

Faculty III Code of Conduct for Digital Teaching

The great challenges of the summer semester 2020 have demonstrated a high degree of our teachers and students' commitment, flexibility as well as the skills and willingness to face extraordinary situations and to react quickly, purposefully, creatively and responsibly. We have learned that a semester with almost no personal contact can indeed succeed with a variety of differently designed courses. We would like to express our thanks and greatest respect to the faculty and all our students for this.

This winter semester, it will not be possible to continue business as usual either. According to the university management's guidelines, teaching scenarios may be designed in a digital, in-classroom or hybrid format.

We would like to comply with the university management's wish and students' requests to increasingly provide digital and accessible courses on the teaching and learning platforms within the university. Since both students and teachers might have reservations and worries when it comes to the possibility of recording or an interactive format, we hereby define the following values and code of conduct.

Behaviour/Interaction with each other:

The same rules apply for online course sessions and in-classroom sessions. We are polite, appreciative, respectful, fair, and tolerant when interacting with one another.

- We commit not to contribute inappropriate content in terms of image or sound.
- We do not tolerate disruptive or disrespectful behaviour.
- Teachers and students avoid using pseudonyms and use their real name.

Implementation of digital events and courses:

The execution and technical implementation of the respective digital course are communicated to all participants in the beginning.

If technically possible, all participants share both video and audio for the duration of the session unless otherwise requested by the teacher (e.g. for bandwidth reasons). If the session is recorded, other rules may be established in consultation with the teacher for privacy reasons. In order to ensure a smooth course of lectures,

- we mute the microphone when joining a course;
- we let each other finish speaking and do not interrupt others;
- we give a previously agreed-upon speech signal and wait for the teacher or moderator's signal to speak;
- we only unmute the microphone after the given signal and then mute it again after having spoken.

We, the teachers and students commit not to secretly record any online courses. The general recording of courses is at least to be announced by the teacher in UNISONO.

We, the students commit not to pass on lectures or learning materials to others, to publish them on our own or other websites, or share them on social media, et cetera.

Publication of synchronously recorded courses:

A synchronously recorded course strictly serves the purpose of the use within the university and will be published on a University of Siegen teaching and learning platform of the teacher's choice in order to support participation and self-study. **No other** platforms shall be used, neither fully nor partly.

- The teacher assesses carefully whether the recordings contain hurtful, politically incorrect, or compromising content to individuals before publication. When in doubt, he or she removes that particular video segment or forgoes the publication of the recording altogether.
- Furthermore, segments that are hurtful, politically incorrect, or compromising to individuals can be brought to the teacher's attention by the students. The teachers commit to assessing these situations and to cutting the segment or rather withdrawing the publication when in doubt.
- The recordings may be used in future courses in the context of teaching and learning.

According to the author Hans Kasper "principles can be set up like signposts or gallows".

We would like to lead the way with our code of conduct and lay the foundation for value-driven and sustainable teaching and learning as well as make use of the challenges and prospects of innovation with new opportunities

We are looking forward to an exciting winter semester 2020/21!

Dean's office faculty III

Siegen, October 2020