

OZSW COURSE GUIDELINES

General outline of an OZSW course:

1. A course takes place over 5 full days; often this is the same day of the week in 5 consecutive weeks (one could also opt for a full week), e.g. 5 consecutive Fridays, from 10 AM to 1 PM and from 2 to 5 PM. That makes for 10 blocks of 3 hours each.
2. The course has a course coordinator, who proposes the course to the relevant OZSW Section Committee, and who designs the course. S/he can invite other lecturers to teach. Often the course coordinator will only teach one or two blocks, and will invite an additional 4 to 9 colleagues to teach in the remaining parts of the course.
3. For a traditional course, PhD-students need to write an essay related to the course. It is very important that the PhD-students receive detailed feedback. A previously often heard complaint is that they need to put a lot of effort into writing the essays, but do not receive very much by way of useful feedback.
4. The default is that the course coordinator gives feedback on the essay. If the course coordinator wants to spread the essays for feedback among the various invited lecturers, s/he needs to discuss this when inviting the lecturer, not after s/he have already accepted to give a guest lecture.
5. Essays are not graded. Students who write an essay of sufficient quality can, however, receive a certificate stating that they followed the course, and that it is equivalent to 5 ec. The course coordinator provides the OZSW secretariat with a list of students who have fulfilled all requirements.
6. Students are also invited to complete an evaluation form after they have followed the course. The form will be provided electronically. A summary of the evaluations will be discussed by the OZSW Section Committee.
7. Students have often before expressed a wish to receive more theoretical information about, as well practical training in, questions of methodology. Coordinators are urgently asked to discuss questions of methodology during the course.
8. In principle, all courses are open to PhD students who are members of the OZSW. Other PhD students can apply, but need to pay a fee. OZSW ReMa students can only take part if there is enough space, and on condition that a supervisor of the student in question can testify that the student is approaching PhD level.
9. It is also possible to use other formats, e.g. to offer a course taught by only one or two lecturers, rather than by a number lecturers. In such a case, please pay extra attention to providing enough feedback to the students during the course.

10. Please provide a detailed justification of the course's ec-equivalent of 5 ec when presenting the course to the relevant Section Committee.

11. The Coordinator may either organize the practicalities of the course (e.g. rooms) at his/her home university, or ask the OZSW secretariat for booking such rooms. The OZSW secretariat will also take care of registration and possible fees, and will be responsible for awarding certificates upon successful completion of the course.

12. In principle, no-one is paid for teaching at an OZSW course; for external guest lecturers, it is possible to receive a refund in the form of a €50,- gift voucher; please contact the assistant director in case you would like to do so.