Course Title
Practice, Method, Dialogue
Experiential Learning II

Course Number
EXLII-UF.9302001

SAMPLE SYLLABUS

Lecturer Contact Information
Dania Hückmann
dania@nyu.ed

Course Details
Thursdays, 6:00 pm – 8:45 pm
NYU Berlin AC at Kulturbrauerei Room “Tempelhof” (tbc)
Schönhauser Allee 36,
Haus 2, Aufgang F
10435 Berlin

Units earned
2

Course Description
This course is designed as a biweekly seminar that combines classroom meetings, individual tutoring with the instructor and your internship placement in organizations or companies in Berlin. This seminar complements your internship in order to support your professional, civic, and personal development. It serves as a bridge between theory and practice and focuses on deepening your understanding of your research, work, and experience within a global context. We will focus specifically on transcultural workplace skills, the collaboration and improvement of research, argumentation and written skills. Each seminar begins with a reflection of your experience with different work cultures at your internship. During the weeks when we do not have seminar sessions, I will be available for individual meetings to advise your projects.

Course Objectives
• Gain practical experience in the workplace or equivalent situation
• Analyze the structure, purpose, and culture of your internship environment
• Contextualize your internship in broader professional, personal, and civic terms
• Learn to cross analytical boundaries and integrate global perspectives
• Apply a methodological approach for the concentration to a project
• Demonstrate the ability to transfer place-based learning into the context of your own work and discipline

Assessment Components
Participation 15%
Participation (15%): Active engagement with the texts and each other is key to the success of the class. You must bring the assigned texts to class and be ready to discuss them. Participation includes two mandatory visits to office hours to discuss your project and work experience.

Blog (40%) – Post four 400-550-word-long blog entries in the forum on NYU classes, reflecting on your experience at your internship.

- **Blog Post #1** – Introduction to YOU. Why have you chosen this internship? What past experiences have led you to where you are and how do you think this experience/placement will help you?
- **Blog Post #2**: Introduce your INTERNSHIP: Explain the company for which you are working, what your assignments will be and do a brief analysis of the company. Please take the analysis part seriously. Take some time to consider your organization and what you can learn about its structure, philosophy, and role in the local and global context.
- **Blog Post #3**: Research your PLACEMENT: Find three articles related to your industry; two from news sources and one from a scholarly journal. Write a review of each (including key argument, approach, and how it relates to your placement).
- **Blog Post #4**: Describe your WORK EXPERIENCE IN BERLIN. How is the work culture at your placement? How does your experience at your placement relate to your research?

Global Index (10%) – The **Global Index** assignment – a GLS pilot project – has two components: (1) **Your entry**: The entry should consist of an anecdote from your placement and a picture (portrait, landscape, or still life) to accompany your anecdote (in English and German). Upload your entry by March 9. (2) **Relate your entry** to entries from other global sites. For the final session on May 11, chose two entries from the **Global Index** from other sites that relate to your image/anecdote. Give a 4-6 min. presentation on a) how the entries relate with respect to image and text, b) how workplace culture is presented in them, and c) how they represent local and global experience.

Portfolio (15%): The portfolio includes a) your blog entries; b) Global Index entry and final presentation; c) CV; d) Cover Letter(s) for a local and a global position.

Final 20%: – a) Identify a position and write a job announcement with job description and b) write a **Cover Letter** tailored to that job announcement.

Failure to submit or fulfill any required component may result in failure of the class, regardless of grades achieved in other assignments.

**Assessment Expectations**

**Grade A**: The student makes excellent use of empirical and theoretical material and offers well-structured arguments in his/her work. The student writes comprehensive essays / answers to exam questions and his/her work shows strong evidence of critical thought and extensive reading.

**Grade B**: The candidate shows a good understanding of the problem and has demonstrated the ability to formulate and execute a coherent research strategy.
**Grade C:** The work is acceptable and shows a basic grasp of the research problem. However, the work fails to organize findings coherently and is in need of improvement.

**Grade D:** The work passes because some relevant points are made. However, there may be a problem of poor definition, lack of critical awareness, poor research.

**Grade F:** The work shows that the research problem is not understood; there is little or no critical awareness and the research is clearly negligible.

**Grade Conversion**
Your lecturer may use one of the following scales of numerical equivalents to letter grades:

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<th>Grade</th>
<th>Numerical Equivalent</th>
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<tbody>
<tr>
<td>A</td>
<td>94-100</td>
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<tr>
<td>B</td>
<td>84-86</td>
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<tr>
<td>C</td>
<td>74-76</td>
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<tr>
<td>D</td>
<td>65-66</td>
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<td>E</td>
<td>below 65</td>
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Alternatively:

<table>
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<tr>
<th>Grade</th>
<th>Numerical Equivalent</th>
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<tr>
<td>A</td>
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<td>B</td>
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<td>C</td>
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**Attendance Policy**
Participation in all classes is essential for your academic success, especially in courses that meet only once per week. Your attendance in both content and language courses is required and will be checked at each class meeting. As soon as it becomes clear that you cannot attend a class, you must inform your professor by e-mail immediately (i.e. before the start of your class). Absences are only excused if they are due to illness, religious observance or emergencies. Your professor or NYU Berlin’s administration may ask you to present a doctor’s note or an exceptional permission from NYU Berlin’s Director or Wellness Counselor as proof. Emergencies or other exceptional circumstances must be presented to the Director. Doctor’s notes need to be submitted to the Academics Office, who will inform your professors. Doctor’s notes need to be from a local doctor and carry a signature and a stamp. If you want the reasons for your absence to be treated confidentially, please approach NYU Berlin’s Director or Wellness Counselor.

Unexcused absences affect students’ grades: In content courses each unexcused absence (equaling one week’s worth of classes) leads to a deduction of 2% of the overall grade and may negatively affect your class participation grade. In German Language classes two or three (consecutive or non-consecutive) unexcused absences (equaling one week’s worth of classes) lead to a 2% deduction of the overall grade. Three unexcused absences in one content course and five unexcused absences in your German language course may lead to a Fails in that course. Furthermore, your professor is entitled to deduct points for frequent late arrival or late arrival back from in-class breaks. Being more than 15 minutes late counts as an unexcused absence. Please note that for classes involving a field trip, transportation difficulties are never grounds for an excused absence. It is the student’s responsibility to arrive in time at the announced meeting point.

Exams, tests and quizzes, deadlines, and oral presentations that are missed due to illness always require a doctor’s note as documentation. It is the student’s responsibility to produce this doctor’s note and submit it to the Academics Office; until this doctor’s note is produced the missed assessment is graded with an F and no make-up assessment is scheduled. In content classes, an F in one assignment may lead to failure of the entire class.

**Attendance Rules on Religious Holidays**
Members of any religious group may, without penalty, excuse themselves from classes when required in compliance with their religious obligations. Students who anticipate being absent due to religious
observance should notify their lecturer AND NYU Berlin's Academics Office in writing via e-mail one week in advance. If examinations or assignment deadlines are scheduled on the day the student will be absent, the Academics Office will schedule a make-up examination or extend the deadline for assignments. Please note that an absence is only excused for the holiday but not for any days of travel that may come before and/or after the holiday. See also http://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/university-calendar-policy-on-religious-holidays.html

**Late Submission of Work**

(1) Written work due in class must be submitted during the class time to the professor.

(2) Late work should be submitted in person to the lecturer or to the Academics Office, who will write on the essay or other work the date and time of submission, in the presence of the student. Another member of the administrative staff may also personally accept the work, and will write the date and time of submission on the work, as above.

(3) Work submitted late receives a penalty of 2 points on the 100 point scale for each day it is late (excluding weekends and public or religious holidays), unless an extension has been approved (with a doctor's note or by approval of NYU Berlin's administration), in which case the 2 points per day deductions start counting from the day the extended deadline has passed.

(4) Without an approved extension, written work submitted more than 5 days (excluding weekends and public or religious holidays) following the submission date receives an F.

(5) End of semester essays must be submitted on time.

(6) Students who are late for a written exam have no automatic right to take extra time or to write the exam on another day.

(7) Please remember that university computers do not keep your essays - you must save them elsewhere. Having lost parts of your essay on the university computer is no excuse for a late submission.

**Provisions for Students with Disabilities**

Academic accommodations are available for students with documented disabilities. Please contact the Moses Center for Students with Disabilities at 212-998-4980 or see their website (http://www.nyu.edu/life/safety-health-andwellness/students-with-disabilities.html) for further information.

**Plagiarism Policy**

The presentation of another person's words, ideas, judgment, images or data as though they were your own, whether intentionally or unintentionally, constitutes an act of plagiarism. Proper referencing of your sources avoids plagiarism (see as one possible help the NYU library guide to referencing styles: http://nyu.libguides.com/citations).

NYU Berlin takes plagiarism very seriously; penalties follow and may exceed those set out by your home school. Your lecturer may ask you to sign a declaration of authorship form.

It is also an offense to submit work for assignments from two different courses that is substantially the same (be it oral presentations or written work). If there is an overlap of the subject of your assignment with one that you produced for another course (either in the current or any previous semester), you MUST inform your professor.

For a summary of NYU Global's academic policies please see: www.nyu.edu/global/academic-policies

**Required Text**

Texts will be uploaded on NYU classes.
Throughout the semester you will receive additional readings to aid you in composing a Cover Letter, CV and prepare interview questions.

**NYU Berlin Library Catalogue:** [http://guides.nyu.edu/global/berlin](http://guides.nyu.edu/global/berlin) or follow the link on NYU Berlin's website (Academics/Facilities & Services).

**Highly Recommended Texts:**


Graff, Joachim/ Schaupp, Gretchen: *More than Manners: The Business Professional's Guide to Success in Germany.* Köln. Medien 2010. (Selected chapters will be provided via NYU Classes)


Nancy Duarte’s “The Secret Structure of Great Talks” TedTalk

See also: from the New York Times *Corner Office* series of conversations on leadership and management:

Personalized readings for each student will be discussed individually with the course lecturer.

**Session Plan:**

**Session 1 – February 2: Practice Your Narrative**

This session introduces you to the concept of the course: Practice, method, dialogue. We will discuss the methods students use for research (science, humanities). Then, students will practice presenting their academic profile, first in dialogue by interviewing each other: What is your field of studies? What is your major? How can you describe your major in your own words? After students present one another, we will discuss what terms to use to communicate your profile to a wider audience. The session closes with students presenting their own profile.

*Cultural Vistas* will visit this session to talk to you about your placements.

*Prepare:* Read the first page of José Esteban Muñoz’ *Cruising Utopia* (New York: NYU Press, 2009).

*Objective:* Practice presenting your academic and professional profile

**Session 2 – February 9: Office Hours for individual feedback,** including discussing final projects from EXL 1

*Assignment:* Blog Post #1 – Introduction to YOU.
Session 3 – February 16: **Method: What is your genre? Modes of Writing**

We will analyze the effectiveness of essayistic, journalistic, and academic writing and explore how culture is presented in different genres of writing. What writing strategies do these authors use? What genre fits your project?

**Prepare:** When reading these texts, focus on the way these authors describe how and by whom culture is constructed and expressed. How and by whom is cultural memory communicated (Assmann)? How is gender performed and what/who informs its performance (Butler)? Can television mediate philosophy (Streetphilosophy)? How do metaphors – i.e. “the many as one” – present culture (Bhabha)?


Episode of ARTE show *Streetphilosophy* by Simon Hufeisen and Dominik Bretsch.


**Objective:** Practice identifying the principles, angle, context, and style that define a thinker. Refine your own methodological approach.

Session 4 – February 23: Office Hours for individual feedback from 7 to 8.30pm

Session 5 – March 2: **Dialogue: Discussing (Work-) Life in Berlin**

During this session, you will have the opportunity to meet and talk to alumni from NYU Berlin. The alumni will share their experience with German work culture, interviews, etc. Guest lecturer: Linn Friedrichs

**Prepare:** Interview-questions for the guests. *(Details TBD)*

**Objective:** Interview preparation, insights into German work culture

Blog Post # 2: Introduce your INTERNSHIP.

Upload your Global Index Entry to the Forum of NYU Classes.

>> You will receive evaluations forms for your internship – fill out and email to the email-address on the form by March 10.

**SPRING BREAK**

Session 6 – March 23: **Session Method: Global Index Project /plus Workplace Conflict**

We will discuss your entries and reflect about what kind of archive the Global Index could become. We will discuss the format and organizing tags of the project.

In the second part of the seminar, we will conjure challenging situations at the workplace and discuss strategies to prevent and resolve conflicts.

**Prepare:** Reading on archives TBD as well as the introduction to Jay W. Roberts, *Beyond Learning By Doing: Theoretical Currents in Experiential Education* (available through NYU e-library)

Bring two challenging scenarios (real or imaginary) – Identify the conflict, people involved, possible short and long-term consequences

**Objective:** learn ways to prevent and resolve conflicts

Session 7 – March 30: There will be no session today

Blog Post #3: Research your PLACEMENT.
Session 8 – April 6: Practice: (Work-) Life in Berlin – GROUP A
GROUP A: Taylor, Harsha, Alessia, Sofia, Anna, Maria

This session will focus on training your presentation skills as well as conflict resolution at the workplace. A speech coach will visit the course and share practical advice. In the second part of the seminar, we will conjure challenging situations at the workplace and discuss strategies to prevent and resolve conflicts.

Prepare: You will present a 60 second elevator pitch introducing your academic profile (based on the 1st session)

Objective: Practice presentation skills

Blog Post #4: Describe your WORK EXPERIENCE.

Session 9 – April 13: Practice: (Work-) Life in Berlin – GROUP B
GROUP B: Ellie, Zein, Amanda, Jack, Alicia, Victoria

This session will focus on training your presentation skills as well as conflict resolution at the workplace. A speech coach will visit the course and share practical advice. In the second part of the seminar, we will conjure challenging situations at the workplace and discuss strategies to prevent and resolve conflicts.

Prepare: You will present a 60 second elevator pitch introducing your academic profile (based on the 1st session)

Prepare: a) You will present a 60 second elevator pitch introducing your academic profile (based on the 1st session)

Session 10 – April 20: Dialogue: Peer Review of Cover Letter and CV

We will review formal aspects of a Cover Letter and CV, language use as well as catering to a range of possible employers.

Prepare: Bring a draft of your Cover Letter as well as your CV.

Readings from Wasserman Center for Career Development (TBD)

Session 11 – April 27: Office Hours for individual feedback from 7 to 8.30pm

Please note: Although there is no class today, take this time to work on your final presentation for the Global Index as well as on revising your Cover Letter.

Session 12 – May 4: Office Hours for individual feedback from 6 to 8.30pm

Session 13 – May 11: Presentation of Global Index Project

Turn in your final and your Portfolio by May 16 at noon (email me a copy and drop off a hard copy at my office)

Your Lecturer:
Dania Hückmann is a faculty member at New York University in Berlin. Her research interests include discourses of law in literature and film, narratology, censorship and representations of trauma and violence, from German Classicism to the post World War II period. In her first book project, she examines revenge in German Realist literature. She has published on metaphor in Jean Améry, Heinrich von Kleist and revenge, Thomas Bernhard’s Extinction, Quentin Tarantino’s Inglourious Basterds, and edited a volume on Containment in Realism for the The Germanic Review.