

GER 355: German for the Professions (Spring 2021)

Instructor: Prof. Thomas Leek	E-mail: tleek@uwsp.edu
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Time / Place: Online and with weekly meetings – see schedule	Office Hour: Monday, 11:00-12:00, Thursday, 1:00-2:00

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>)	17 %
Wirtschaftsbriefe (<i>letters</i>)	10 %
Mitarbeit u. Hausaufgaben	33 %
Importieren/Exportieren	25%
Presentations	15 %

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. The final exam will be a job interview in German.

Mitarbeit: Daily attendance in class is necessary and expected. You will be graded on participation, mostly via speaking and notes you turn in before class.

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 company presentations about companies from a German-speaking country. These presentations have to be 5 minutes long. They need to be submitted two days before the actual presentation to a fellow student for feedback. Each presentation has to include the most important pieces of information about each company. 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 presentation in which they attempt to sell a product made in German, Austria, or Switzerland to customer's in the United States, or they will do likewise for a product made in the United States being sold to German customers. This is not an advertisement per se, but rather an informative presentation. We will view and react to these presentations in the last week of the semester.

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.

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. You will also create a professional social media presence with the same information. 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					
A	> 92 %	B-	80 – 81 %	D+	68 – 69 %
A-	90 – 91 %	C+	78 – 79 %	D	60 – 67 %
B+	88 – 89 %	C	72 – 77 %	F	< 60 %
B	82 – 87 %	C-	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 (Google Translate) 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).

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
23. Jan	Di	<i>Wir stellen uns vor und besprechen das Semester, besonderes die Projekte.</i>
	Do	<i>Wir besprechen die ersten Schritte, die wir machen müssen, um ein Produkt zu verkaufen.</i>
30. Jan	Di	 S.7 #1  S.8-9 #1  S. 10 #1  Websearch #1
	Do	<i>Video "Baumschule Bruns"</i>  Hausaufgabe zum Video  S. 11 #2 und #3
6. Feb	Di	 Unternehmensvorstellung 1  S. 13 #1b und C, #2, #3 und 4
	Do	 Websearch #2 Wirtschaftsbrief #1
13. Feb	Di	 Geschäftsbrief schreiben: Anfrage  Kapitel 2 lesen: Reaktionen beschreiben (1 ausgearbeiteter Paragraph/1 Seite)
	Do	<i>Betriebliche Informationen</i>  Wirtschaftsbrief #2: Anfrage per E-Mail  Kapitel 3 lesen: Reaktionen beschreiben (1 ausgearbeiteter Paragraph/1 Seite)
20. Feb	Di	<i>Wir besprechen die nächsten Schritte für die Produkte.</i>
	Do	 Unternehmensvorstellung 2 Websearch #3 - Messeland
27. Feb	Di	 Geschäftsbrief schreiben: Personalfragebogen  Kapitel 4 lesen: Reaktionen beschreiben (1 ausgearbeiteter Paragraph/1 Seite)
	Do	Prüfung 1
6. März	Di	<i>Frühlingspause für UWLAX – asynchrone Projektarbeit für UWSP</i>
	Do	
13. März	Di	<i>Frühlingspause für UWSP – asynchrone Projektarbeit für UWLAX</i>
	Do	
20. März	Di	 Wirtschaftsbrief #3 schreiben: E-Mail an Kollegen  Kapitel 5 lesen: Reaktionen beschreiben (1 ausgearbeiteter Paragraph/1 Seite) Was willst du werden? Flipgrid und Gespräch.

	Do	<i>Video „Brauerrei Oettinger“</i>  Hausaufgabe zum Video <i>Websearch #4 - Messen</i>
27. März	Di	<i>Deutschland – eine soziale Marktwirtschaft</i>  Skript zur Videopräsentation  Lesetext zum Thema „Soziale Marktwirtschaft“ (Canvas) – Zusammenfassung (1. Version)
	Do	 Unternehmensvorstellung 3
3. April	Di	 Lesetext zum Thema „Soziale Marktwirtschaft“ (Canvas) – Zusammenfassung (Schlussversion)
	Do	<i>Deutsche Unternehmen – Zusammenfassung</i>
10. April	Di	 Geschäftsbrief schreiben: Beschwerde an Ihren Chef Wirtschaftsbrief #4
	Do	Prüfung 2
17. April	Di	<i>Sich Bewerben – Arbeiten in Deutschland</i>  Bringen Sie Ihren amerikanischen Lebenslauf zur Klasse  Lehrbuch
	Do	 deutschen Lebenslauf schreiben  professionelle Social Media  Lehrbuch
24. April	Di	 Bewerbungsbrief schreiben Wirtschaftsbrief #5
	Do	<i>Vorstellungsgespräche üben</i>
1. Mai		Vorstellungsgespräche
8. Mai		Final Exam