

Checklist for universities/teachers when they use a Minerva Bridge member

This is a checklist which is meant as guidance for universities/teachers that are to be guested by a Minerva Bridge member. Of course, there are many ways to go about it, but we suggest that these things are considered when a collaboration is planned and executed.

Before:

- You can find a Minerva Bridge member by clicking on “members”. Here you will find the competencies which the members are categorized under, all of which are related to entrepreneurship. Click on the competency which best covers your requirements. Here you will see the members that have your chosen competency amongst their top-3 competencies. Click on a person and you will see that person’s full profile schedule with e.g. contact information and relevant teaching information.
- Remember that members participate of own free will and are to be treated good and with respect.
- Some members give lectures for free whilst others expect a fee. Remember to agree upon this before the lecture.
- Decide on time, place and other practicalities with the business person/member of Minerva Bridge.
- Make a clear agreement with the person in question so as to reach a common understanding of what the lecture should contain and how its form should be.
- Inform the business person which resources are at hand at the place of the lecture.
- Agree on who greets Him/her and who participates in the lecture.
- Agree on how the business person should be presented and by who.
- Sæt underviseren ind i, hvor de studerende er i deres studie/deres niveau og kendskab til entrepreneurship.
- Decide with the member if you will be present during the lecture.
- Everybody has their own way of using business lecturers. However, Øresund Entrepreneurship Academy recommends that one is careful not to make the lecture one that resembles a company presentation. It is often more valuable for the students that the business lecturer contributes with a practical angle on the theme of the lecture.

During:

- Prepare the students on the lecture and its contents.
- Make sure the lecture compliments the lecture plan.
- If you are present during the lecture it is a good idea to facilitate a dialogue between the business lecturer and the students.

After:

- Clarify whether or not the business person wants contact with the students before and after the lecture i.e. e.g. if he/she takes questions.
- Give the business person feedback when appropriate.
- Inform us at Øresund Entrepreneurship Academy about the process, i.e.:
 - Who you used ?
 - The circumstances
 - How it went ?

Enjoy!