

Course Code and Title	
MLI62A002 Basics in Business German 2	3 cr
Learning Outcomes and Content	
<p>Learning outcomes for this course, upon successful completion, include the ability to: 1) understand phrases and expressions related to concrete areas such as personal and family information, shopping, local geography, and employment, provided the speaker articulates clearly and slowly, 2) give a simple description or presentation of people, living and working conditions, daily routines, and likes/dislikes, 3) express opinions when addressed directly in a formal meeting, provided one receives help with formulation and can ask for repetition of key points if necessary, 4) understand short, simple texts on familiar matters which consist of high frequency, every-day or job-related language, 5) produce a series of related phrases and sentences linked with connectors such as “and”, “but”, “because” and “therefore”, and 6) know some typical features of the culture and business life in countries where German is spoken.</p> <p>Content: This course will build on student knowledge of basic German grammar and vocabulary. Students will gain more experience in listening, speaking, reading and writing German for daily life and to some extent for business contexts. In addition, students will gain deeper knowledge of culture in countries where German is spoken.</p> <p>CEFR: Beginning level A1, Target level A2</p>	

Instructor Name and Profile
<p>Andrea Liebschner</p> <p>In 2005 Andrea Liebschner obtained a Magister Diploma in Slavonic Studies (Russian) at the Saarland University in Saarbrücken, Germany. In 2007 she obtained her postgraduate teaching certificate for German as a foreign language at the Saarland University. In 2016 she obtained her PhD degree in Russian at the University of Glasgow. She has taught at universities and educational institutions Russia, Poland, Germany and UK. She is a teacher at the Goethe Institute Finland in Helsinki.</p>

Email Address

andrea.liebschner@aalto.fi

Office Hours

14-15

Required Reading

Menschen A 2 Kursbuch (textbook, contains 24 lessons in 8 modules); authors: Habersack, Pude, Specht

Menschen A 2 Arbeitsbuch (workbook); authors: Breitsameter, Glas-Peters, Pude
Hard copies available at Hueber Verlag, Germany (www.hueber.de)

Suggested: A German-English dictionary (hard copy)

Course Schedule

Deduction due to an absence on the first day of the course: 5 points (on a 100-point scale) will be deducted from the student's final raw score before converting it to the final grade. If a student is absent on the first day due to illness, and provides the Manager of Academic Operations with a medical certificate, the 5-point deduction will be waived. The Manager of Academic Operations will then inform the instructor of the waived deduction.

Session # and Date	Topic/s	Assignment/s
Session 1: 1.7.2024	TOPICS: Introduction, self-presentation, jobs, Telling stories GRAMMAR: possessive articles, repetition past tense (perfect, imperfect)	

Session 2: 2.7.2024	TOPICS: Living environment, furniture, tourism GRAMMAR: Wechselpräpositionen, nouns ending er- und -ung	
Session 3:3.7.2024	TOPICS: Shopping and city, sightseeing, e-mails GRAMMAR: adjectives	Vocabulary quiz 1
Session 4:4.7.2024	TOPICS: culture, sport, fitness GRAMMAR: temporal prepositions, conjunctive 2	Presentation 1 “my favourite city”
Session 5:5.7.2024	TOPICS: Disease and working life GRAMMAR: conjunctions, adjectives part 2	Grammar test 1
Session 6:8.7.2024	TOPICS: restaurant and company presentation GRAMMAR: conjunctions, reflexive verbs	
Session 7:9.7.2024	TOPICS: Nutrition, language learning GRAMMAR: conjunctions wenn, als	Presentation 2 “my favourite restaurant or cafe”
Session 8:10.7.2024	TOPICS: post, telecommunication, media GRAMMAR: passive present tense, verbs with dative and accusative	Vocabulary quiz 2

Session 9:11.7.2024	TOPICS: Hotel, travel, traffic directions GRAMMAR: local prepositions, indirect questions	
Session 10:12.7.2024	TOPICS: weather, events, commenting and small talk GRAMMAR: verbs with prepositions, local prepositions continuation, question types, adverb worauf	Grammar test 2
Session 11:15.7.2024	TOPICS: The press, books and documentation, writing a report GRAMMAR: past tense modal verbs, demonstrative pronouns, verb lassen	
Session 12:16.7.2024	TOPICS: mobility, online applications and services GRAMMAR: conjunctions bis/seit	Presentation 3 “my favourite book/ film”
Session 13:17.7.2024	TOPICS: school, education, writing a CV GRAMMAR: relative pronouns, relative clause	
Session 14:18.7.2024	TOPICS: working abroad, job interview, job application GRAMMAR: past tense, simple past	Final written exam
Session 15:19.7.2024	TOPICS: job interview, job application	

Grading	
Course Requirements	Weighting (%) or maximum points
Grammar Test 1	15%
Grammar Test 2	15%
Quiz 1	3%
Quiz 2	3%
Presentation 1	8%
Presentation 2	8%
Presentation 3	8%
Participation	10%
Final exam	30%
	Total
	100
Conversion scale (if student work graded 0-100)* Final grade (official scale) 90 - 100 5 80 - 89 4 70 - 79 3 60 - 69 2 50 - 59 1 0 - 49 0	
<p>*Note to faculty: Please include here in the syllabus the conversion scale you will use to reach the final grades in the course. Note that the School of Business does not use a common grading conversion scale. We have provided above the conversion scale most commonly used in courses in the Mikkeli program for your information. If you wish to use a different conversion scale, let the Program Director know before submitting the syllabus.</p>	

ECTS STUDENT WORKLOAD
<p>This course is a 3 ECTS unit course, following the ECTS (European Credit Transfer System) guidelines of Aalto University School of Business. The number of hours the average student is expected to work in the course is 80 (including in-class and out-of-class work).</p>

Types of Hours	Number of Hours
Contact hours (on- and off-campus):	45
Out-of-class hours:	35 (Sum of fields below)
Work with course materials, eg required reading	30
Exam preparation	5
Individual research & writing	
Team projects (meetings, research, preparation, etc.)	
Other	
Total of all student workload (contact and out-of-class) hours:	80

ACADEMIC POLICY STATEMENTS

CODES OF CONDUCT

Academic excellence and high achievement levels are only possible in an environment where the highest standards of academic honesty and integrity are maintained. Students are expected to abide by the Aalto University Code of Academic Integrity, other relevant codes and regulations, as well as the canons of ethical conduct within the disciplines of business and management education.

In addition, the BScBA Program has strict exam regulations in force which must be followed in all test-taking situations.

TEXTBOOK POLICY

All required textbooks and other course materials are the responsibility of the student. It is the expectation of faculty that all students will have access to the textbooks and other reading material. If a student is not able to purchase his/her own copy of the textbook or other required reading materials, it is nonetheless the student's responsibility to find a way to complete the reading for the course.

CLASS ATTENDANCE AND PARTICIPATION

Class attendance and participation are considered integral parts of teaching and learning at the BScBA program in Mikkeli. Therefore, regular class attendance is required of all students and attendance records are kept for each class. Students are also expected to be in class on time.

If the student participates in the final exam/assessment, it will be graded and counted towards the final grade.

The attendance policy of the BScBA program provides that:

- 1) **A maximum of three absences of any kind** is allowed for a 3-week, 3-credit course. Four or more absences will result in being dropped from the course.
- 2) Whenever taking an absence, **the student bears the risk of missing class**, and the consequences, which may include a lower participation grade, missing a graded activity, etc. It is up to the course instructor to decide whether or not a graded activity can be completed later.
- 3) **An absence on the first day of the course** will result in 5 points (on a 100-point scale) being deducted from the student's final raw score before converting it to the final grade. If a student is absent on the first day due to illness, and provides the Manager of Academic Operations with a medical certificate, the 5-point deduction will be waived. The Manager of Academic Operations will then inform the instructor of the waived deduction.
- 4) **A student getting to class after the session has started** will not be able to enter the classroom until the first break and will get an absence for the day.
- 5) It is expected that **students marked present for the day are in class the entire time**. Students leaving class early may be marked absent.
- 6) **The instructor may include class participation as a component of the grade**; up to 15% of the total points that can be earned toward the final grade.
- 7) **The instructor may identify up to three days of the course (in addition to the first day) as mandatory**, ie taking an absence on those days would have a direct impact on the course grade.

The instructor for the course will take attendance in classes. The decision to drop a student from a course will be made by the instructor, who will inform Mari Syväoja, Manager of Academic Operations: mari.syvaoja@aalto.fi.

Addition to the attendance policy of the BScBA Program, Mikkeli Campus:

- This addition concerns absences in addition to the normal maximum of three that would fall under a category called **Medical and Family Emergency cases**.
- Students who want to use this option to complete a course must fulfil these criteria:
 - The total absences of the student will exceed the normally allowed three absences due to a major medical problem or family emergency.
 - The student will be absent no more than 5 days; exceeding that number of days will result in dropping the course.
 - Documentation or a detailed explanation concerning the entire period of the emergency (such as a medical certificate) is provided to the Manager of Academic Operations.
- The case-by-case solution will be coordinated by the Manager of Academic Operations, who will deal with the documentation and discuss with the instructor to find a pedagogical solution enabling the student to continue in the course. In case the MAO is on leave, the student should contact the other study office staff.
- The solution must not cause a significant increase in the instructor's workload. The

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