

The University of Toronto
Department of German 324 Odette Hall
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German 372H (Business German)

Text: Deutsch im Berufsalltag Hager, Michael, Thomson Publishing.
One good German/English-English/German dictionary

Course Objectives: This course is designed as a fourth year language course for students who have completed at least the first three years of college German or the equivalent. Course objectives are to increase the student's proficiency in the four skills (speaking, listening, reading and writing) - with special emphasis on selected German business topics to help the student better understand the German business world.

Grade Weighting Scale:

2 tests	= 40%
In-class presentation	= 15%
2 writing assignments (1st assign = 15%; 2nd = 10%)	= 25%
Active Class Participation	= 20%

Attendance: Each student enrolled in this German language class is allowed 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--preferably in writing--by a physician, clinic, dean or a person of authority. Absenteeism inherently has indirect bearing upon all other aspects of the grade weighting--homework assignments and test items are based on tasks, activities and information integrated into class time instruction.

Test Make-up Policy: There are no make-up tests. If you only take two of the three tests, the lowest score from these two tests will be counted twice to make up for the missing test score.

Test policy: Tests are given usually after two units have been covered in class. Each test will last 50 minutes. There are no make-up tests. If you miss a test, the score for the test you completed will be used for the test missed. If you miss both tests, you will receive 0% for both tests. *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 each unit discussed in class.

Leseverständnis: A short reading passage incorporating the topics and vocabulary from the most recent units tests students' reading comprehension

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

Vokabeln: This section tests students' recall of vocabulary items. Words derive from the most recent unit texts.

Grammatik: General questions pertaining to the grammar points reviewed in class.

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 at least 90%. Those, who regularly attend class, take part, and produce good German, will receive a grade of at least 80%. Those, who regularly attend class, take part, and produce acceptable German will receive a grade of at least 70%. Any performance below 70% will be judged and graded appropriately by your instructor. Class participation grades will be given at midterm 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. These two grades then will be averaged together to produce your final class participation grade.

Writing assignments: There will be two writing assignments. The first assignment is a summary of an article provided by instructor. The second is a *Firmenprofil*. Each will be approximately 300 words.

Discussion of newspaper article: You select one of the topics listed in the syllabus and find a German newspaper article related to this topic. You provide your fellow students with a copy of the article or the appropriate Web site information on Friday. On the following Friday, you will lead a class discussion about your selected article. This discussion should last on average 30 minutes. If longer, no problem. Shorter is not appreciated. The article should be long enough to provide enough discussion material for the 30 minute discussion. 50% of mark is for quality of article and 50% for discussion group session.

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. Students who are found to be dishonest will receive academic sanctions and will be reported to the

University's Judicial Affairs office for possible further disciplinary sanction.

Disability Access: The university encourages qualified people with disabilities to participate in its programs and activities and is committed to 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 as determined by University policy or by province or federal authorities. 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.

Tentative Course Outline

German 372 (Business German) 2011

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| 1. Woche (10. Jan. 2011) | Kapitel drei |
| 2. Woche (17. Jan. 2011) | Kapitel drei |
| 3. Woche (24. Jan. 2011) | Interkulturelle Kommunikation |
| 4. Woche (31. Jan. 2011) | Interkulturelle Kommunikation |
| 5. Woche (7. Feb. 2011) | Werbung |
| 6. Woche (14. Feb. 2011) | Kapitel drei
Test Eins am Freitag |
| Reading Week | vom 21.2. bis 25.2.11 |
| 7. Woche (28. Feb. 2011) | Internationales Marketing |
| 8. Woche (7. März 2011) | Kapitel vier |
| 9. Woche (14. März 2011) | Kapitel vier und fünf |
| 10. Woche (21. März 2011) | Die EU |
| 11. Woche (28. März 2011) | Die EU und Kapitel fünf |
| 12. Woche (4. April 2011) | Kapitel fünf
Test Zwei am Mittwoch |