

## Studiengang Sozialmanagement (Bachelor of Arts)

<b>Modul – Nr.</b>	<b>19/2</b>		
<b>Modulbezeichnung</b>	<b>Englisch</b>		
<b>Titel der Lehrveranstaltung(en)</b>	English for Social Management		
<b>Prüfungsbezeichnung Fachprüfung</b>	Englisch		
<b>Fachsemester</b>	3 + 5		
<b>Art der Lehrveranstaltung(en)</b>	Sprachkurs		
<b>SWS/ ECTS/ Workload</b>	4	4	120
<b>Formale Teilnahmebedingungen</b>	Teilnahme an Modul A 1 + 2		
<b>1. Lernziele (Learning Outcomes)</b>			
<p>Students in semester 3 of the programme will continue to acquire the specific language required to describe social problems in Germany and English speaking countries today and become familiar with the social supports which provide aid for people affected by these problems, as well as an overview of how these organisations are run, the services they provide and the problems they face. Special emphasis is placed on acquiring the ability to talk and write about these. Students also participate in a number of role play exercises based on problem solving in teams.</p> <p>Students in semester 4 of the programme will further develop both their knowledge of the world of social work management as well as the specific language of this field. They will also learn about applying for jobs and interview techniques, as well as development of their interpersonal skills.</p> <p>In both semesters, special focus is placed on a multitude of managerial tasks as well as detailed analysis of the many possibilities for specialisation in the social management field.</p>			
<b>2. Empfohlene Vorkenntnisse</b>			
Successful completion of Semesters 1 and 2 (Europäischer Referenzrahmen B2)			
<b>3. Inhalt</b>			
<b>Semester 3</b>			
Continuation of social services directory project.			
Press-Book assignment. Students are required to prepare a “book” of ten social work/social management-relevant texts from the authentic English language press throughout the semester. For each article, students must write a summary of the article and create a detailed specific vocabulary list (English/German)			
Two students make a presentation each week on one of their articles. Presentations followed by class discussions. The in-class presentation counts for 20% of the final grade			
At end of semester, Press Books are submitted and evaluated, and there is a 15-minute speaking test as end-of-semester exam based on the contents of the Press Book. Students are required to answer specific, detailed questions about a certain number of the texts they have chosen. Questions will also be asked concerning the project on the creation of a social services directory and the individual role of the student in its creation.			
<b>Focus areas:</b>			
Presentations for Professional Purposes: basic techniques for presenting (voice-projection, use of visuals, verbal/non-verbal communication, intonation, presentation structure, researching and putting together a presentation, dealing with questions from the audience, clarity in speech and content, etc.)			
Summary writing			
Class discussions – developing confidence in all areas of public speaking, how to make a point,/express an opinion			
Creative and professional presentation of Press-Book			
Importance of meeting deadlines on professional assignments			
Further development of research and time management skills as well as increasing awareness of own responsibility for achieving specific tasks in a professional context which have a specific level of quality, quantity and initiative/input.			
<b>Semester 5</b>			

Intensive preparation for UNlcert III exam with focus on intensive development of reading, writing, speaking and listening skills.

Problem solving in management situations based on authentic case studies. Role play and strategic thinking.

Oral presentations based on group work; presentations of findings based on problem solving role-play exercises.

Quality Management: example – The NHS in Britain

Employability 1: Analysing a job advertisement and assessing one's own suitability for the position – skills awareness.

Applying for the job – letters of application and CVs

Fund-raising, Project Management, Social Services – the future, Technology and Social Structures, Social Management and the Law, Quality Management in Social Services organisations, Creation of an anti-harassment policy, Ethics in the management of social services providers

#### **4. Arbeitsformen und didaktische Hilfsmittel**

Methodology

- Special focus on development of speaking and listening skills in semester 3
- Writing skills development in both semesters (summary writing, describing social organisations, critical analysis of texts, etc)
- Class discussions
- Use of video material
- Focus on verbal & non-verbal communication
- Relevant grammar exercises
- Regular homework exercises (varied)
- Confidence building for participating in discussions
- Small research tasks to increase students' awareness of social issues both in Germany and in the English-speaking world
- Internet and library research, improving research techniques

Additional in Semester 5:

Numerous exercise sheets to be done partly in class, partly at home in preparation for the UNlcert III exam.

Developing your ability to write professional reports, etc.

Continuation of effective presentation skills acquisition and development from semester 3. (illustrated by video material)

Development of teamwork skills

Development argumentation and mediation skills: how to compromise without over-compromising (use of video material to illustrate this)

How to research in preparation for a meeting in which you will be required to defend a position and play an active role in bringing about change in social policy, internal affairs (personnel management, financing, etc).

Personal Development Planning for Employment. ECO website as basis for preparing CVs, Letters of Application, the dos and don'ts of job applications/CV writing/interviews, own skills assessment and how to show them in the best way possible

Simulations of job interviews

Note-taking skills for meetings/negotiations

#### **5. Leistungsnachweis**

At the end of semester 3, there is a class presentation based on the content of the press book, and also includes questions on the project carried out in class, a written documentation has to be handed in by each individual student. At the end of semester 5, there is a 90 minute written exam

#### **7. Arbeitsbelastung (Workload)**

Die Arbeitsbelastung besteht im Wesentlichen im Besuch des Sprachkurses mit aktiver Teilnahme (30 Std. pro Sem.), der Vor- und Nachbereitung des behandelten Stoffes (20 Std. pro Sem.), sowie der intensiven Vorbereitung des Referats und der schriftlichen Prüfung (10 Std. pro Sem.). Die Gesamtbelastung entspricht 60 Std. pro Sem., dies entspricht je 2 credits und einem Gesamtworkload von 120.