General information on digital seminar organisation

Due to the current pandemic, this summer term 2020 our Chair of Interpretative Social Research at the Goethe University will offer all seminars as online-based “webinars”. Instead of face-to-face meetings, we will exclusively work with a variety of online formats. This implies changes in how we organise collaboration. The most important changes are summarised in the following:

1. **Basis of seminar organisation: e-learning platform OLAT**
	* **Please register for your courses on OLAT**. You will get all the necessary information on course organisation and on the requirements for your certificates there. As you are not able to register for a course via QIS-LSF this semester, please register on OLAT and write an e-mail to the lecturer. We will contact you as soon as possible to let you know if you can obtain a certificate.
	* **Please make yourself familiar with OLAT as soon as possible**: <https://www.rz.uni-frankfurt.de/44205282/10_OLAT>
2. **Schedule of the webinars**
	* **The webinars are organised asynchronously, i.e. we use weekly schedules**. Each week you can work on the seminar tasks according to your individual timetable. We thereby intend to make participation more feasible for students who are currently facing crises-related challenges in organising their everyday lives.
	* **If possible, stick to the original schedule for seminar tasks**. It helps to have a fixed core time. Firstly, a regular structure helps you to stay motivated and not lose touch. Secondly, there will be group work where you have to coordinate with others.
3. **Work organisation**

The webinars place higher demands on the participants' independent study and self-organisation. To accompany and supervise these processes, we use the following methods in the webinars:

* + **Communicating content**: Each week, you can find thematic introductions by the lecturers on OLAT. These will be short videos, podcasts or other media formats.
	+ **Text discussion**: The discussion of seminar texts will mostly take place on OLAT forum and/or independently in smaller working groups (see below). The lecturers will supervise the OLAT forum. (For reasons of technical capacity, Goethe University advises against a regular use of video conferences.)
	+ **Individual tasks**: The lecturers will assign individual tasks on a weekly basis. Primarily, these include reading the required texts. Additionally, there might be text-related tasks, too. For more details have a look at the syllabus.
	+ **Group work**: Working groups are the basis for our webinars!
		1. **Group allocation**: If possible, the student work groups should constitute during the first week. . Principally, it is possible to switch your work groups during the semester. However, for the benefit of a productive collaboration we advise you to stick with your groups. Please inform the lecturer in case you have switched to another group.
		2. **Group communication**: We ask you to organise collaboration in your group independently. Please avoid face-to-face meetings for the time being. Here is a selection of exemplary communication tools you might use for group communication:
			1. **Video-based phone calls,** e.g. Jitsi, Skype, FaceTime
			2. **Collaborative, synchronous text creation**, e.g. Etherpad Lite with chat tool: [https](http://eplite.studiumdigitale.uni-frankfurt.de/)[://eplite.studiumdigitale.uni-frankfurt.de](https://eplite.studiumdigitale.uni-frankfurt.de/)
			3. **Messenger, e-mail, OLAT**
	+ **Off-Topic**: Due to the asynchronous organisation, webinars can lack informal conversations, personal exchange between students and group dynamics, which are constitutive for good teaching. There will be forums on the OLAT courses where all communication that is not necessarily content-related can take place. This forum will not be moderated. Please keep the netiquette and treat each other respectfully!
	+ **Organisational matters**: Since this is the first time that we are teaching webinars at our chair, we will adjust the seminar plans over the course of the semester in order to improve teaching. We would be happy to receive your feedback and/or questions in an **OLAT forum on organisational matters**.
1. **Supervision and student support**

To the lecturers, webinars pose special challenges to support and supervise course participants. If you have any questions or problems related to the seminar organisation, please contact the lecturer directly! E.g. if it is not possible for you to take part in a working group. Before doing so, **please read this document and the syllabus carefully** to see whether you find an answer to your question there. Digital support and supervision will take more time. Our capacities in this regard are limited, too.

1. **Data protection**

The comprehensive switch to digital communication implies concerns about data protection policies. Please be aware that working digitally requires that you should handle all personal data (e.g. names, contact details such as email addresses, matriculation number, etc.) responsibly. This applies to your own information as well as the information of your fellow students. Make sure that you know and consider how the online service you use will treat and save your personal data.

General information: <https://www.uni-frankfurt.de/47859992/Datenschutzbeauftragte>