

10-minute guide | Starting at the DHBW

The following guidelines are intended to provide some general orientation for those involved in teaching English for business and professional purposes at the DHBW-VS

Course types: Courses are taught at an intermediate to advanced level, ideally with a task-based approach aimed at students embarking on a career in international business or social work. There are three types of courses:

- **Short course and workshops** organized by the Language Department, sometimes in conjunction with the Career Centre. These focus on communication skills and are offered to students of all subjects on a voluntary and interdisciplinary basis. There are no exams.
- **Four-semester voluntary courses** (*Wahlveranstaltungen*) offered as regular once-a-week classes within particular departments and have an ESP (English for Specific Purposes) focus, for example 'English for Social Work', 'English for Taxation and Accounting', 'English for Banking and Finance'. These do not count towards the Bachelor degree or earn ECTS credits, but students are assessed (Common European Framework level) and get a certificate.
- **Six-semester compulsory courses** (*Pflichtveranstaltungen*) taken as part of the Bachelor studies. English is compulsory in the departments 'Industrie', 'Wirtschaftsprüfung', 'Controlling & Consulting' and 'Technical Management'. These courses consist of two assessed modules for which students receive grades and earn ECTS credits (12 in total for the two modules).

Who - or what - are we? Are we teachers, lecturers, trainers, facilitators, tutors or coaches? In a sense, we're all of the above - and *Dozenten/Lehrbeauftragte*. At the Duale Hochschule Villingen-Schwenningen (DHBW-VS) we usually refer to ourselves as 'Business English teachers'. With regard to the use of first names with students, you could discuss this with the students themselves. They usually agree to being called by their first names, but whether you reciprocate is up to you!

Co-operation with colleagues: If you're teaching in a particular *Studiengang* (department or faculty), please keep in touch with other Business English colleagues involved in the same area so that a reasonable level of teaching consistency can be maintained. This is especially important if you are teaching on 'parallel courses', i.e. where large groups have been split.

Communication with students: Please give students a course outline at the start of each new semester or academic year, and also tell them about any exams that are required as well as the assessment criteria. It is useful to find out the name and email address of the course speaker, so that he or she can forward any messages you may have to other students in the group. It is your decision whether to give them your own email address or phone number.

Teaching hours: A typical course consists of 22-26 teaching units a semester, divided into eight or more blocks. One teaching unit is 45 minutes and is referred to as a *Stunde* in German (just like the 60-minute *Stunde*). In a typical three-lesson block (3 x 45 minutes), it is usual to include a 15 minute break. A lesson starting at 9am would then finish at 11.30am. The specific dates and times of your classes can be arranged with the *Studiengangsleiter/in* or the secretaries, who will do their best to accommodate your needs. The sooner you let them know of the times/days when you are available to teach, the more likely it is that you will get a 'slot' that suits you.

Record-keeping: It is useful to keep a written record for each semester containing brief details of what has been taught, especially if you are not using a coursebook. In this way, follow-on teachers can see at a glance what topics and language points have been covered.

Attendance: Students are expected to attend regularly, and to excuse themselves for absences. Should there be problems with attendance, please let the *Studiengangsleiter* (department heads) know. Attendance lists are required only in the case of voluntary courses.

Course materials: If you plan to base your teaching on a particular book, you can give your students the option of buying the book, borrowing it from the library, or making their own photocopies with their own copy cards. If you intend to supply photocopies yourself, guest copy cards are available from the receptionist in the C-Block or from the departmental secretaries, to be returned directly after use. Please only make photocopies for use at the DHBW-VS and also respect copyright restrictions. You can find out about these at www.kopierregeln.de. If you need help from the secretaries with making large numbers of copies, please give them at least a week's notice.

Language Department on the Internet: General information about Business English at the DHBW-VS Villingen-Schwenningen on the DHBW-VS website at <http://www.dhbw-vs.de/ueber-uns/zentrale-einrichtungen/sprachenabteilung.html>. Here, you can find answers to FAQs, information about to Common European Framework, professional development workshops, and much more.

Teaching resources

- **CD-players** are available from the secretaries' offices.
- Two **cordless telephone simulators** are available in my office (C-Block, Room 1.15), one with a cassette recorder and the other with an Mp3 player. Please give me at a week's notice if you wish to borrow one.
- All classrooms are equipped with **data projectors** ('Beamers') and most classrooms have WiFi ('W-Lan'). Speakers for laptops can be borrowed from the IT department. At the end of your class, please ensure the data projector is turned off.
- Most classrooms are equipped with an **overhead projector**, a **blackboard** and a **flipchart**, and you'll find chalk and transparency rolls in the cupboards. Please clean the board after class and ensure that tables and chairs are put back in their original configuration if moved.
- A **materials case** (*Medienkoffer*) containing teaching materials such as coloured cards, felt-tip pens, pins for the pin-board, scissors, etc. can also be obtained from the secretaries' offices.
- There is an **interactive whiteboard** in the D-Block. If you wish to use this, please contact the *Zentrum für innovatives Lehrmethoden* (ZiL) (07720 / 3906-177/137/518) to book the room.

Paperwork: The departmental secretaries will provide you with the following:

- A personal data sheet (*Dozentenbogen*) for you to complete and return before your course begins. You can download this at: <http://www-dhbw-vs.de/lehre/lehrbeauftragte.html>
- Two copies of your contract (*Lehrauftragsvereinbarung*), of which one should be signed and returned as soon as you receive it.
- An invoice form (*Lehrvergütungs-/Auslagenrechnung*) for the remuneration of teaching hours and travel expenses for you to complete and return at the end of the course. You can also download this at <http://dhbw-vs.de/lehre/lehrbeauftragte.html>
- An invoice form (*Antrag auf Vergütung von erbrachten Leistungen*) for setting and grading exams, or for conducting oral exams, to be submitted together with the grades.
- A list of participants (*Studierendenliste*) if you are teaching a compulsory course.
- An attendance list (*Anwesenheitsliste*) if you are teaching a voluntary course within a particular department. (In the cases of cross-departmental voluntary courses, this list will be provided by the Language Department or the Career center.)
- A key for access to designated parking areas on either side of the station.
- A feedback form which you can hand out to students in the last class. They can fill this out anonymously, and return to you. You can download the English version from WILLI at <http://willi.dhbw-vs.de/course/view.php?id=450>. (See more about WILLI below.)

Library: There is a wide selection of Business English and methodology books in the library, and you can borrow these on payment of a small deposit. Recommendations for new library acquisitions (teaching materials, resources, videos, DVDs, etc.) are greatly appreciated. If you have any suggestions, please contact either the *Studiengangsleiter* or myself.

Blended learning: Opportunities for blended learning are offered by the university's eLearning platform, WILLI. This offers a range of opportunities for self-study that students can access from home, such as WBTs, web-links and discussion threads. It is also a useful forum for communication with colleagues. To get a password to WILLI, please contact Florian Kraut (kraut@ba-vs.de), or follow the link <http://willi.ba-vs.de>.

Staffroom: There are two staffrooms (*Dozentenzimmer*), one in the C-Building on the first floor, and the other in the D-Building on the third floor. The Mensa (which also has a cafeteria) is between the two buildings and serves meals and snacks at reasonable prices.

Teaching support: If you have any problems or questions concerning teaching matters, please get in touch with the Business English Coordinator. More guides like this, for example on topics such as certificates and oral exams, as well as other resources for Business English teachers can be found on the e-Learning platform WILLI <http://willi.ba-vs.de>.

DHBW-VS in English: The official English translation is the "Baden-Wuerttemberg Cooperative State University Villingen-Schwenningen".

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A-Z of Duale Hochschule expressions

Campusabende - lectures open to the public, usually held in the evening

Anwesenheitsliste - attendance list (mandatory in the case of voluntary courses)

Beamer - projector for PowerPoint presentations (not a BMW!)

Career Center - department organising extra-curricular 'soft skills' courses and workshops

Dozent/Dozentin - lecturer or teacher in tertiary education

Dozentenzimmer - staffroom, common room for faculty members only

externer Dozent/ externe Dozentin - freelance or visiting member of the teaching faculty

Fach - subject

Hausmeister/Hausmeisterin - caretaker, janitor, facility manager

Hörsaal – lecture hall, classroom

interner Dozent/ interne Dozentin - permanent member of the teaching faculty

Lehrauftrag, Lehrvereinbarung - contract

Lehrveranstaltung - lesson or course

Lehrvergütungs- /Auslagenrechnung - invoice for

payment of teaching fees and reimbursement of expenses

Medienkoffer – case containing teaching materials such as coloured cards, felt-tip pens, scissors, etc.

Medienschrank - cupboard where equipment such as DVD players can be found

Pflichtveranstaltung - compulsory/mandatory course or lecture

Mensa – student canteen/cafeteria/refectory

Praxissemester - internship semester / work placement

Prüfungsamt - Examinations Office

Sekretariat – secretary's office / secretaries' office

Seminarraum - classroom

Studiengang - Department / Faculty / Subject Head

Studiengangsleiter - Course Director / Head of Department

Studienhalbjahr - study semester / term

Studierendenliste - list of students in a course

Stundenplan - timetable / schedule

Tiefenhörsaal - lecture hall

Vorlesung - lecture

Wahlpflichtveranstaltung - a course or lecture that must be taken, but where students have option