

Terms of Employment for Conversation Course Instructors



Wage: Your payment is 25 CHF per lesson you teach. You will receive the payment at the end of the semester. The Course Administration will terminate your Conversation Course before the planned course end if less than five students attend your course over a longer period.



Presence Lists: You will receive presence lists for your classes. The participants have to sign one of them after every lesson. Please hand in the list after every lesson at the Language Center (Mailbox outside the building or in room 36-007)!



Dates: Every week one Conversation Course lesson (45-60 min.) will take place. Classes start in the third week and end in the second last week of the semester (9 lessons). There will be no lessons in the semester break.



Cancelling and moving: You may move one single lesson per semester due to illness or vacations. Rescheduling a lesson / changing its location must be approved by the conversation course administrator (konversationskurse@unisg.ch). If you cannot perform in more than one lesson, you must cancel these lessons.



Rooms: We will book the rooms for you. Every course has a specifically designated room. Courses may only take place outside these rooms if explicitly granted by the Conversation Course Administration.



Marketing activities:

- Flyer / promotion via social media
- Participating in the booth
- Visiting regular lectures (if applicable)



Learning material: If you need books etc. in a certain language, have a look at the library or send an email to konversationskurse@unisg.ch.



Printing/Copying: If you want to print out documents (articles, etc.) for your students, you may send an e-mail at least 24h in advance to konversationskurse@unisg.ch. We will ready your copies and deposit them in room 36-008, open: Mon - Thu, 2-6pm. Alternatively you may print them also yourself with our printer.



Questions: In case of any questions, please do not hesitate to contact the Conversation Course Administration at konversationskurse@unisg.ch for assistance.

Terms of employment: The Conversation Course instructor has to sign this document prior to his or her engagement.

I understand these terms of employment and agree with them:

First & last name: _____ E-mail: _____

Date: _____ Signature: _____