

informatics feminale

12.-30.8.2019

Planning Guide for Lecturers 2019

Registration of Courses

You can submit your course offer using our web form, e-mail, fax or letter.
The deadline for application is **17 February 2019**.

Course Topics

We aim for courses that cover the whole range of informatics/computer science: theoretical, practical, technical and applied informatics, ethics and society, as well as courses that cover interdisciplinary topics. Undergraduate students highly request courses that train basic skills such as programming and operating system skills. Special topics for advanced students and women experts are also requested.

Joint course offers of two lecturers have proved their worth during past summer universities; this can be a chance to live interdisciplinarity at the same time.

Please note: We cannot accept courses that deal with single commercial software products. It is recommended to focus on general concepts instead.

Participants of the Courses

At the summer university mostly women Bachelor, Master or PhD students and women experts from practice participate, who are from the fields of computer science and other engineering sciences. Participants are from Germany and from many international places. The summer university is open to every interested women; she must fulfill the prerequisites of the specific course she wants to participate. Rare represented are pupils with an interest in studying computer science.

Course Size

We are expecting 200 to 250 participants in Bremen for the whole summer university. From experience we know that a participant stays for two weeks on average in Bremen and she takes 4-6 different courses.

The teaching will take place in small groups of 10 to 25 women. Teachers are able to limit the course size to minimum and maximum numbers of participants.

Course Types

The following teaching methods and course types are possible: lecture, course, seminar, project, seminar lecture, lab, workshop, talk, field trip, plenum. Please note, that during courses the schedule can hardly be changed.

Teaching Times

According to the diverse forms of teaching, different durations of courses are possible. Over the years, a mixture of 2-, 2,5- and 5-days courses has become the standard at the summer university.

The summer university 2019 has the following scheme with fixed class blocks and times:

- Block I	(Mon 12.8.-Tue 13.8.)	
- Block II	(Wed 14.8.-Thu 15.8.)	On the website a timer shows
- Block III	(Fri 16.8.-Sat 17.8.)	this schedule for 2019.
- Block IV	(Mon 19.8.-Wed 21.8.)	
- Block V	(Thu 22.8.-Fri 23.8.)	
- Block VI	(Sat 24.8.)	
- Block VII	(Mon 26.8.-Wed 28.8.)	
- Block VIII	(Wed 28.8.-Fri 30.8.)	

On the basis of this scheme a course with 14 class hours (1 SWS) can run for example from Monday to Wednesday or Thursday to Friday. By combining two blocks you can get a one-week course resp. 28 class hours (2 SWS). In special cases, there might be exceptions from this schedule after consultation with the organizer.

Equipment of class rooms

Venue will be the University of Bremen. The technical infrastructure of the involved faculties as well as computer labs and Internet access, beamers, flip charts and pin boards are available and can be reserved during registration. Teaching material will also be offered for free during the summer university. Details will be discussed individually.

Requirements

Students often want to get credit of their participation for approval at their home institution. They are therefore entitled to a precise announcement of the requirements before the beginning of the course. At the end of each course, students will get a certificate of participation.

Courses with 14 resp. 28 class hours (45 minutes each) correspond to 1 resp. 2 half week blocks. Besides regular certificates of participation, courses can be rewarded with Credit Points according to the European Credit Point Transfer System (ECTS), which is the standard in Bachelor and Master programs. Each credit point corresponds to 30 clock hours of work – this includes participation at the course, all (!) course work and homework (for example search of literature, software installation, programming work, participation in talks, presentations, team work, etc). Accordingly, all requirements including preparation and follow-up need to be clear before the beginning of the course. More details can be found in the Call on our Website under "Requirements".

Teaching Assignment for the Lecturer

Lecturers can get teaching assignments for half week and week courses including supervision of preparation and follow-up work. This equals one resp. two semester periods per week. The requirement of getting a teaching assignment is a complete description of the course. You will receive all of the forms needed by the organizer after the decision of the program committee.

In every case the remuneration will be equal to those for guest lecturers at the University of Bremen, which is (depending on lecturer's background) at maximum 33 Euros per teaching hour.

Development of the Summer University Program

All received course offers will be reviewed by a program committee in early March and lecturers will be sent the feedback. The planning of the program will be until April 2019.

With a final reconfirmation of the text and the dates by the lecturer, the course offer will be added to the program and published in May.

Contact with Participants before the Summer University

The registration for Participants are registered at Bremen University from beginning of May to **mid July 2019**. Directly after a fixed registration the organizers in Bremen will forward contact information about the specific course participant to the lecturer.

From the beginning of this period the lecturer is obligated to contact the participants of her course. This aims to check the expectations of participants and lecturers, and to support a direct start at the summer university in Bremen.

Mid July 2019 at latest will be decided if the courses are taking place, depending on a minimum requirement of participants. Courses will take place with a minimum of 5 participants.

Travelling

The University will organise the journey and pay travel expenses for lecturers. Please take note that costs can only be refunded if they meet the statutory reimbursement rules of the state of Bremen (in general a 2nd class train journey). If the lecturer's employer is refunding partly or fully travel costs, we would gladly list the company or institution as a sponsor on the Informatica Feminale website.

Child Care

During the whole period of the summer school there will be free child care available. Please register your children in advance and give details about their age and residence time.

Accommodation

The University of Bremen organizes an accommodation for lecturers, and also for their children if required. In consultation with the lecturers, hotel rooms or guest rooms are booked and (if not agreed upon differently) paid by the University of Bremen. Additional fees, e.g. for double room occupancy, have to be paid by the lecturer.

Cafeteria

There will be a free cafeteria only for participants and teachers at the Informatica Feminale, where breaks can be spent.

Sponsorship

We have prepared different sponsorship packages with various options, which you can combine for your contributions. An overview over the various packages is given on our website **www.informatica-feminale.de/en/sponsorship/** or on demand. Other suggestions are always welcome.

For example, (partly) **scholarships for students' travel expenses** are greatly appreciated. Companies also have the chance to present themselves with **field trips**.

For further information, please contact:

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