

The University of Toronto

German Business Culture I

Synchronous Online Course

GER370HF / 2020-2021

Classes meet on U of T's Zoom Platform, 10am-12pm EST on Tuesdays & 10am-11am on Thursdays

	Name	Email	OHs
Instructor Term 1:	Prof. Stefana Gargova	Stefana.gargova@utoronto.ca	Tuesdays 11-12 and by appointment

DESCRIPTION AND COURSE GOALS



GER370HF (GER) German Business Culture I

This **synchronous** online course will provide students with an exciting opportunity to learn about and experience German business culture, all awhile helping them strengthen and develop their cross-cultural competencies, as well as intercultural communicative skills and sensitivity. Students will learn how to competently engage in business communications, as well as navigate phone and email etiquette. In addition, participants will work on compiling their own job application portfolio.

The course will further help participants build and expand their German speaking, hearing, reading and writing skills relevant to various professional contexts and prepare them for the *Goethe-Zertifikat B2*. An authentic German textbook, as well as regular exploration of

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relevant media and top German financial and business magazines alongside exciting hands-on projects make this course a valuable learning experience for anyone who wishes to prepare themselves for successfully navigating the global business community.

Prerequisites: GER300

Regular online meetings will be devoted to communicative and interactive exercises and group work. In order to successfully participate in these activities, independent work and preparation are paramount.

MATERIALS

The textbook is available for purchase at University of Toronto Bookstore - <https://uoftbookstore.com>

Fokus Deutsch - Allgemeine Ausgabe, B2 - **Erfolgreich in Alltag und Beruf**. Kurs- und Übungsbuch mit PagePlayer-App inkl. Audios und Übungen zum Kurs und Übungsbuch. Cornelsen, 2. Druck 2019.

ISBN: 978-3-06-020991-0

Herzlich Willkommen und viel Erfolg!

REQUIREMENTS

Anschreiben (<i>Bewerbungsmappe</i>)	15%
Lebenslauf (<i>Bewerbungsmappe</i>)	10%
Motivationsschreiben (<i>Bewerbungsmappe</i>)	15%
Referat	15%
Hausaufgaben	15%
Grammatiktest	15%
Vorbereitung, Anwesenheit & Teilnahme	15%

In order to be able to fully participate in this course and the live Zoom meetings, students will need a stable internet connection, a camera and a microphone. Turning your camera on will be mandatory, particularly during presentations, group discussions and online assessments.

CLASS FORMAT

The online sessions will be entirely conducted **in German**, and you are expected to use German during instruction times as well. You will see progress swiftly if you concentrate on speaking German during online sessions all the time. Your instructor will use many partner and group activities, which are to be completed entirely in German. Don't be afraid to make mistakes! They are part of the learning process. Note that you will not be evaluated on error-free speech, but on your **continuous efforts to speak in German!** This course will provide you with a **welcoming, respectful, and fast-paced learning environment.**

LIVE RECORDINGS OF ONLINE SESSIONS

Please note that the online sessions of this course will be recorded and uploaded on Quercus for reference. These live recordings will be available for a short period only. They are intended to be used as a student study aid and are not a substitute for regular attendance unless there are special circumstances (i.e. you are out of the country and in a different time zone) and you have an explicit permission from the course instructor.

Video recordings will mostly capture the instructor and the shared screen. However, your voice and video, may be captured as well. If you have any concerns about being recorded, please speak to your instructor.

Live recordings of online sessions **may not be reproduced or posted or shared** anywhere other than the official course Quercus site and should only be used by students currently registered in the course. Because live recordings of online sessions will be provided for all lectures, students may not create additional audio or video recordings without written permission from the instructor. Permission for such recordings will not be withheld for students with accommodation needs.

PRIVACY CONSIDERATIONS

Students may not record any portion of a lecture without the prior and explicit written permission of the course instructor. Provostial guidelines on the Appropriate Use of Information and Communication Technology, available at <https://www.provost.utoronto.ca/planning-policy/information-communication-technology-appropriate-use/>, state that:

The unauthorized use of any form of device to audiotape, photograph, video-record or otherwise reproduce lectures, course notes or teaching materials provided by instructors is covered by the Canadian Copyright Act and is prohibited. Students must obtain prior written consent to such recording. In the case of private use by students with disabilities, the instructor's consent must not be unreasonably withheld.

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Students may not create **audio recordings** of classes with the exception of those students requiring an accommodation for a disability, who should speak to the instructor prior to beginning to record lectures. Students creating unauthorized audio recording of lectures violate an instructor's intellectual property rights and the Canadian Copyright Act. Students violating this agreement will be subject to disciplinary actions under the Code of Student Conduct.

Students may not take **screenshots** of class chats, class discussion board entries or any other course content without the prior and explicit permission of the course instructor. Taking screenshots of class chats, discussion board entries or other class content and distributing them via the Internet using social media such as Facebook, peer-to-peer file sharing such as One Drive or Dropbox, or other distribution channels may be considered a **violation of privacy** and of intellectual property rights. Students violating this agreement will be subject to disciplinary actions under the Code of Student Conduct. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, persons who have special needs will be accommodated.

ATTENDANCE & PARTICIPATION

This is a synchronous online language course that meets twice a week for one two-hours block and one 1-hour session on Zoom. The German Department allows each student to miss maximum two online meetings (i.e. 3 hours) per term. For each subsequent unexcused absence, a student will incur a 10% penalty off the class participation and attendance grade of the course. An excused absence is defined as one that has been validated in writing by a physician, surgeon, nurse practitioner, dentist, and clinical psychologist, or a person of authority, e.g. college registrar. Absenteeism inherently has indirect bearing upon all other aspects of the grade weighting. Test material and assignments are based on tasks, activities and information presented during the online meetings. If, for any reason, you cannot attend class, please contact your instructor. They will inform you on the best ways to catch up on the material.

Students will be further required to regularly contribute to online discussion boards and other group or individual work (i.e. *Wort-der-Woche*). Discussion board entries and *Wort-der-Woche* each account for 25% of your attendance & participation grade.

HOMEWORK

You can expect to spend approx. 2-3 hours on homework every week. You will be assigned homework from the textbook, workbook, and other media outlets. The homework exercises will focus mainly on grammar and syntax. No late homework will be accepted without a legitimate excuse. Advice: In order to have a meaningful learning experience, you should do the homework assignments on a daily basis, rather than all at once at the end of the week. It is important that you complete your homework regularly because the independent work you do will have a direct influence on your ability to actively participate in all other off and on-line activities.

GRAMMAR TEST

You will write one grammar test that will cover structures presented in the textbook and intended to prepare you for the *Goethe-Zertifikat B2*. No make-up tests are allowed unless the student has a legitimate excuse and has communicated this to their instructor **prior to the assignment**. If you should fall ill on the day of the test, please let the instructor know **before class**. A make-up test must be written no later than a week after the actual assessment date.

PRESENTATION (*REFERAT*)

At the end of each term, students will hold a live group presentation in front of the class. These oral assessments will be graded for thorough research and preparation, coherent, fluent and compelling presentation, accurate use of acquired grammar and vocabulary. Exact times will be arranged with the course instructor.

JOB APPLICATION PORTFOLIO (*BEWERBUNGSMAPPE*)

You will write three (3) written compositions altogether as part of your Job Application Portfolio (*Bewerbungsmappe*). These are Anschreiben, Lebenslauf and Motivationsschreiben. The specifics of each assignment will be indicated by your course instructor.

Having your assignments proofread by someone else who is proficient in German can be considered **plagiarism**, as you are submitting someone else's work as your own. The use of translation software or online translation tools such as Google translate will not only be considered **cheating**, but you will miss a chance to reflect upon and improve your writing skills. The purpose of the composition is to show your ability to use the vocabulary and grammar learned in the course in accordance with your level of German.

MOBILE DEVICES

In order to minimize distractions during class time, we ask that phones or similar mobile devices be off during online meetings unless requested otherwise by the course instructor.

ACCESSIBILITY

The 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.

ACADEMIC INTEGRITY STATEMENT

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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, 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. Please visit <http://www.governingcouncil.utoronto.ca/policies/behaveac.htm> for additional information on the code of behavior on academic matters.

GRADING SCALE

Percentage	Letter Grade
90-100	A+
85-89	A
80-84	A-
77-79	B+
73-76	B
70-72	B-
67-69	C+
63-66	C
60-62	C-
57-59	D+
53-56	D
50-52	D-
0-49	F