

GER 3440 – GERMAN IN BUSINESS
SECTION 03CC

TIME: T 3&4 – R 4 ROOM: LITTLE HALL 225

Instructor: Franz Futterknecht

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Office Hrs: T 5th – R 5th

Final Exam: December 13th 5:30 – 7:30pm

General Information:

This is a hybrid course. That means it is an online course, built in the CANVAS course management system of the University of Florida. All course materials are web-based and all information about assignments and activities will be provided through CANVAS. The digital tools used for homework assignments, quizzes and tests are also those provided through CANVAS. Students do not have to get additional software or programs.

Objectives:

In this course, students will learn about the Federal Republic of Germany as a business location. They will also learn about the structure of the German economy, which Germans consider a successful model of a social market economy. We will study the key aspects of this social market system.

In recent decades, the German government has not only been endeavoring to maintain a social balance and a high degree of social harmony, but has also been working towards a sustainable economic development that integrates economic growth and environmental protection. We will study this aspect of the German economy.

Since Germany is a member of the European Union, students will learn about both the positive and problematic aspects of this membership.

Students will learn about the major German corporations and the strong sectors of German industries. This course is also designed to teach students how to get around in Germany and educate them about what there is to see and do when not working.

Students will improve their communication skills, practice phone calls, become familiar with the rules of etiquette in the German business world and learn how to write a CV and job applications.

Within the area of business German, students will improve their:

- reading skills by reading articles about the German economy and business world;
- listening skills by watching videos and listening to audios;
- speaking skills by conversations with partners and by making presentations;
- writing skills through emails.

Procedures:

In its pedagogical approach, this course is student-centered. The knowledge that the participants acquire will be researched and presented by students. All course topics will be assigned by the professor.

Students work in small groups. Groups in CANVAS have their own workplace. Using the Group Conference Room, students will study the different topics, create a presentation and record their presentation. The presentations will be graded. The 'official' course language will be German! For each topic, **one** group is assigned to make a presentation in class. Every presentation is followed by a classroom discussion. Students are also graded for their participation in the classroom discussions. For each module, there is a short list of articles and videos that each student is required to read or to watch. At the end of every module, there will be a module quiz.

Students will learn how to access online sources dealing with the German economy. Each student will choose one of these sources (TV, radio, newspaper) and watch, listen to, or read the main German business news every day.

Students will be asked randomly in class about the news of the week. Normally, this 'news discussion' will take place at the beginning of the Tuesday sessions.

Attendance:

Attendance is mandatory. You will be granted two unexcused absences before your grade points will be lowered by 3 points for each additional unexcused absence. Since we meet on Tuesday for 2 periods, this would count as two absences. Should you know in advance that you have to miss class, please let me know as early as possible.

Written documentation for excused absences must be provided.

You are expected to be punctual. I reserve the right to regard constant tardiness as an absence.

Homework:

Information on homework assignments will be provided in the Assignment pages in CANVAS.

Quizzes and Tests:

There will be a quiz at the end of every module. The quizzes consist of vocabulary and content questions. The midterm will be a two-hour exam that will take place after the 4th module. The final exam is scheduled for December 13th 5:30 – 7:30pm.

There will be absolutely no make-up assignments/quizzes/tests, unless a documented excuse is provided.

Classroom accommodations:

Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to me when requesting accommodation.

Grades:

Your final grade will be determined as follows:

- 35% oral presentations, participation in group work and classroom discussions
- 15% quizzes
- 20% midterm exam
- 30% final exam

Grading Scale:

- 93 - 100% = A = 4.0
- 90 - 92% = A- = 3.67
- 87 - 89% = B+ = 3.33
- 83 - 86% = B = 3
- 80 - 82% = B- = 2.67
- 77 - 79% = C+ = 2.33
- 73 - 76% = C = 2.0
- 70 - 72% = C- = 1.67
- 67 - 69% = D+ = 1.33
- 63 - 66% = D = 1.0
- 60 - 62% = D- = 0.67
- Less than 60% = E = 0

(Students with S-U option: Please note that a minimum of 73% ("C") is required to pass this class as "Satisfactory.")

Class Schedule:

- Module 1: Wirtschaftsstandort Deutschland
- Module 2: Soziale Marktwirtschaft
- Module 3: Industriesektoren und Unternehmen
- Module 4: Wirtschaft und Unternehmen in den Medien
- Module 5: Kommunikative Fertigkeiten: Präsentationen, Telefonate und Korrespondenz
- Module 6: Interkulturelle Wirtschaftskommunikation
- Module 7: Business Ettiquette
- Module 8: Arbeitswelt
- Module 9: Bewerbung, Lebenslauf und Bewerbungsgespräch
- Module 10: Was man in Deutschland machen kann, wenn man einmal nicht arbeitet
- Module 11: Aktuelles