

The University of Toronto

Fall1 2009/German 370H Business German Course Outline

Text: **Deutsch im Berufsalltag** Hager, Michael, Harcourt College Books, 2002.
One good German/English-English/German dictionary

Objectives: This course has been designed to provide students with practical experience setting up their own company while reviewing and supplementing material from **Deutsch im Berufsalltag** with information from other authentic texts. This course meets three times a week. "The project" found in **Deutsch im Berufsalltag** will be used as guidelines for setting up a fictive German company.

Grade Weighting Scale:

2 Tests	= 30%
Class projects and In-class presentation	= 15%
Role-plays	= 15%
4 essays (Stellenanzeige, Lebenslauf and Anfrage/Angebot)	= 20%
Active Class Participation	= 20%

Attendance: The German Department allows each student enrolled in a German language class a **MAXIMUM OF 3 UNEXCUSED ABSENCES. FOR EACH SUBSEQUENT UNEXCUSED ABSENCE, A STUDENT WILL INCUR A 10% PENALTY OFF THE CLASS PARTICIPATION GRADE OF THE COURSE.** An excused absence is defined as one that has been validated in writing. Absenteeism inherently has indirect bearing upon all other aspects of the grade weighting.

Test Make-up Policy: A test can only be made up after presenting an official excuse from your doctor.

Unit test policy: Each test will last 50 minutes. *Note that there is no comprehensive final during finals week.*

Though test formats are not "fixed" and may be subject to change as the course develops, several or all of the following parts may be found in the format of each unit test:

Allgemeine Fragen: 4-5 general questions from information covered in class.

Leseverständnis: A short reading passage incorporating the topics and vocabulary from the most recent units tests students' reading comprehension. Answers are usually multiple choice.

Vokabeln: This section tests students' recall of vocabulary items, prompted by synonyms and paraphrases. Words derive from the most recent unit texts.

Fragen zu den Lektüren: General questions pertaining to the content and cultural information from the reading selections covered in the course.

Grammatik: This section will test the grammar points covered during the period before the test.

Class participation: Class participation depends on several factors. Your regular attendance in class is paramount. However, just showing up to class is not enough! It is expected that you actively take part in class work, discussions and if for some reason you don't understand or follow what your instructor expects of you, it is your responsibility to ask. This also applies to group work. Just sitting in a group isn't enough to get a decent grade for class participation! Those, who regularly attend class, actively take part, and produce excellent German, will receive a grade of 90%. Those, who regularly attend class, take part, and produce good German, will receive a grade of 80%. Those, who regularly attend class, take part, and produce acceptable German will receive a grade of 70%. Any performance below 60% will be judged and

graded appropriately by your instructor. Class participation grades will be given after the first five weeks of class, after ten weeks and at the end of the semester. Your instructor will provide you with your grade after each period so you can have an idea how you are doing so far. These three grades then will be averaged together to produce your final class participation grade.

Essays: Three essays will be written throughout the semester; however, the inquiry and the offer count together as one essay. The first essay is a *Stellenanzeige* for your German company, the second is a request for information for some item you will need for your company and a response to another group's request for information. The length of each will vary depending on the type of essay. Each essay will be due one week after completing the necessary Segment in the textbook and any additional information pertaining to the theme of the essay.

Class Project: Students in groups of three or four will complete short projects pertaining to the topics covered in each chapter of the book. For example, groups will develop a *Stellenanzeige* for a fictive German company that they, as a group, would be interested in setting up. The class projects will be given a group grade. Each student will give a short oral presentation (about 5 minutes) of one of the small projects completed in their groups mentioned above. The oral presentations will be graded for the individual and how well that person does the presentation, e.g. use of different types of media, presentation skills. The grade for this section is divided up equally: 50% of mark for class project (group grade) + 50% for presentation (individual grade).

Role-plays: Groups of students will conduct role-plays pertaining to the topics found in the chapters of the book. The mark for this section will be an individual grade based on the quality of content and presentation of the student's role.

Academic Integrity Statement: Academic integrity is defined as the pursuit of scholarly activity in an open, honest and responsible manner. All students should act with personal integrity, respect other students' dignity, rights and property, and help create and maintain an environment in which all can succeed through the fruits of their efforts.

Dishonesty of any kind will not be tolerated in this course. Dishonesty includes, but is not limited to, cheating, plagiarizing, fabricating information or citations, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students.

Disability Access: Qualified people with disabilities are encouraged to participate in all programs and activities, and the policy that all people shall have equal access to programs, facilities, and admissions without regard to personal characteristics not related to ability, performance, or qualifications will be enforced. If you anticipate needing any type of accommodation in this course or have questions about physical access, please tell the instructor as soon as possible.

German 370H Fall Semester 2009

Vorläufiger Semesterablauf

1. Woche	Einführung Segment 1
2. Woche	Segment 1
3. Woche	Segment 1

4. Woche	Segment 1
5. Woche	Projekte vom Segment 1 Role-plays Artikel zu verschiedenen Themen im Segment 1
6. Woche	Test eins am Mittwoch nach Erntedankfest Segment 2
7. Woche	Segment 2
8. Woche	Segment 2 Projekte vom Segment 2
9. Woche	Segment 2 Role-plays
10. Woche	Segment 3
11. Woche	Segment 3 Projekte vom Segment 3
12. Woche	Segment 3 Role-plays
13. Woche	Test zwei