

GER372

German in the Workplace

This course builds on GER370. Our focus will be on strengthening our cross-cultural competencies, as well as intercultural communicative skills and sensitivity. GER373 will further help participants build and expand their German speaking, listening, reading and writing skills relevant to various professional contexts and prepare them for the *Goethe-Zertifikat B2*. The textbook, ***Fokus Deutsch, Erfolgreich im Alltag und Beruf*** can be purchased at U of T Bookstore.

LEARNING OBJECTIVES

- Acquire linguistic competencies and conventions awareness necessary to efficiently engage in professional email communication;
- Acquire linguistic competencies and contextual knowledge necessary to successfully pass a job interview (addressing personal strengths and weaknesses, salary negotiation, problem solving);
- Acquire linguistic competencies and culturally sensitive communicative skills necessary when navigating conflicts and disputes in professional environments;
- Gain knowledge and understanding of administrative bodies and authorities and their work in the German-speaking countries;

RULES & EXPECTATIONS



Respectful



Prepared

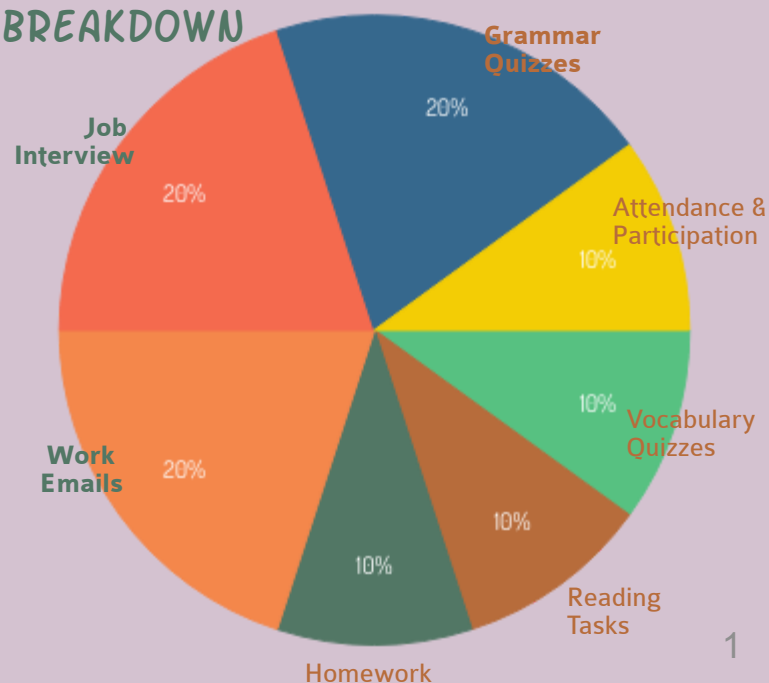


On Time

Class meets Tuesdays and Thursdays 12-2pm in CR405

Students are expected to come to class prepared and on time. Please always bring your textbook, homework binder, notebook and writing utensils.

GRADE BREAKDOWN



ASSIGNMENTS

GRAMMAR QUIZZES

We will write 2 Grammar Quizzes this term. Each quiz will be written in class and will take approximately 30-40 minutes. Quizzes will test grammatical structures covered in class. Make-up Quizzes will be possible only with a note from the Registrar's Office. Dates and content details can be found in the Semester Schedule.

WORK EMAILS

We will write 3 work-related emails. Drafts will be written in class and final versions will be completed at home. Dates and content details can be found in the Semester Schedule.

JOB INTERVIEW

This term, we will focus on honing our communicative skills and prepare for a (mock) job interview. This assignment consists of several stages (acquiring relevant communicative skills, evaluating job interview performances and finally participating in a mock-interview). The Mock Interview will take place over the **TalkAbroad** platform. Please note that there will be an additional cost of approx. CAD20,- for TalkAbroad, which must be covered by the student. Dates and details can be found on the Semester Schedule.

ATTENDANCE & PARTICIPATION

This course meets for a 2-hour block twice a week. Each student is allowed one unexcused absence. Every subsequent unexcused absence will result in 10% reduction of the A&P grade. An excused absence is one that has been reported on ACORN or with a college registrar. Please review the A&P Rubric for expectations and assessment criteria.

HOMEWORK

You will be assigned weekly homework from the textbook and additional materials provided in class. Homework assignments must be completed in the HW binder provided and will be collected on a regular basis.

VOCABULARY QUIZZES

You will write short vocabulary quizzed (10-15 mins each) on a regular basis. Vocabulary quizzes will test vocabulary covered in class. Dates and details can be found on the Semester Schedule.

READING TASKS

You will be assigned reading tasks on a regular basis. Reading Tasks will be uploaded on Quercus. Dates and details can be found on the Semester Schedule.

U of T POLICIES

ACADEMIC INTEGRITY STATEMENT

We take Academic Integrity very seriously here! 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 impersonation, 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, using online translators, 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. For more, please visit U of T's Office of the Governing Council.

ACCESSIBILITY

The German Department is committed to ensuring that all students have equal access to programs, facilities, and admissions. This course welcomes students with diverse learning styles and needs. If you have a consideration or a circumstance that requires specific accommodation for attending online course sessions, participating in group-work, or completing homework and assignments, we invite you to contact the course instructors and Accessibility Services (accessibility.services@utoronto.ca) as soon as possible to make necessary arrangements.



Willkommen bei
GER372!