

## Checklist for Minerva Bridge teachers

To make the process of your lecture as smooth as possible and in order to avoid unexpected challenges we have collected a few practical guidelines which can help you before, during, and after the lecture. Of course, the details are to be decided upon with your contact at the university but these guidelines can help you with your preparation.

### Before:

- Decide on time, place, and other logistical things with the university/teacher.
- Familiarize yourself with what resources are at hand at the place you will be teaching (computer, overhead etc).
- Agree on who greets you and who participates in the lecture.
- Prepare the lecture's content and practice it so you know its length and main points. Plan extra time for dialogue, debate and student participation.
- Make sure to balance expectations with the teacher in charge of the study plan (and the students).
- Familiarize yourself with where the students are in their education i.e. their level and knowledge of entrepreneurship. Consider also the students' academic skills.
- Try to relate the contents of your lecture to what the students have already learned and to the theme that follows your lecture.

### During:

- Present yourself but do not use too much time on a company presentation unless this has been decided upon with your contact at the university. Insight into your business is interesting but it is even more important that the students gain knowledge on how you work with your organization, processes etc in practice.
- Prepare the students for the content of the lecture and present your plan for the lecture.
- Specify if you want questions during the lecture or at the end.
- Make sure the lecture compliments the study plan. This often means that the content of your lecture provides a practical angle on the theme of the day.
- Remember that you, as a guest lecturer, have the opportunity to make your teaching different so the students have a new experience.

### After:

- Clarify whether or not you wish to have contact with the students before and/or after the lecture i.e. e.g. if you receive inquiries per mail.
- Make sure to get feedback so you also learn from the experience.
- Remember to update your lecturer-profile through Øresund Entrepreneurship.

Enjoy!