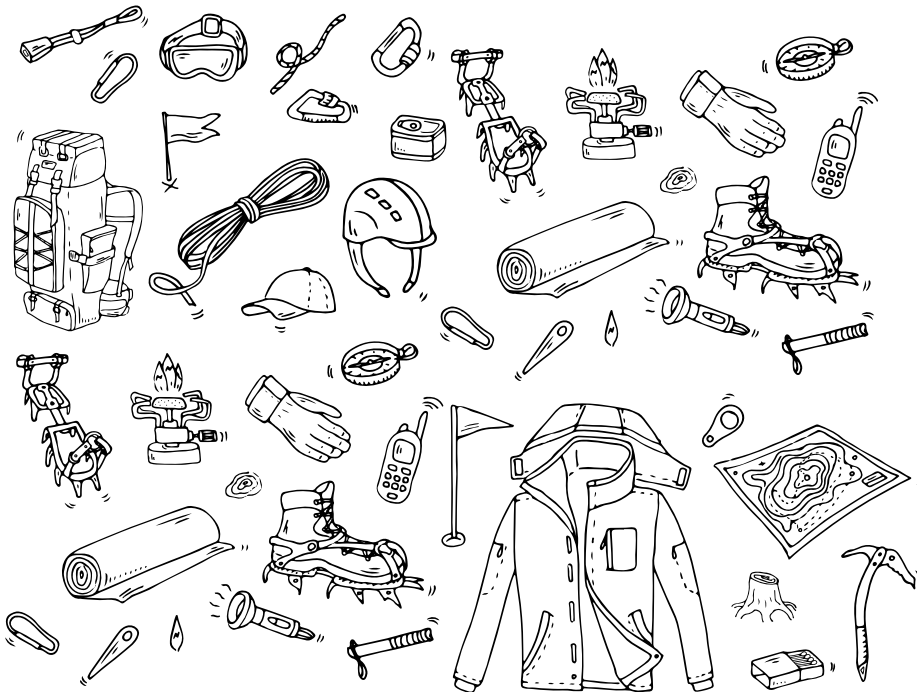
Media Service:
<https://portal.mytum.de/kompass/infrastrukturservice/medientechnik>

Information on booking rooms:
www.lehren.tum.de/en/topics/examinations/hoersaal-pruefungszeiten

Questions that will arise during your teaching

In the course of your teaching career, you will often find yourself reflecting about your interaction with students. We would like to encourage you to ask yourself some questions in advance regarding your approach towards higher education in order to position yourself:

- Which competencies do I want my students to achieve?
- What is my role with respect to my students? How do I establish my position?
- What can I expect from my students concerning relevant prior knowledge and how do I deal with heterogeneity concerning prior knowledge as well as faculty culture?
- Which added value does my course offer in comparison to alternative opportunities for learning, like books, video tutorials ...?
- How much scope do I have in my teaching, i.e. which guidelines do I have with regard to content and style and how do I have to coordinate my class with further courses in the module?



Your first course – where to start?

1 Collect information, visit courses, use the existing documents

2 Register your courses in TUMonline, appoint dates and rooms

3 Establish your online-course in Moodle (for documents, e-tests, mailing-lists, Q&A sessions)

4 Potential additional offers

5 The day has arrived – you are in the lecture hall



LINKS

TUMonline:
<https://campus.tum.de>

Guidelines for module descriptions:
<http://go.tum.de/029265>

Seminars for enhancing teaching skills:
www.prolehre.tum.de/kurse

List of important dates:
www.tum.de/studium/bewerbung/semestertermine-und-fristen



1 Collect information, visit courses, use the existing documents:

- Ask your colleagues concerning their documents, experiences and information.
- You can find the relevant documents concerning examination and study courses (FPSO and SPO), module handbooks and catalogues of classes in TUMonline by using search – module handbook.
- You want to change or start a new module? Then you need to take care of the process concerning the module management:
 - » Content-wise, the module description has to follow specific guidelines: the contact person at your chair has more information on that and further support is also offered by the module management team:
modulmanagement@wi.tum.de
- ProLehre | Media and Didactics offers basic seminars for teaching (registration usually starts on 15 March and September at 9:00 a.m.; you better be quick, they are most likely to be fully booked on the first day).

2 Register your courses in TUMonline, appoint dates and rooms:

- TUMonline: Here you can appoint dates and have a look at your participants.

TIPPS

Check the dates of your course regarding completeness and overlaps. Compare the number of registered students with the space in your lecture hall.

- Melda Haußmann-Tarman supports you in case of questions concerning your course registration
- Dates: Some important dates during the year are the same university-wide, some are specific to your faculty. You can find the current dates for the semester (holidays, lecture periods and examination periods) online. There are no courses during the Dies Academicus and the student-plenary meeting.

TIPPS

Your students will be grateful for the planning reliability when you inform them early on about important dates in your course schedule (specifically about the examination date).



1 Establish your online-course in Moodle (for documents, e-tests, mailing-lists, Q&A sessions):

Here you can offer additional material for your students and communicate with them.

TIPPS

You can install a „Forum“, where the students can discuss in groups (and – if you wish to – with you as well). ProLehre | Media and Didactics supports you with the best configuration and design of your Moodle-course. There are also extensive tutorials and online courses (in German) to get to know the platform.

4 Potential additional offers:

- You can record your course and put it online.
- There are tools, free of charge, for integrating interactive elements in your course – you can try Online Ted or Tweedback for example.
- The university library supports you in designing digital course reserves and integrates them into your Moodle course.
- The team at ProLehre | Media and Didactics supports you when you want to receive feedback from your students in a structured and constructive manner.

LINKS

Moodle:

www.moodle.tum.de

Lecture recording:

www.prolehre.tum.de/infrastrukturen/vorlesungsaufzeichnungen

Online Ted:

<https://www.onlineted.de>

Tweedback:

<https://tweedback.de>

Compiling digital text book material:

www.ub.tum.de/en/digisem

5 The day has arrived – you are in the lecture hall

Check your room and how to get there. Test its technical equipment. Are there any peculiarities you should see in advance? Do you need a microphone? Which visualization-tools does it offer (projector, whiteboard, chalkboard, overhead projector, etc.)? Which of those do you want to use and do they work properly?

TIPPS

Don't forget the light-key (Lichtschlüssel) – without it, the equipment will not work. Usually you have to bring your mobile equipment (laptop, microphone etc.), but partially it can be borrowed from the media service. Writing utensils (marker, chalk) are usually in the room. The lecture halls should be open according to the room occupancy plan. When in trouble, call the media service (telephone 22077/22339) or the caretaking service (telephone 22712).



LINKS

Media service for the lecture halls and classrooms:

<https://portal.mytum.de/kompass/infrastrukturservice/medientechnik>

Caretaking service for the lecture halls and classrooms:

<https://campus.tum.de/tumonline/wborggruppen.gruppen?pOrgNr=37992>

Teaching evaluation process and methods:

www.lehren.tum.de/themen/evaluation

Evaluation Team:

lehrevaluation@wi.tum.de

The evaluation process of your course

To evaluate a certain amount of courses is mandatory as you can read in article 10 of the Bayerische Hochschulgesetz. At the TUM School of Management, the evaluation usually takes place in the last third of the semester:

- There are two ways of conducting the evaluation: online or paper based.
- At every chair there is one central contact person who has the relevant information concerning the course evaluation. They are the first persons to talk to, best in time before the semester starts. For questions your contact person cannot answer, just write an email to lehrevaluation@wi.tum.de and the quality management team is happy to help.

Assurance of Learning (AoL) for further quality management

AoL is a program level student learning outcome assessment following the mission statement.

- Your academic program director will discuss with the quality management team which courses are included in the process and contact you in case.
- In some courses you will be asked to check the progress of the students based on certain forms.
- For thesis and project study, please always fill out the AoL form together with the Grade Announcement, depending on the kind of graded subject.
- For general questions regarding the AoL please contact aol@wi.tum.de

LINKS

Mission statement of the School of Management:

<https://www.wi.tum.de/about/>

AoL form for thesis and project study in the download section of the relevant program:

<https://www.wi.tum.de/downloads/>

Installation of Turnitin:

emanuel.zgardea@wi.tum.de

Supervising students' theses – some hints for a good counseling process

- Prepare a short summary and a process description.
- Do some marketing with bulletins in the halls or a short presentation during your course.
- A personal chat with interested students enables you to choose a suitable candidate.
- What are your minimum requirements? It is best to let the students already know about these in the short summary or process description.
- Meet regularly.
- Invite students to take notes during your meetings or ask them to hand in a short summary of the meeting after you have met.
- Ask for guidelines for scientific work at your chair.
- Check for plagiarism: The TUM School of Management uses the platform Turnitin. Besides the checkup, there are further functions. On enquiry Emanuel Zgardea installs a user account for you and the contact persons at the examination board supports you with regard to contents.

TIPPS

The best source for information is as always your colleagues. They know the rules, norms and guidelines at your chair.

LINKS

Regulations for undergrad courses:
www.wi.tum.de/programs/bachelor-in-mt/downloads

Regulations for graduate courses:
www.wi.tum.de/programs/graduate-programs/master-in-management/downloads

Barrier-free education:
www.tum.de/en/studies/advising/barrier-free-education/

Information about teaching awards:
www.lehren.tum.de/themen/lehrpreise

Some legal information

We recommend familiarizing with some basic legal aspects of higher education:

- The current Academic and Examination Regulations of your faculty and the general exam regulations can be found online for the undergraduate courses and the graduate program.
- The department of legal matters is divided into different departments that you can contact.
- Requirements concerning barrier-free education – which is especially relevant for examinations – can be found online. Here you find information and material about support and regulations.
- Copyright information is useful when preparing your digital course reserves and your course material. The library offers information and further material.

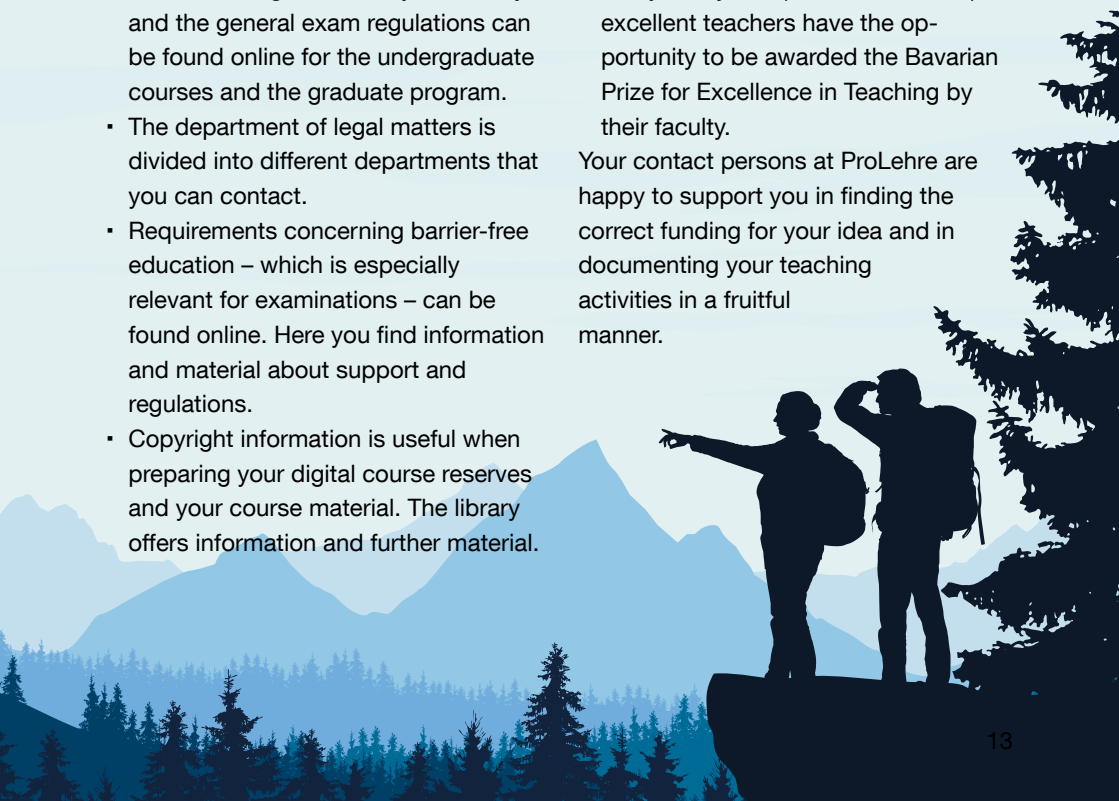
Awards and funds for your teaching

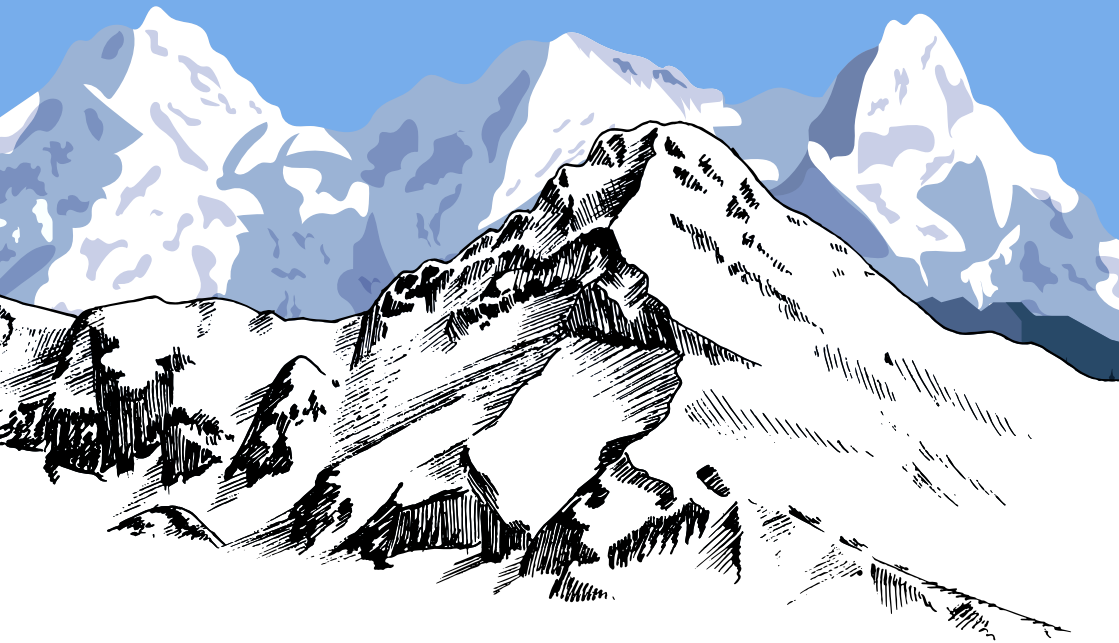
In addition to the direct feedback from your students, there are a number of facilitations and prizes for teaching.

Up-to-date possibilities are always published on Teaching at TU München:

- The Best Teaching Award of the TUM School of Management goes out to teachers and professors regularly at the “Tag der Fakultät” (Graduation Ceremony of the TUM School of Management).
- The TUM Teaching Endowment Fund supports large and small ideas in teaching ranging from 100 to up to 10.000 Euros for student assistants. You can apply for it once a year.
- Every four years (next time in 2022), excellent teachers have the opportunity to be awarded the Bavarian Prize for Excellence in Teaching by their faculty.

Your contact persons at ProLehre are happy to support you in finding the correct funding for your idea and in documenting your teaching activities in a fruitful manner.





Interesting events in teaching

The ProLehre | Media and Didactics Newsticker and Teaching at TU München inform about current events concerning teaching at TUM:

- Once a year in summer, the Forum der Lehre, organized by ProLehre | Media and Didactics, takes place at Schloss Nymphenburg. While the presentation about a current topic in teaching will mostly be in German, there are plenty of persons to discuss your teaching while having a snack at the buffet.

- Above that, there are plenty of workshops for developing your teaching. You can train your teaching competencies, discuss your experiences and enlarge your network.

LINKS

Teaching Newsticker:
facebook.com/prolehre
twitter.com/prolehre

Teaching portal:
<https://www.lehren.tum.de>

Teaching skills workshops:
www.prolehre.tum.de/kurse

More sources of information

Teaching should accompany students on their way to science and occupation, it should evoke their curiosity, be competence- and goal-oriented. The TUM supports you with material and services on your way to create the best teaching experience.

The central webpage for information concerning Teaching at TU München collects all information and services around teaching:

- Our Mission statement: Excellence in Teaching and Learning at TUM collects what we consider as the hallmark for excellent teaching.
- Information and recommendations on how to design your teaching are bundled in our success factors for effective teaching and in our brochure.
- Information on the quality management can be found on their website or in their brochure.
- You are looking for guidelines, forms or templates? The Teaching at TUM-webpage provides various documents. At the central portal you find various downloads.
- Are you interested in developing your teaching with a structured certificate? You can check the ProLehre | Media and Didactics course program, where every semester several courses are offered. Your chair often reimburses the participation fees.

LINKS

Mission statement:
<http://go.tum.de/384501>

Brochures on successful teaching:
<http://www.prolehre.tum.de/materialien-und-tools/broschueren>

Brochure on quality management:
www.lehren.tum.de/themen/qm-handbuch

Information portal for teachers:
www.lehren.tum.de

ProLehre | Media and Didactics:
<http://www.prolehre.tum.de/ansprechpartnerinnen/wi/>

The ProLehre | Media and Didactics Newsticker (www.facebook.com/prolehre and www.twitter.com/prolehre) informs about current trends, events and developments in higher education in a mixture of English and German posts, sometimes using no language at all in the form of cartoons.





This flyer was created in October 2018 by Christian Feilcke and Janina Schroeder. Every six months the information will be updated. You can find the most recent version at www.prolehre.tum.de/ansprechpartnerinnen/wi



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TUM School of Management

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