

2016

GERM 315-01 Business German

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GERM 315–Business German – Fall Semester 2016
MWF: 2:00-2:50 p.m. in Alter (ALT) 107

I. COURSE INFORMATION

Instructor: Dr. Irene Luken
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Office Hours: M-W-F: 11:00-11:50 am and 1:00-1:50 p.m. and by appointment

GERM 315	Business German. This course offers an introduction to the business language, business culture, elements of business law and business practices of the German-speaking world.
Target Group	Business people and students majoring in German, Business, International Economics or International Studies as well as all who want to improve their language and business skills for the growing international market.
Prerequisite	Successful completion of GERM 202 or permission of the instructor. Participants must have a good working knowledge of German grammar and stylistics.
Course Description	<p>There are significant cultural differences in the business world when dealing with German-speaking businesses. In this content-based course, students will learn to handle themselves appropriately in a variety of German business settings. Various forms of business communication will be introduced, differences and similarities between US and German business practices will be analyzed, an introductory background of business law will be provided, and international trade topics will be discussed. Books, the internet, and videos will be used to reinforce real-life interactions in the German-speaking workplace. Discussions of the German or European economy will be based on the reading of relevant business articles. Emphasis is placed on acquiring practical knowledge through dialogue, group work, role play, writing, and presentations.</p> <p>Sample exams for the internationally recognized <i>Goethe Institut</i> exams “<i>Zertifikat Deutsch für den Beruf</i>” and/or “<i>Prüfung Wirtschaftsdeutsch</i>” will be used to prepare the course participants for these exams as well as the <i>Goethe Institut</i> exams B1, B2 and C1.</p>

Course Objectives	<ul style="list-style-type: none"> • Learn business and technical vocabulary as well as business etiquette. • Read German business articles in German business magazines. • Enable students to effectively communicate in business settings in written and oral form. • Recognize similarities and differences between U.S. and German business correspondence, business culture, business practices, and business law. • Prepare for the internationally recognized <i>Goethe Institut</i> exams “<i>Zertifikat Deutsch für den Beruf</i>” and/or “<i>Prüfung Wirtschaftsdeutsch</i>”. • Prepare you for a possible internship with a company in a German-speaking country.
Required Texts	<p>Franz-Josef Wehage und Gudrun Clay. <i>Geschäftsdeutsch. An Introduction to German Business Culture</i>. 1 or 1.1. Indianapolis, IN: Hackett Publishing, 2012. http://www.muskingum.edu/~modern/german/busgerm/cover.html</p> <p>Jamie Rankin and Larry D. Wells. <i>Handbuch zur deutschen Grammatik. Wiederholen und Anwenden</i>. 6th ed. Cengage Learning. www.cengage.com/german/handbuch6e</p>
Recommended Texts and Activities	<p>Rudolf Sachs, <i>Deutsche Handelskorrespondenz</i>. Ismaning: Hueber Verlag, 2001.</p> <p><i>German Dictionary recommended</i> (z. B. <i>Langenscheidts Bürowörterbuch</i>. Berlin and Munich: Langenscheidt, 1998.)</p> <p>German-English Dictionary ONLINE: http://dict.leo.org or http://dictionary.reverso.net/german-english</p> <p>Business Dictionary ONLINE: http://wirtschaftslexikon.gabler.de/</p> <p>Gesamtglossar für Wirtschaftsdeutsch: http://www.bpb.de/nachschlagen/lexika/lexikon-der-wirtschaft/ oder http://www.infoquelle.de/Wirtschaft/Wirtschaftsglossar.php</p> <p>Useful internet links for current events and business-specific topics¹: www.spiegel.de - Germany’s most prestigious news weekly www.focus.de - More accessible German weekly www.faz.de - <i>Frankfurter Allgemeine Zeitung</i></p>

¹ Cut and paste if the link does not work here.

	<p>www.handelsblatt.de - <i>Handelsblatt</i>, business newspaper www.wiwo.de - <i>Wirtschaftswoche</i> http://www.dw.com/de/themen/wirtschaft/s-1503 - <i>Deutsche Welle</i> http://businessculture.org/western-europe/business-culture-in-germany/business-etiquette-in-germany/ - Business etiquette https://www.tatsachen-ueber-deutschland.de/de - <i>Tatsachen über Deutschland</i> → best resource for general information</p>
Attendance	<p>There are no excused absences. Please contact the instructor prior to any absences and consult the Department of Classics and Modern Languages website for additional information regarding our Attendance Policy: http://www.xavier.edu/modern-languages/documents/department%20attendance%20policy.pdf</p>
Student Participation	<p>Regular and active student participation is required. Hand-in written assignments on time and prepare for the next lecture. Use the course texts' websites. Watch business news, analyze them and be prepared to present them.</p>
Academic Honesty	<p>Class policy for academic integrity listed below comes from the Xavier University Catalog entry on Academic Honesty. You may access the online Xavier Catalog at this web address: http://www.xavier.edu/catalog or consult the online tutorial on the subject at http://www.xavier.edu/library/xututor/indTPcfm. In short, all work submitted for assessment must be the student's own. The direct and unattributed use of another's work is not permitted as is the submission of any work that is not one's own. Penalties for violations of this policy may include one or more of the following: a zero for that assignment or test, an "F" in the course, and expulsion from the University. This includes the use of such programs as Google Translate and other online translation programs. These programs are not reliable, often produce incorrect and unacceptable work and furthermore do not represent the work of the student. The use of online dictionaries for homework, but not during quizzes and examinations, is encouraged, but the student should be mindful when selecting a word.</p>
Academic Support and Tutoring Services	<p>The Office of Academic Support, located at 514 Conaton Learning Commons (CLC), can be contacted at (http://www.xavier.edu/academic-support/Get-a-tutor.cfm) or 513-745-3006 and offers Xavier students tutoring in all subjects as well as help with time management and study skills. The tutoring services include subject specific tutoring, drop-in sessions, study skills assistance, and Supplemental Instruction (SI).</p>

	For students with documented disabilities, the Office of Disability Services, tel. 513-745-3006, provides accommodations such as extended time on exams, reduced distraction testing environment, note-taking assistance, and assistive technology. More information can be found at http://www.xavier.edu/disability-services/index.cfm .
Mental Health Resources	Life at college can get very complicated. Students sometimes feel overwhelmed, lost, experience anxiety or depression, struggle with relationship difficulties or diminished self-esteem. However, many of these issues can be effectively addressed with a little help. McGrath Counseling Services (located in the McGrath Health and Wellness Center) and the Psychological Services Center (located at the Sycamore House) help students cope with difficult emotions and life stressors. McGrath Counseling Services and the Psychological Services Center are staffed by therapists, counselors, and other staff who are attuned to the needs of college students. The services are FREE and completely confidential. Find out more at http://www.xavier.edu/healthwellness/counseling/index.cfm and http://www.xavier.edu/psychologicalservices/welcome.cfm or by calling (513) 745-3022 for McGrath or (513) 745-3531 for Psychological Services Center.
Inclusivity Statement	The instructor is committed to providing an atmosphere for learning that respects diversity and in which all students feel comfortable and safe to learn. In order to build a classroom community, students are asked to: <ul style="list-style-type: none"> • share their unique experiences, values and beliefs; • be open to the views of others ; • honor the uniqueness of their peers; • appreciate the opportunity that we have to learn from each other in this community; • communicate in a respectful manner; • keep confidential discussions that the community has of a personal (or professional) nature; • utilize this opportunity together to discuss ways in which we can create an inclusive environment in this course.
Course Assignments	1) German Current Events Journal <ul style="list-style-type: none"> ➤ Students will keep a current events journal during the course. Students will read and summarize current events in German-speaking countries related to international business or workplace culture. Analysis of one article per week is required. Online resources or business articles should be used. Student analysis / interpretation and personal reaction to the article are required.

	<p>OR:</p> <ul style="list-style-type: none"> ➤ The diary entry could also cover three business-related segments from daily news streamed on-line, z.B. "Zeit im Bild" ORF: http://tvthek.orf.at/programs/1203-Zeit-im-Bild ➤ Each Friday, students should turn in their completed journal. ➤ Mini-presentations of 2-3 minutes on a current topic dealing with the German economy will be scheduled during the course. This informal presentation will be part of the class participation grade. <p>2) Daily Homework will be assigned in class and posted on CANVAS.</p> <p>3) Group German Country Analysis Project THE FINAL PROJECT is a team report on a German company of your choice, consisting of an oral presentation (15 minutes) and a written report both in German. You work with one or two colleagues will be to present your company to a German-speaking audience. Each one of you may write up and present certain parts of the project, but you should coordinate the segments with each other. It should be real team work. Instructions will be on CANVAS.</p> <p>Students are expected to collect and analyze information. Students should address cultural issues of doing business/managing in a German-speaking country. A bibliography must be included. This project may be no more than five double-spaced pages in length (excluding bibliography, tables, and appendices) and must be typed.</p> <p>Students are also required to make a 15-minute presentation on their research in weeks 15 and 16 of the course. Students should be divided in groups of no more than 2-3 people. Presentations start in week 15.</p> <p><small>Cultural Note: Dressing "sharp" is critical of being viewed as a professional in the German-speaking world. Therefore, you can earn extra credit for presenters that come well-dressed for their presentation.</small></p> <p>3) Exams and Quizzes There will be one midterm and one final exam, both listed on the syllabus, and several quizzes that will be announced in class and on CANVAS. Exams will be constructed with multiple choice and essay questions and will cover the class lectures and text material.</p>												
Grading	<table border="0"> <tr> <td>Participation</td> <td>10%</td> </tr> <tr> <td>Letters / Written Assignment</td> <td>15%</td> </tr> <tr> <td>Presentations</td> <td>15%</td> </tr> <tr> <td>Quizzes</td> <td>20%</td> </tr> <tr> <td>Midterm</td> <td>20%</td> </tr> <tr> <td>Final</td> <td>20%</td> </tr> </table>	Participation	10%	Letters / Written Assignment	15%	Presentations	15%	Quizzes	20%	Midterm	20%	Final	20%
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Grading Scale	<ul style="list-style-type: none"> • Outstanding work that far exceeds expectations receives an A (superior). A = 93 % +; A- = 90-92 % • Excellent work exceeding what is expected receives a B (above average). B+ = 87 B = 83 B- = 80 • Good work that basically meets expectations receives a C (average). C+ = 77 C = 73 C- = 70 • Acceptable work that is not particularly good, but is not failing receives a D (below average). D+ = 67 D = 63 D- = 60 • Unacceptable work demonstrating poor effort and/or understanding receives an F (failing). F = 59 and below <p>Please refer to the Department of Classics and Modern Languages website for grading information: http://www.xavier.edu/modern-languages/documents/grading_criteria.pdf.</p>
Incomplete Policy	<p>Course assignments are due at the time specified by the instructor. Extension of time beyond the termination of the course is rarely granted and only for a serious reason. If an extension of time is granted, the grade of “I” (Undergraduate Incomplete) will be assigned and calculated as an “F” in the grade point average. Unless the work is completed and submitted by the fifteenth calendar day of the academic semester following the course, the student will fail the course and the “I” will be permanently changed to an “F”.</p>
Student Learning Outcomes	<p>The successful student will achieve these Student Learning Outcomes:</p> <ul style="list-style-type: none"> ➤ Students will organize and express their ideas in German in writing and orally. ➤ Students will analyze and interpret German business texts, tables, and charts. ➤ Students will utilize their imagination and creativity, individually and collectively, to innovate and generate new perspectives to problems. ➤ Students will create, perform, and produce work that synthesizes technical execution and expressively communicates to its audience.

	<ul style="list-style-type: none"> ➤ Students will relate their knowledge and skills in a reflective and constructive way to their life experiences and the challenges confronting today's world. ➤ Students will describe contributions made by individuals from diverse and/or underrepresented groups to local, national, and global communities. ➤ Students will interact with sensitivity as members of society and as business professionals with people who have ideas, beliefs, attitudes, and behaviors that are different from their own. ➤ Students will practice and refine their oral communication competency in German, a skill that will also improve their oral communication competency in their native language. ➤ Students will communicate in a foreign language and read and interpret cultural materials related to the language studied.
Use of mobile communication devices is NOT allowed	Students are required to turn off their mobile electronic communication devices while in class. Failure to do so results in a "0" for that class.
Important Dates	<p>August 22 -- Classes begin [Semesteranfang]</p> <p>September 5 -- Labor Day [amerikanischer Tag der Arbeit – Feiertag!]</p> <p>3. Oktober -- Tag der deutschen Wiedervereinigung – deutscher Feiertag</p> <p>October 6 - 7 -- Fall Break [Herbstferien]</p> <p>26. Oktober -- österreichischer Nationalfeiertag (Unabhängigkeitstag)</p> <p>9. November – 27. Jahrestag des Falles der Berliner Mauer</p> <p>April 17 – 21 --Thanksgiving [Erntedankfest – Feiertag]</p> <p>November 30 - December 9 -- STUDENT PRESENTATIONS</p> <p>December 9 -- Last day of classes</p> <p>December 12 -- WRITTEN FINAL EXAM: 2:00-3:50 p.m.</p>

Deutsche Beschreibung der Kurziele	<p>Die Studenten werden mittels von Texten aus den verschiedenen Wirtschaftsbereichen in die deutsche Wirtschaftswelt und -sprache eingeführt. Der Lesestoff und die Diskussionen werden die Wirtschaftsterminologie einüben und vertiefen, die Grammatikübungen dienen zur Verbesserung der Ausdrucksfähigkeit und Sprachgewandtheit der Studenten. Dieser Kurs soll dem Lerner die sprachliche Fähigkeit vermitteln, in der deutschen Wirtschafts-, Industrie- und Handelswelt effektiv mitarbeiten zu können.</p> <p>Weiters sollen durch Rollenspiel und Simulationen Verhaltensweisen und Geschäftspraktiken der Deutschen einstudiert werden und die kulturelle Sensibilität der Studenten gefördert werden.</p>
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SYLLABUS

Subject to change to ensure student progress. Homework for the next class can be found on Canvas, which should be checked DAILY for updated homework and other course information!

Datum	Vorlesungsplan
Woche 1	
22.8.2016	Einführung in den Kurs und die Kursmaterialien Artikel über das stereotypische Deutschlandbild der Amerikaner
24.8.2016	Die Bundesrepublik Deutschland
26.8.2016	<ul style="list-style-type: none"> • Die Bundesländer • Grammatik (Wortstellung) • Grammatik (Präsens)
Woche 2	
29.8.2016	„Bundesländer“ Quiz ; Die Europäische Union
31.8.2016	Die Europäische Union
2.9.2016	<ul style="list-style-type: none"> • Die Europäische Union • Vokabelquiz • Grammatik (Perfekt)
Woche 3	
5.9.2016	Labor Day - Feiertag
7.9.2016	<ul style="list-style-type: none"> • Die Europäische Union • Vokabelquiz • Grammatik (Perfekt; bestimmte und unbestimmte Artikel)
9.9.2016	<ul style="list-style-type: none"> • Die Europäische Union • Grammatik (bestimmte und unbestimmte Artikel) • Grammatikquiz (bestimmte und unbestimmte Artikel)
Woche 4	
12.9.2016	Verkehr und Transport
14.9.2016	<ul style="list-style-type: none"> • Verkehr und Transport • Vokabelquiz • Grammatik (Die Fälle)
16.9.2016	<ul style="list-style-type: none"> • Verkehr und Transport • Vokabelquiz • Grammatik (Die Fälle) • Incoterms

Woche 5	
19.9.2016	<ul style="list-style-type: none"> • Verkehr und Transport • Vokabelquiz • Grammatik (Die Fälle)
21.9.2016	<ul style="list-style-type: none"> • Verkehr und Transport • Vokabelquiz • Grammatik (Die Fälle)
23.9.2016	<ul style="list-style-type: none"> • Verkehr und Transport • Grammatikquiz (Die Fälle) • Incoterms-Wiederholung
Woche 6	
26.9.2016	Geschäftskorrespondenz
28.9.2016	<ul style="list-style-type: none"> • Geschäftskorrespondenz • Vokabelquiz • Grammatik (Die Fälle)
30.9.2016	<ul style="list-style-type: none"> • Geschäftskorrespondenz • Vokabelquiz • Grammatik (Die Negation)
Woche 7	
3.10.2016	<ul style="list-style-type: none"> • Geschäftskorrespondenz • Vokabelquiz • Grammatik (Die Negation) <p><i>Tag der deutschen Wiedervereinigung</i></p>
5.10.2016	MIDTERM - ZWISCHENPRÜFUNG
7.10.2016	FALL HOLIDAY - FERIEN
Woche 8	
10.10.2016	Bewerbung
12.10.2016	<ul style="list-style-type: none"> • Bewerbung • Vokabelquiz • Grammatik (Präpositionen)
14.10.2016	<ul style="list-style-type: none"> • Bewerbung • Grammatik (Präpositionen)
Woche 9	
24.10.2016	<ul style="list-style-type: none"> • Bewerbung • Vokabelquiz • Grammatik (Präpositionen)

26.10.2016	<ul style="list-style-type: none"> • Bewerbung • Grammatik (Präpositionen) <i>Österreichischer Nationalfeiertag</i>
28.10.2016	<ul style="list-style-type: none"> • Bewerbung • Vokabelquiz • Grammatik (Präpositionen)
Woche 10	
31.10.2016	Betriebliche Rechtsformen <i>Halloween</i>
2.10.2016	<ul style="list-style-type: none"> • Betriebliche Rechtsformen • Grammatik (Präpositionen) • Grammatikquiz
4.10.2016	<ul style="list-style-type: none"> • Betriebliche Rechtsformen • Grammatik (Präpositionen)
Woche 11	
7.11.2016	<ul style="list-style-type: none"> • Betriebliche Rechtsformen • Rechtsformenquiz • Grammatik (Präpositionen)
9.11.2016	<ul style="list-style-type: none"> • Betriebliche Rechtsformen • Grammatik (Präpositionen) • Grammatikquiz <i>Jahrestag der Maueröffnung</i>
11.11.2016	Die Arbeitswelt
Woche 12	
14.11.2016	<ul style="list-style-type: none"> • Arbeitswelt • Vokabelquiz • Grammatik (Präteritum [simple past])
16.11.2016	<ul style="list-style-type: none"> • Arbeitswelt • Vokabelquiz • Grammatik (Präteritum [simple past] und Plusquamperfekt)
18.11.2016	<ul style="list-style-type: none"> • Arbeitswelt • Vokabelquiz • Grammatik (Präteritum [simple past] und Plusquamperfekt) • „Vorbereitung einer Präsentation“
Woche 13	
21.11.2016	<ul style="list-style-type: none"> • Arbeitswelt • Grammatikquiz

23.11.2016 27.11.2019	THANKSGIVING BREAK - FERIEN
Woche 14	
28.11.2016	<ul style="list-style-type: none"> • „Vortrag halten“ • Grammatik (Modalverben)
30.11.2016	Grammatik (Modalverben) Studentenpräsentation: Firmen
2.12.2016	Grammatik (Modalverben) Studentenpräsentation: Firmen
Woche 15	
5.12.2016	Studentenpräsentationen: Firmen
7.12.2016	Studentenpräsentationen: Firmen
9.12.2016	Studentenpräsentationen: Firmen
12.12. 2016	FINAL EXAM – ENDKLAUSUR in 107 Alter Hall, 14.00-15.50 Uhr [2-2:50 PM]

Notizen: