

## GER 355: German for the Professions (Spring 2021)

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<b>Time / Place:</b> Online and with weekly meetings – see schedule	<b>Office Hour:</b> Monday, 11:00-12:00

**Goals and Structure:** GER 355 covers different aspects of the German business world and the German economy within its European context. It will familiarize you with verbal and written communication as it is typical in a business environment. In addition to studying general business culture and business etiquette in Germany, you will learn about various companies, their organization, and their business transactions. In the final part of the course, we will also discuss how to apply for jobs and internships in the German-speaking countries. Specifically, you will learn about the following topics:

- Organization and structure of German companies
- Work setting
- Business phone conversations
- Written business communication in various forms
- Job applications

The course is designed to improve all four skills, integrating speaking, listening, reading and writing, while learning about business contents in their cultural context. Thus, the course is of interest to students intending to live or work abroad or in a German-speaking environment. We will work with authentic, up-to-date texts as well as a textbook. Learning involves the students' active and serious interaction with the materials and application in role plays, discussions, presentations, and writing assignments. This is a three credit course that meets two days a week. Because momentum is an important factor in language learning, I advise you to do your homework and review class materials and videos regularly on days that you do not have class.

### Required Texts:

1. Ros, L. et.al. (2014). *Perspektive Deutsch*. München, Germany: Klett Verlag.

**Language of Instruction:** We (instructor and students) will speak only German in class. Do not use English when talking with your classmates. If you do not know a particular word or phrase while talking, you are expected to circumscribe its meaning. During office hours you are encouraged to speak in German, although English is also allowed.

### Evaluation

Prüfungen ( <i>tests</i> )	30 %	Presentations	15 %
Wirtschaftsbriefe ( <i>letters</i> )	15 %	Abschlussprüfung ( <i>final exam</i> )	10 %
Hausaufgabe ( <i>homework</i> )	10 %	Bewerbungsmappe ( <i>application folder</i> )	10 %
Mitarbeit ( <i>participation</i> )	10 %		

**Prüfungen:** Students will take 2 tests in the course of the semester. Both exams are similar in content and format to assignments you have done at home and in class. **THERE ARE ABSOLUTELY NO MAKE-UP EXAMS.** If you fail to show up for the exams without having

obtained permission from your instructor in advance of the test, you will receive a grade of F (specifically, a zero) for the exam.

**Mitarbeit:** Daily attendance in class is necessary and expected. Even though you are allowed 2 absences, you will receive 0 points for any missed class. **Beginning with the 3rd absence, your course average will drop dramatically (1% deduction off of your final grade per missed day).** You will only be able to participate adequately if you have completed the homework assignments.

*Grade Criteria for evaluating oral performance:*

- 2 Student uses German; is eager to volunteer and is attentive; negotiates meaning with other students; elaborates spontaneously, gives more than asked for; uses circumlocution to compensate for unknown vocabulary, well-prepared.
- 1 Adequate participation, but waits to be called upon; responses often incorrect; often resorts to English. Instructor needs to remind student to use German.
- 0 Student does not attend class. Student appears to be unprepared, little effort to participate; responses usually incorrect.

**Homework and Letters:** You will be responsible for all the assignments listed on the syllabus or announced by your instructor for any given day. If you miss a class, make sure you check with one of the other classmates for homework assignments. If you cannot attend class, make sure to e-mail assignments to the instructor or ask a classmate to submit them for you. Written homework assignments are of three kinds:

**Presentations:**

- 1) Every student will make a company presentation about a company from a German-speaking country. These presentations have to be 5 minutes long. They need to be submitted one week before the actual presentation using Screencast-o-Matic to a fellow student for feedback. Each presentation has to include the most important pieces of information about each company. Make sure to dress appropriately! By the end of the semester, students should have a better understanding about the company landscape of Germany, Austria, and Switzerland.
- 2) Groups of students will create a video presentation. The topic for these presentations is “Studying German at UWSP!” Each group will create a presentation that includes why they are studying German in Stevens Point and what they have learned here. These presentations will be included in your application materials at the end of the semester.
- 3) Every student will have to attend a minimum of 3 events part of the exhibit “Coming to a New Homeland: German Migration and the Midwest.” Attendance of the lecture by the German Consulate General Herbert Quelle on October 8 is required. For each event, record a 5 minute discussion using Screencast-o-matic. Each discussion needs to summarize the event in the past tense and then emphasize the relevance of the topic for German culture.

**Final Exam:** The oral exam will be in the format of a job interview. More information on the format and content of the exam will be made available at a later date. If you fail to show up for

the final exam, you will receive a zero (0) for this exam. Students who can document that they have 3 exams on the day of the final will be allowed to take the exam at an alternate time.

**Application Folder:** Each student will put together a complete job application, including a job advertisement, a list of vocabulary/expressions related to your career, a German-style resume with a photo, and a cover letter. The application folder is due before the final oral exam.

**Grading scale:** The following grading scale will be used to determine your final course grade:

Ranges for Letter Grades					
<b>A</b>	> 92 %	<b>B-</b>	80 – 81 %	<b>D+</b>	68 – 69 %
<b>A-</b>	90 – 91 %	<b>C+</b>	78 – 79 %	<b>D</b>	60 – 67 %
<b>B+</b>	88 – 89 %	<b>C</b>	72 – 77 %	<b>F</b>	< 60 %
<b>B</b>	82 – 87 %	<b>C-</b>	70 – 71 %		

**Academic Dishonesty:** All work for this class should reflect YOUR work. The only “outside help” permissible is from me, dictionaries, spell checkers, and grammar books. Help from tutors, other instructors, or other speakers of German for graded assignments will be treated as cheating. Using online translation packages (such as Babelfish or Lycos) are also NOT admissible. Please read Chapter 14 of the Wisconsin Administrative Code “Student Academic Standards and Disciplinary Procedures” that applies to ALL students to see penalties for any infraction of academic integrity ([www.uwsp.edu/admin/stuaffairs/rights/rightsChap14.pdf](http://www.uwsp.edu/admin/stuaffairs/rights/rightsChap14.pdf)).

**Extra Credit:** Join events by the *German Club* for extra credit. Dates, places, and times will be announced in class. Participation in each event counts as a 0.5 % point toward your overall grade. You can receive up to 2% points through extra credit.

**Students with Disabilities:** If you have a documented disability and anticipate needing accommodations in this course, please make arrangements to meet with your instructor soon. Please provide an “Accommodations Request” letter from the Office of Disability Services to validate the need for the accommodation.

## Weekly Lesson Plan

Abkürzungen: 

**Perspektive Deutsch**



**Geschäftsbrief schreiben**






















**schriftliche Hausaufgaben**










**Präsentation**



**Understanding German and American Business Culture**

WOCHE	TAG	HAUSAUFGABE
26. Jan	Di	<i>Wir stellen uns vor in Canvas.</i>
	Do	<u>Wir treffen uns!</u> Vortrag von Garritt Ahlers
1. Feb	Di	 S.48 #6  S.48 #7  S. 48 #8  Websearch #1  Kapitel 1 lesen: Reaktionen beschreiben (1 ausgearbeiteter Paragraph/1 Seite)
	Do	<i>Video "Baumschule Bruns"</i>  Hausaufgabe zum Video
8. Feb	Di	<u>Wir treffen uns!</u> – Update von fortgeschrittenen Studenten  Websearch #2
	Do	<i>Deutsche Briefe</i>
15. Feb	Di	<u>Wir treffen uns!</u>  Unternehmensvorstellung 1  Geschäftsbrief schreiben: Anfrage  Kapitel 2 lesen: Reaktionen beschreiben (1 ausgearbeiteter Paragraph/1 Seite)
	Do	<i>Betriebliche Informationen // Deutsche E-mails</i>
22. Feb	Di	<u>Wir treffen uns!</u> – Update von fortgeschrittenen Studenten  Unternehmensvorstellung 2
	Do	<i>Betriebliche Informationen</i>
1. März	Di	 Geschäftsbrief schreiben: Anfrage per E-Mail  Kapitel 3 lesen: Reaktionen beschreiben (1 ausgearbeiteter Paragraph/1 Seite)
	Di	<u>Wir treffen uns!</u>  Unternehmensvorstellung 3  S.52 #2  S.52 #3  S.52 #4  S.53 #5  S.53 #6

	Do	 Geschäftsbrief schreiben: Personalfragebogen  Kapitel 4 lesen: Reaktionen beschreiben (1 ausgearbeiteter Paragraph/1 Seite)
8. März	Di	<u>Wir treffen uns!</u> – Update von fortgeschrittenen Studenten <b>Prüfung 1</b>
	Do	<i>Deutschland – Messeland</i>  Websearch activity: CeBIT
15. März	Di	<u>Wir treffen uns!</u> <i>Telefonieren</i>  Unternehmensvorstellung 4  Geschäftsbrief schreiben: E-Mail an Kollegen  Kapitel 5 lesen: Reaktionen beschreiben (1 ausgearbeiteter Paragraph/1 Seite)
	Do	 Geschäftsbrief schreiben: Beschwerde an Ihren Chef  Kapitel 6 lesen: Reaktionen beschreiben (1 ausgearbeiteter Paragraph/1 Seite)
29. März	Di	<u>Wir treffen uns!</u> – Update von fortgeschrittenen Studenten  Unternehmensvorstellung 5
	Do	<i>Video „Brauerrei Oettinger“</i>  Hausaufgabe zum Video
5. April	Di	<u>Wir treffen uns!</u> <i>Projekttag: Videopräsentationen über UWSP</i>  Unternehmensvorstellung 6
	Do	<i>Deutschland – eine soziale Marktwirtschaft</i>  Skript zur Videopräsentation  Lesetext zum Thema „Soziale Marktwirtschaft“ (Canvas) – Zusammenfassung (1. Version)
12. April	Di	<u>Wir treffen uns!</u> – Update von fortgeschrittenen Studenten  Unternehmensvorstellung 7
	Do	 Lesetext zum Thema „Soziale Marktwirtschaft“ (Canvas) – Zusammenfassung (Schlussversion)
19. April	Di	<u>Wir treffen uns!</u> <i>Deutsche Unternehmen – Zusammenfassung</i>
	Do	 Präsentationen „Studying German at UWSP or UWLX!“
26. April	Di	<b>Prüfung 2</b>
	Do	<i>Sich Bewerben – Arbeiten in Deutschland</i>  Bringen Sie Ihren amerikanischen Lebenslauf zur Klasse  S.19 #9  S.20 #10  S.23 #4  S.23 #5  S.22 #3

3. Mai	Di	<u>Wir treffen uns! – Update von fortgeschrittenen Studenten</u>  deutschen Lebenslauf schreiben  S.28 #7  S.28 #8  S.29 #9  S.29 #10
	Do	 Bewerbungsschreiben schreiben <u>Wir treffen uns!</u> (Vortrag von fortgeschrittenen Studenten)
10. Mai	Di	<i>Vorstellungsgespräche üben</i>  <b>Bewerbungsmappe (application folder) einreichen!</b>
	Do	<b>Vorstellungsgespräche in Zoom</b>

**Final Exam: Dienstag, 18. Mai 2021, 12:30-14:30 Uhr**