



The University of British Columbia
Department of Central, Eastern and Northern European Studies

GERM 314: German in the Workplace/Business World
Term I Winter Session 2021/2022

ANERKENNTNIS

Die UBC Vancouver befindet sich auf dem traditionellen angestammten und nicht abgetretenen Territorium des xwməθkwəyəm (Musqueam) Volkes. Das Land, auf dem der Campus liegt, war immer und ist bis heute ein Ort des Lernens für die Musqueam, die hier über Jahrtausende ihre Kultur, Geschichte und Traditionen von einer Generation zur nächsten weitergegeben haben.

UBC's Point Grey Campus is located on the traditional, ancestral, and unceded territory of the xwməθkwəyəm (Musqueam) people. The land it is situated on has always been a place of learning for the Musqueam people, who for millennia have passed on their culture, history, and traditions from one generation to the next on this site.

COURSE INFORMATION

Title: Business German **Code:** GERM 314 **Section:** 001 **Credit Value:** 3

Meeting Times: Mondays, Wednesdays & Fridays from 1:00 PM to 2:00 PM

Meeting Location(s): BUTO 997

CONTACT INFORMATION

Instructor: Dr. Uma Kumar

E-mail: uma.kumar@ubc.ca

Office: BUTO 928

Office hours: Mon, Wed & Fri: 11:00–12:00 pm & by appointment on Zoom

PREREQUISITES

PREREQUISITES: GERM 210 or equivalent COREQUISITES: None

This course is appropriate for students who have completed their second year of post-secondary German or third year respectively.

COURSE STRUCTURE

This program focuses on German in the Workplace/Business world. It offers a variety of perspectives in your job search and entry into the professional world. It is designed to expand on previously acquired linguistic skills through integrated and interactive practice in reading, writing, listening and speaking in various workplace situations. The course reviews important Grammar topics and the student will also receive important information on different types of workplace(s) in Germany. The Program also promotes intercultural learning and the development of an international awareness.

GERM 314 is an activity-based course and learning success will depend on student participation in those activities. You will be expected to attend class regularly, come prepared, and participate actively in all class activities. Instruction will be mainly in German. Most instruction will combine lectures, question and answer sessions, whole-class participation, small group activities, and partner work.

The grading criteria are consistent with the criteria established by the Faculty of Arts: <http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,42,96,0>

LEARNING OUTCOMES

Upon successful completion of this course you will be able to:

- use the current terminology in the context of the workplace in German speaking countries
- understand important professional themes like branches of industry and their products
- write job applications in German, prepare for interviews, talk about hard and soft skills, plan a fair and internship
- act competently in workplace situations abroad in German companies, and be aware of cultural differences in a global world

REQUIRED INSTRUCTIONAL MATERIALS

DaF im Unternehmen B1 Kurs- und Übungsbuch mit Audios und Filmen. Ernst

Klett Sprachen Stuttgart

The textbook *DaF im Unternehmen B1* will serve as the primary resource for GERM 314. It is supported by an audio component online to reinforce listening comprehension skills.

https://www.klett-sprachen.de/dafimunternehmen-online/_b1_b2/start_KB.html

https://www.klett-sprachen.de/dafimunternehmen-online/_b1_b2/audios_UEB_B1_B2.html

In addition, the Übungsbuch (workbook) includes online tasks

<https://einstufungstests.klett-sprachen.de/eks/dafunternehmen/>

Authentic online material will be incorporated where necessary.

All audio texts and films are available online free of cost at:
www.klett-sprachen.de/daf-im-unternehmen-online

Optional

Pocket German Business Dictionary. English-German/German-English.
London: Peter Collin Publishing Ltd. 2003

REQUIRED TECHNICAL MATERIALS

The following technical equipment is required for all students of German 100:

1. A reliable computer
2. Reliable access to the internet
3. A browser that supports the viewing of videos and listening to audio

Students will need a computer that has video and audio capacity; for instance, the capacity to view and download documents and presentations.

A stable internet connection and an environment free of disturbances and distractions is essential. A headset with microphone is recommended, but optional.

CANVAS Learning Management Platform

For most of your other online course interaction, you will be using *Canvas*, UBC's online learning management platform. It will be used by your instructor to facilitate regular online communication and for such other varied purposes as accessing course material, initiating discussions and undertaking quizzes and exams. To log in to *Canvas* and learn more about the role of this online platform for your learning at UBC visit: <https://students.canvas.ubc.ca>

All questions and problems regarding technical equipment should be directed to the Learning Technology Hub: lt.hub@ubc.ca. If you encounter technical issues while using *Canvas*, please contact the UBC Information Technology Service Centre for assistance, using their [online form](#). For more general information see: <https://keeplearning.ubc.ca/>

ASSESSMENT OF LEARNING

Grade Breakdown

Preparation & Class Participation	10%
Instructor Assignments	10%
Vocab Quizzes	10%
Mid-term Test I	25%
Presentations	10%
Final Project	35%

The grading criteria are consistent with the criteria established by the Faculty of Arts. Please see: <http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,42,96,0>

GERM 314 COURSE POLICIES

Participation and Preparation (10%)

Regular attendance and active participation in all class activities is fundamental to language learning success. Students come prepared for class by completing the work assigned by their instructor. This includes activities and tasks submitted online through *Canvas*. It also includes any work assigned by the instructor.

Instructor Activities (10%) and Vocab Quizzes (10%)

The instructor will assign a variety of learning activities to advance student proficiency in the linguistic skills of reading, writing, listening and speaking and to promote cultural

knowledge and learning enjoyment. These include vocab quizzes (on *Canvas* with *LockDown Browser*), interpreting graphs and short oral presentations during the semester.

Oral Proficiency Assessment (10%)

Students will give an oral presentation during the last week of the semester (ca. 5 minutes in length with a short Q & A session to follow) in German. This presentation constitutes 10% of the total grade for the course. Your topic has to be different from your topic for the Final Project.

Midterm Test (25%)

The midterm test will be completed in the classroom and delivered in the format of a *Canvas Assessment with Lockdown Browser*. The time allotted to the writing of the test is fifty minutes and it will cover the content in L. 1, 3 & 5 of DaF im Unternehmen B1 Kurs- und Übungsbuch.

Final Project – (35%) Due: Fri Dec 10, at 10:00 am. To be submitted on Canvas.

Your project could be on one of the following topics:

THEMA: wirtschafts- oder unternehmenbezogen, z.B.:

Analyse eines Wirtschaftszweiges; Firmenporträt u. –analyse; Untersuchung eines Dienstleistungsbereichs; eine Franchise vorstellen; Website für eine imaginäre Firma; Messekonzept für ein Unternehmen

More details on Canvas. Please consult your instructor in advance for your topic.

IMPORTANT: In order to successfully complete the requirements for German 314, students must achieve a total grade of at least 50% for the course.

Assessment Policies

In accordance with University regulations, cheating and plagiarism is subject to disciplinary action. Students in the German Language Program must write, correct and/or revise all their assignments independently; that is, with no assistance of any kind from another person. The use of electronic aids and devices is also strictly prohibited; however, students are permitted to consult a German-English dictionary, grammatical reference or their instructional materials in either a print or digital form. See: <http://learningcommons.ubc.ca/citing-sources-is-about-more-than-just-following-the-rules/>

Assignments are to be submitted on the original due date, and tests and exams are to be taken on the day set by either your instructor, the program coordinator or by General Faculties Council. In accordance with UBC policy, students who wish to observe a religious holiday must notify their instructor two weeks in advance of the religious holiday they wish to observe.

If you miss marked coursework for the first time (assignments, assessments, tests, exam) and the course is still in-progress, immediately submit a [Student Self-Declaration](#) to your instructor, so that your in-term concession case can be evaluated. If you are not requesting concession for the first time or if scheduled instruction is over, fill out an Arts Academic Advising's [online academic concession form](#) immediately, so that an advisor can evaluate your concession case. If you are a student in a different Faculty, please consult [your Faculty's webpage on academic concession](#) and then contact your instructor where appropriate.

Supporting student learning and success is a priority for instructors in the German Language Program. If there is a concern about a student's progress or wellbeing, the instructor reserves the option of submitting an *Early Alert Concern*: <http://earlyalert.ubc.ca>

UNIVERSITY POLICIES

UBC provides resources to support student learning and to maintain healthy lifestyles but recognizes that sometimes crises arise and so there are additional resources to access including those for survivors of sexual violence. UBC values respect for the person and ideas of all members of the academic community. Harassment and discrimination are not tolerated nor is suppression of academic freedom. UBC provides appropriate accommodation for students with disabilities and for religious observances. UBC values academic honesty and students are expected to acknowledge the ideas generated by others and to uphold the highest academic standards in all of their actions.

Details of the policies and how to access support are available on [the UBC Senate website](#).

COVID-19 Safety: Non-medical masks

Students are required to wear a non-medical mask during in-person classroom instruction, for their own protection and the safety and comfort of their fellow students in the class. For in-person meetings, it is important that everyone feel as comfortable as possible engaging in class activities while sharing an indoor space. Non-medical masks that cover both the nose and mouth are a primary tool for combating the spread of COVID-19. Further, according to the provincial mandate, masks are required in all indoor public spaces including lobbies, hallways, stairwells, elevators, classrooms and labs. There may be students who have received accommodation for not wearing a mask. Please maintain a respectful environment.

Accommodation: Students who wish to request an exemption to the indoor mask mandate must do so based on one of the grounds for exemption detailed in the PHO Order on Face Coverings: [6](https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-</p></div><div data-bbox=)

[system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-order-face-coverings.pdf](#). Requests for accommodation must be made through the Center for Accessibility (Vancouver campus).

Attendance

In accordance with UBC Policies and Regulations, students are expected to attend class regularly and to be on time. If you are sick, however, please remain at home and complete a self-assessment for COVID-19 symptoms here: <https://bc.thrive.health/covid19/en>.

If you miss a class because of illness:

- Make a connection early in the term to another student or a group of students in the class. You can help each other by sharing notes. If you don't yet know anyone in the class, post on the discussion forum to connect with other students.
- Consult the class resources on Canvas. (The instructor will post topics covered and discussed in class under Modules. Students who have missed a class may post their responses to these topics in a discussion thread.

The most important thing is that students show how well they engage with the class readings and materials they missed. This will count towards participation marks. More details on Canvas)

- Use the discussion forum for help.
- Attend online office hours by appointment
- If you are concerned that you will miss a key activity due to illness, contact your instructor.

If you are feeling ill and cannot attend class for a midterm or in-class assessment, please email the instructor right away. If you arrive for a test and you are clearly ill, your instructor will make alternate arrangements with you. It is better to email ahead of time and not attend.

If your instructor is feeling ill, they will not be attending class. Every reasonable attempt will be made to communicate plans for class as soon as possible (by email, on *Canvas*, etc.) and to arrange for a substitute teacher. If your instructor feels well enough to teach but is taking precautions to avoid infecting others, your class may be held online. If this happens, you will receive an e-mail or an announcement on *Canvas*, informing you how to join the class. Your classroom will be available for you to sit in and attend an online session.

Concessions for Absence: Those students who are absent from scheduled classes should report the reason for their absence to their instructor immediately upon their return

to class. Students may be granted concession for their absence either by their instructor or, in the case of an extended absence, by the Academic Advising Services of the Faculty of Arts: <https://www.arts.ubc.ca/degree-planning/academic-performance/academic-concession/>

Electronic Devices

Computers, cell phones and other electronic devices are to be used only as required for class-related activities. Failure to do so is considered disrespectful and may be subject to a reduction in the participation grade. Familiarize yourself with policies on the responsible use of technology for UBC:

<http://www.it.ubc.ca/security/securitypolicies.html>

Online Communication

When communicating online, please adhere to the code of behavior recommended by The University of British Columbia:

<https://distancelearning.ubc.ca/learner-support/communicating-online-netiquette/>

Academic Code of Honour

Academic honesty and integrity are essential principles of the University of British Columbia. All UBC students are expected to behave as honest and responsible members of our academic community and to uphold the highest standards of ethics and academic integrity.

As a student of the German Language Program, you will be required to abide by the principles and policies of the University with respect to academic honesty and integrity, and affirm a pledge to uphold them. See the UBC Calendar entries on "[Academic Honesty](#)," "[Academic Misconduct](#)," and "[Disciplinary Measures](#)," and check out the [Student Declaration and Responsibility](#) statement.

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Permission to record a class will be considered upon individual, written request.

Business German I 314/001 – Course Schedule

The semester schedule is not absolute. I will adjust it as needed to suit the needs of the class.

WEEK	TOPICS	Tests & Assessments
Sept 5-11 <i>(Labour Day)</i>	L.1. Wirtschaftsbereiche und -branchen	
Sept 12-18	L.1. Wirtschaftsbereiche und -branchen	
Sept 19-25	L.1. Wirtschaftsbereiche und -branchen	
Sept 26-Oct 2 <i>(Truth and Reconciliation)</i>	L. 3. Präsentation einer Geschäftsidee und Wahl der passenden Rechtsform	Mon Sept 27 Vocab Quiz I
Oct 3–9	L. 3. Präsentation einer Geschäftsidee und Wahl der passenden Rechtsform	
Oct 10-16 Mon Oct 11 THANKSGIVING NO CLASS	L. 5. Messeplanung und -vorbereitung	Fri Oct 15 Vocab Quiz II
Oct 17-23	L. 5. Messeplanung und -vorbereitung	
Oct 24-30	L.9 Vorbereitung einer Selbstpräsentation für interne Stellenbewerbung	Fri Oct 29 Test I
Oct 31-Nov 6	L.9 Vorbereitung einer Selbstpräsentation für interne Stellenbewerbung	
Nov 7-13 <i>(Remembrance Day)</i>	Nov 10 – 12: Midterm Break	
Nov 14 - 20	L. 10 Bewerbung auf externe Stellenausschreibung	Mon Nov 15 Vocab Quiz III
Nov 21-27	L. 10 Bewerbung auf externe Stellenausschreibung	
Nov 28-Dec 4	Oral Presentations – Scheduled by Instructor	
Dec 5 – Dec 7 Final class on Mon Dec 6	Wrap-up	
Final Project	Submission on Canvas on Fri Dec 10, at 10:00 am	