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Introduction

Welcome to GRMN3501 Professional German!

Germany is one of the leading business locations in Europe with a superb infrastructure and lifestyle. It is one of the world's market leaders in renewable energies and a "world champion" in exports. It has an enviable reputation for research and development, innovation, quality in workmanship, precision and reliability. It is also known for its creativity, open and progressive media landscape and media quality. Its neighbours, Austria and Switzerland - all German speaking - are similarly impressive.

German is the language most widely spoken in Europe, thus studying German and acquiring the associated intercultural communication skills that come with learning another language, provides you with excellent opportunities to join a fast growing, global workforce. Professional German language skills can give you (or, if you are a teacher, also your students) the edge in an increasingly competitive international or global employment market, where excellent professional skills and experiences may no longer suffice.

This course prepares you for day-to-day situations in German-speaking professional and business environments. It is intended for learners of German who now wish to work towards an intermediate (B1) level of language and cultural proficiency. The degree of difficulty follows the Common European Framework of Reference for Languages (CERF).

Dr Astrid Gesche

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Fax: +61 (0)2 6773 3735
Mail: Dr Astrid Gesche
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      University of New England
      ARMIDALE NSW 2351
Prescribed textbooks


Please note that all prescribed resources will be used for 2 semesters.

Textbook information, including options for purchasing the text, is available at http://www.une.edu.au/studentcentre/textbook-info.php.

Recommended textbooks


  Or:


* The content of the Audio-CDs has been uploaded under licence to UNE’s Blackboard site for this unit. Unless you prefer to have your own set of CDs at your disposal, it is thus not necessary to purchase them separately.

Teaching Program

You will find the Weekly Study Program in this handbook. A more detailed version has been uploaded to Blackboard under “Your Learning”. The online course consists of 5 modules per semester, one module per chapter. Each module guides you on a week-by-week basis through each chapter and ‘Block’ (= subsection). At the end of each ‘Block’, you will find many (but not all) of the answers to the exercises in your textbook.

Contact hours and home study

The course generally offers a one hour on-campus language tutorial per week. In addition to this, you should plan to put in 8-9 hours a week of home study.

Study guide for GRMN3501

The following study guide provides useful tips of how to study Professional German at this level of language proficiency. It also contains detailed instructions to assist you in working through the chapters and activities of the learning resources of Dialog Beruf 2 and any supplementary material that may be used.
Studying this course introduces you to the German language as it is used in the workplace. All communication takes place in German.

**Why are the materials used and the activities taught in this course important to my progress?**

Studying this course introduces you to the German language as it is used in adult life, particularly in professional interactions (employment, business transactions, e.g., ordering and purchasing goods, banking, writing simple business letters). The material and the activities build and interact with each other in such a way that they reinforce and consolidate your learning. They also challenge you to cope and deal with more complex or lengthy discourse. This is especially so for the listening activities.

You will learn and practise many new phrases, words and grammatical structures as used in professional life and polite everyday discourse. Along the way, you will also expand and deepen your cultural knowledge. Your online Blackboard site presents you with the week-by-week ‘Lernziele’ and an “Übersicht”, before guiding you through each ‘Block’. Access the site frequently to check whether you have completed all the work required of you during the semester.

**Do I receive helpful feedback on my learning?**

Your tutor will provide you with immediate feedback on your learning in class. You should contact your local tutor first for any questions you may have.

Everyone can get additional support by posting specific questions to our UNE discussions board. I will usually reply within 72 hours. You can also come to our weekly virtual classroom session.

Together with your own learning in your own time, these measures are intended to support you as much as possible.

**How do the structure and organisation of the course assist my learning?**

In order to make it easy for you to learn, the course is tightly structured. Each new theme begins with an introduction, followed by exercises (text, vocabulary, grammar, integration of the former) and finally, authentic 'hands-on' scenarios. As you move from block 1 to block 5/6 of each chapter in your textbook, you will notice that there is a shift in emphasis, from learning structure and content to applying both in context. The teaching material we use is based on a careful analysis of what linguistic, content-specific and intercultural skills are required in professional 'real' life situations.

**How do the assessment tasks relate to what I am expected to learn?**

Your assessment tasks are closely related to what you are expected to learn and are of direct relevance to the topics you encounter during this semester. One of the main requirements for you this semester is to acquaint yourself with a totally new 'register' and genre. Learning how to use the new vocabulary and phrases appropriately is essential in this course. Getting acquainted with the employment processes and conventions, and writing your own job application (Assignment 1) is a very practical and useful assignment task, should you consider applying for a job in the future. We hope that you will find the information and knowledge gained while researching suitable companies and/or organisations helpful when planning your employment pathway (Assignment 2, Task 1). The company descriptions fulfil
another function. Your research will show you that the language and linguistic style these companies or organisations use to describe themselves mirror those used in class. In this way, the postings reinforce your own learning. The oral exam (Assignment 2, Task 2) is an opportunity to showcase your learning and apply it to specific situations. Newcastle students will conduct their oral exam (preferably as pair work) in front of their tutor in class. The quizzes are designed to keep you on track with your learning and to reinforce vocabulary, phrases, and cultural background knowledge. Finally, preparing for your final exam will round off your learning.

Do I receive guidelines or criteria that explain how individual assessment tasks will be marked?

Yes, you will receive a detailed criteria sheet for each assessment item. If in doubt about any statements made, please don't hesitate to ask for additional information or for clarification.

How do the resources recommended for this course help me to learn?

The course (structure and content) is based on your resources Dialog Beruf 2 and Geschäftskommunikation. They are fundamental for your learning. The Dialog Beruf 2 textbook and workbook complement each other. You need to work through both to master the content of this course. Refer to your Lernplan (learning plan) to check how both relate to each other in detail. In addition, at the beginning of each new chapter, your workbook provides you with a Wortschatz (vocabulary) list. Please refer to a good quality, substantive dictionary to translate these words into English. The Übungen (exercises) section to the right of each word gives you the context. As you know, each word in a dictionary can have different meanings. It is the context which provides you with the correct translation. If in doubt, choose the translation that is most relevant in the business/professional context. At this level of learning (past the beginners level), you are responsible for your own learning; for this reason, as you can see from your textbook, German learning resources no longer provide students with translations.

Is the feedback provided by students used to improve this course?

Yes. Between weeks 4 to 6 you will be asked to provide three positive and three negative evaluative comments for this course. This informal evaluation gives me the opportunity to quickly respond to possible changes that need or ought to be made. While some of the requests cannot be changed (eg. timetabling), I will endeavour to do what I can. As this is the first year in which we offer Professional German at UNE, your early feedback is very important to us.

How much do I need to know?

Ideally, you should learn all the material covered in this course. If you have an active command of 50% of the material covered in this course, you will pass, while 65% will earn you a credit, 75% a distinction and 85% and above a high distinction mark.

General and specific skills regarding the study of German

Certain generic observations may be made in regard to skills that may be expected to result from university study of whatever nature and discipline. The following comments relate to
benefits expected to result from the study of German and of foreign languages in general, particularly in an Australian context:

- Learning another language and discovering its culture/s contributes to the learner's global education process and assists in communication and socio-cultural understandings.
- Learning a second language gives students the skills to learn a third or fourth language.
- Knowledge of a second language enhances career prospects in a variety of fields including teaching, international law, trade and commerce, diplomatic affairs and administration.
- Studying a second language is interesting, challenging and develops awareness of English. Language acquisition fosters personal development.

**Online Discussion**

You will also be provided with an opportunity to develop your language skills by using online materials and the discussion board. There you will be able to engage in discussions via the net with the other members of the group studying this course through UNE and with the academic staff.

**GRMN3501 Online**

German at UNE has been online since the beginning of 2000 and has become increasingly popular with students who enjoy the frequent virtual contact with us. It gives the learners as well as the teachers the possibility to communicate as a group which has proved very beneficial in many ways. The Discussions Board is where we all post our messages for anybody to read and where lively discussions take place.

With online learning you can study and hold discussions (real time or delayed) whenever and wherever you choose. You can get access to a wide variety of resources and you will be able to learn in a more interactive and collaborative way.

This eases the sense of studying alone, and faster feedback is a real advantage.

**IMPORTANT NOTE!**

The Discussions Board will also be used to communicate important information to students about the course.

We will assume that students check the Discussions Board on a regular basis (at least once a week) for administrative notices.

**How to access your online courses**

You will be allocated a user name and password by UNE. You will receive them by email once enrolments are finalised at Newcastle. Once you have received your UNE username and password you can access your courses through UNEonline. Notify Dr Astrid Gesche immediately by email (agesche@une.edu.au) if you do not receive your username and password on your official Newcastle email address by the first week of semester, if it doesn’t work or if it ceases to work.
1. From the UNE Homepage type in the following URL: http://olt.une.edu.au/

2. Log in to the Blackboard Learning System.

Any problems with registration and initial online course access should be directed to Dr Astrid Gesche.

   Phone: (02) 6773 3068

   Email: agesche@une.edu.au

Setting a bookmark (favourites) in your browser at this stage will enable you to return here easily.

When you have entered your UNE username and password, a personalised page will open. It will list all the courses you are currently studying and identify those that are online. Enter each online course by clicking ONCE on its title.

If you are experiencing any difficulties at all, contact Dr Astrid Gesche, as it is important to sort them out early.

Your online components

Your online course has been designed to include a number of tools and features to help you study the course and complete course requirements.

Virtual classroom

German has access to a virtual classroom. Simply open this website and log on with your name, then press control to talk!


Submission of assignments

Submit your written assignments to your tutor. Conduct your oral assignment with your tutor.

Student help

The 'Student help' icon gives you access to instructions and information about the UNEonline tools, general Discussions board rules and ethics and other aspects of online study at UNE.

Withdrawal from GRMN3501

Students may see their on-campus tutor or contact their Course Coordinator any time to discuss difficulties and/or learning problems. We would urge you to consult your Course Coordinator or tutor by letter, email or telephone if you are considering withdrawing at any stage of the course, as we are probably better placed to assess your situation within the broader scope of the course. There is nothing more disappointing for us than to see students withdraw, who would have passed the course, and passed well.

Remember, we are here to help you. No issue is too big or small to raise with us. Don't stress out. Contact us instead!
If you do need to withdraw, you will need to follow your university’s procedure for withdrawing from a course. It is recommended that you do so before the census date, otherwise you may be charged HECS and awarded the grade of fail, incomplete.

**Note:** Informing your tutor or course co-ordinator of your intention to withdraw is **not enough to withdraw you from the course!**

**University of Newcastle policies**

**Special extensions of time, special examinations and plagiarism**

You should familiarise yourself with the Faculty of Education and Arts Policies, as well as University Rules and Policies. Where a student has a query or concern about a particular policy they should consult with the Program Co-ordinator in the first instance. You can find links to many of the relevant University policies on the web at Policy Library [http://www.newcastle.edu.au/policy/](http://www.newcastle.edu.au/policy/)

**Student Exchange Programs**

Contact the International Office for details on exchange partner universities in Germany and Austria. Normally you will have completed or be completing GRMN2502 when you go on exchange.

**Library services**

The Auchmuty Library has copies of all the textbooks, set and recommended.
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Assessment

The assignments for this course are:

- 2 assignments: 40%
- 3 Quizzes: 15%
- 2 hour Written Examination: 45%

**TOTAL:** 100%

Due dates

As this course is being undertaken by groups of students from different universities, weeks vary according to your university’s academic calendar. Please select the weekly student program for Newcastle and note when your assessment is due accordingly. The assignments are due by 5 pm on the Friday of the week indicated. Written tasks are to be handed to your tutor by the due date.

Assessment details

The assessment for GRMN3501 will comprise:

- Two (2) assignments;
- Three (3) online quizzes and
- A two-hour final examination

Your assessment tasks are closely related to the aims and learning outcomes for this course. One of the main requirements for you this semester is to begin to acquaint yourself with the language of professional German and its associated socio-cultural norms and regulations. Using all four language skills - speaking (oral), listening (aural), reading and writing - and applying essential grammatical structures in speech and writing, you should be able to hold independent conversations in German and read texts on defined, everyday, work-related topics. The assessment tasks are progressive and cover the material learnt during previous sessions.

Key criteria for marking include:

- High and consistent level of accuracy in language use of an intermediate standard;
- Extensive and appropriate use of work-related vocabulary and phrases;
- Logical (norm-based) sequencing of discourse; succinctness
- Correct work-related verbal and behavioural interactions (business etiquette);
- Evidence of critically researched relevant literature.

All assessment tasks integrate with and develop aspects of graduate attributes. This course addresses most of the graduate attributes at an intermediate level. It is anticipated that you will continue to build on these skills throughout your enrolment in your chosen degree.
Through your assignments and assessment items you demonstrate a continuous increase in knowledge of German language and society and a further development of your overall communication skills. The assessment tasks will also develop your information literacy and problem-solving skills, while at the same time requiring you to take responsibility for your own learning and professional development.

**Assessment details**

All items must be submitted/completed to satisfy course requirements. Students must pass the examination to pass the course.

All assignments and assessment items have to be completed in German, unless otherwise indicated. Writing in capital letters only is not permitted. You must use the German *Umlaute* and the letter “ß”.

**Assignment 1: Listening/Writing**

**Due date:** Week 6 (Friday)

**Weight:** 20%

**Length:** Approximately 300-350 words

**Topic:** Applying for a Job

**Task 1:** Writing an application (*Bewerbung* and *Lebenslauf*).

**Task 2:** Listening to a job interview and answering a set of accompanying questions to demonstrate comprehension.

**Assessment criteria for Assignment 1**

**Task 1:** Content; accuracy of language; use of work related vocabulary and phrases; observance of structure and norms.

**Task 2:** Listening comprehension; accuracy of language.

**Assignment 2: Research-Writing/Speaking**

**Due date:** Week 12 (Friday)

**Weight:** 20%

**Length:** Approximately 400-450 words

**Topic:**

**Task 1:** Researching a German, Swiss, or Austrian company/organisation or an Australian company/organisation with close ties to a German-speaking country for the purpose of finding employment in this company and writing a brief report.
**Assessment**

**Task 2:** Role play (oral). The role-play will simulate one of the business scenarios studied during the semester (e.g. Vorstellungsgespräch; Beratungs- und Informationsgespräch; Geschäftsessen).

**Assessment criteria for Assignment 2**

**Task 1:** Evidence of research; content, creativity, language, structure. This task needs to be posted to the discussions board. A hard copy has to be handed in to your tutor.

**Task 2:** The role play will assess fluency, communication strategies, linguistic accuracy, the use of new vocabulary and phrases specific to the world of business and appropriate to the situation, etiquette, and general socio-cultural knowledge.

**Other assessable components**

**Quizzes:** 3 Quizzes

- **Due date:** Quiz 1 (Week 3); Quiz 2 (Week 9); Quiz 3 (Week 13) (Fridays)
- **Weight:** 15%
- **Length:** 10 questions per quiz

**Topic:** The quizzes revise the vocabulary, common expressions and key grammar points of chapters 1, 2 and 3, and 4 and 5. In each case, the quiz will be made available during the week after you have completed the chapter (see the weekly program). The quiz will remain in the online unit until the end of the semester. You are advised, however, to do the quiz soon after working through and learning the material in the relevant chapter.

You can do the quizzes twice each. The overall duration is 1 hour. The best mark is recorded for each student. You should read the tips on the homepage of the UNE GRMN301 online unit which cover accuracy, and how to type the German Umlaute, i.e. ä, ö, ü, and the letter ß.

**Assessment criteria for Quizzes 1 to 3**

Assessment is on a true/false basis.

**Examination**

There will be one two-hour examination at the end of the semester. An outline of the examination (types of questions, number of questions, etc.) will be made available online in May.

The written examination is a compulsory part of the unit. The examination will be based on the material covered in both Dialog Beruf 2 and Geschäfts kommunikation.

For this examination, no dictionaries of any kind or textbooks or notes are permitted.

**Written Assignment Presentation and Submission Details**
Students are required to submit assessment items by the due date. Late assignments will be subject to the penalties described below.

**Hard copy submission:**

**Type your assignments:** All work must be typewritten in 11 or 12 point black font. Leave a wide margin for marker’s comments, use 1.5 or double spacing, and include page numbers.

**Word length:** The word limit of all assessment items should be strictly followed – 10% above or below is acceptable, otherwise penalties may apply.

**Proof read your work** because spelling, grammatical and referencing mistakes will be penalised.

**Staple the pages** of your assignment together (do not use pins or paper clips).

**University coversheet:** All assignments must be submitted with the University coversheet: [http://www.newcastle.edu.au/school/hss/for-students/current.html](http://www.newcastle.edu.au/school/hss/for-students/current.html)

**Do not fax or email assignments:** Only hard copies of assignments will be considered for assessment. Inability to physically submit a hard copy of an assignment by the deadline due to other commitments or distance from campus is an unacceptable excuse. Assignments mailed to Schools are accepted from the date posted.

**Keep a copy of all assignments:** All students must date stamp their own assignments using the machine provided. Mailed assignments to schools are date-stamped upon receipt. However, it is the student’s responsibility to produce a copy of their work if the assignment goes astray after submission. Students are advised to keep updated back-ups in hard copy and on disk.

**Online copy submission**

In addition to hard copy submission, students can submit an electronic version of the assignments, including quizzes via the course website. Make sure you put your name and the assignment number in the document header

**Penalties for Late Assignments**

Assignments submitted after the due date, without an approved extension of time will be penalised by the **reduction of 5% of the possible maximum mark** for the assessment item for each day or part day that the item is late. Weekends count as one day in determining the penalty. Assessment items submitted **more than ten days** after the due date will be awarded **zero marks**.

**Special Consideration/Extension of Time Applications**

Students wishing to apply for Special Consideration or Extension of Time should obtain the appropriate form from the Student Focus.


**No Assignment Re-submission**
Assessment

Students who have failed an assignment are not permitted to revise and resubmit it in this course. However, students are always welcome to contact their Tutor, Lecturer or Course Coordinator to make a consultation time to receive individual feedback on their assignments.
Remarks

Students can request to have their work re-marked by the Course Coordinator or Discipline Convenor (or their delegate); three outcomes are possible: the same grade, a lower grade, or a higher grade being awarded. Students may also appeal against their final result for a course. Please consult the University policy at:

http://www.newcastle.edu.au/policy

Return of Assignments

Students can collect assignments from your tutor during class

Preferred Referencing Style

In this course, it is recommended that you use the Harvard in-text referencing system (similar to the APA system) for referencing sources of information used in assignments. Inadequate or incorrect reference to the work of others may be viewed as plagiarism and result in reduced marks or failure.

An in-text citation names the author of the source, gives the date of publication, and for a direct quote includes a page number, in parentheses. At the end of the paper, a list of references provides publication information about the source; the list is alphabetised by authors' last names (or by titles for works without authors). Further information on referencing and general study skills can be obtained from:


Student Representatives

We are very interested in your feedback and suggestions for improvement. Student Representatives are the channel of communication between students and the School Board. Contact details of Student Representatives can be found on the School website.

Student Communication

Students should discuss any course related matters with their Tutor, Lecturer, or Course Coordinator in the first instance and then the relevant Discipline or Program Convenor. If this proves unsatisfactory, they should then contact the Head of School if required. Contact details can be found on the School website.

Essential Online Information for Students

Information on Class and Exam Timetables, Tutorial Online Registration, Learning Support, Campus Maps, Careers information, Counselling, the Health Service and a range of free Student Support Services can be found at:

http://www.newcastle.edu.au/school/hss/for-students/current.html