



International Business (IB)

Semester Handbook: Semester 2

Spring Semester, 2021





Dear IB Student,

We are delighted to welcome you to Fontys International Business School and to the second semester of your IB studies.

This handbook is designed to give you a quick overview of the modules and their learning outcomes (learning goals) in semester 2. The lecturers and coaches will provide you with full and detailed information in each of the modules during contact hours and on the module sites. Sources for further information are also indicated in this document (see the links on page 3).

We look forward to working with you in semester 2.

With best regards,

Wouter Josso
IB Program Manager

Chantal Teeuwen
Assistant Program Manager

Jutta Becker
Semester Coordinator



1 Overview of year one *Propaedeutic Phase*

The first year of study is referred to as the *Propaedeutic Phase* and consists of semesters 1 & 2, each lasting 20 weeks. Both semesters are based on **one** major project. Parallel to this project, several knowledge, skill and attitude building modules are offered. Each of these second semester modules is described separately in the next section. By the end of the first year you will have gained a solid basis of business knowledge, skills and attitude and learned how to apply these in different types of projects.

Module Overview

| Propaedeutic Phase Module | European Credits (ECs) | Grading |
|---|-----------------------------|------------------------|
| PM8 – Analyse your Company | 10 (group: 6/individual: 4) | 0,1 – 10 (5.5 = pass) |
| PM9 – Accounting & Finance | 5 | 0,1 – 10 (5.5 = pass) |
| PM10 – Operations and Supply Chain | 5 | 0,1 – 10 (5.5 = pass) |
| PM11 – Organisation and People II | 3 | 0,1 – 10 (5.5 = pass) |
| PM12 – Effective Communication Skills II | 2 | 0,1 – 10 (5.5 = pass) |
| PM13 – Additional Language II | 2 | 0,1 – 10 (5.5 = pass) |
| PM14 – Personal and Professional Development II | 3 | BEH (pass) / NB (fail) |

Binding Study Advice

Each semester consists of **60** ECs. In the *Propaedeutic Phase*, students need to obtain at least **52** of these 60 ECs in order to be allowed to continue with their studies. To obtain credits, a module must be marked a **5.5** or higher. At the end of semester 2, students receive a *Binding Study Advice* which is based on the number of credits achieved.

Further information is available in the official 2020-2021 *Teaching and Examination Regulations* under this link [TER](#)

Annual Calendar

For an overview of the academic calendar e. g. lesson weeks, exam weeks, holidays, and other important calendar items check the [annual calendar](#).

Testing Overview

| Module | Testing Form (s) | Weighing % |
|----------------|---|------------|
| PM8 | Group assessments: | 60% |
| | <ul style="list-style-type: none"> • Report • Presentation • Project Management Report | 40% |
| | Individual assessment: | |
| | <ul style="list-style-type: none"> • Written assessment | |
| PM9 | Written assessment | 100% |
| PM10 | Written assessment | 100% |
| PM11 | Written assessment | 100% |
| PM12 | Portfolio | 80% |
| | <ul style="list-style-type: none"> • Report • Email writing | 20% |
| PM13 / Dutch | <ul style="list-style-type: none"> • Written assessment | 30% |
| | <ul style="list-style-type: none"> • Oral assessment | 70% |
| PM13 / Spanish | Oral assessment | 100% |
| PM13 / German | <ul style="list-style-type: none"> • Written assessment | 30 % |
| | <ul style="list-style-type: none"> • Oral assessment | 70% |
| PM14 | Portfolio | 100% |

2 Quick guide to Semester Modules

PM8 Analyse your Company

| | |
|----------------------------|---|
| Progress Code ¹ | PM8IE20 ² |
| Module Type | Project |
| Course Coordinator | Jutta Becker (BECJ04) |
| Project Coaches | IB1A: Martine Simonis (SIMM03) IB1B: Daniel Piegeler (PIED01) / Zijun Jiang (JIAZ01) IB1C: Alex Ioan (IOAA01) IB1D: Louis van Otterdijk (OTTL01) IB1E: Khalid Raihan (RAIK01) IB1F: Zijun Jiang (JIAZ01) |

Program and Module Learning Outcomes (PLO's and MLO's)

| Domain | Domain Category | PLO's | MLO's |
|---|--|--|---|
| Ways of Thinking 1 (WT1) | Critical Thinking | Use the process of thoughtful evaluation to formulate a reasonable conclusion deliberately | Findings to conclusions can be justified, it is appropriate to the given situation and/or parameters at hand. |
| Ways of Working 4 (WW4) | International Business Communication | Communicate (business) messages effectively persuasively using advanced English to an (un)informed audience. | Student holds an informational presentation in which he presents his project results by utilising persuasive presentation skills. |
| Ways of Working 6 (WW6) | Collaboration | Collaborate effectively with different kinds of stakeholders in different cultural, organizational and political landscapes to contribute to achieving agreed goals. | Demonstrate project management skills and show these in a project with others. Take responsibility for a project (part). Control & evaluate project activities. |
| Ways of Working 7 (WW7) | Management of Information as Digital Citizen | Produce management information from various data sources in an international business environment. | Collects relevant information from multiple sources for analysis. |
| Living in the World 12 (LW12) | Intercultural Proficiency | Display willingness to work with people from other cultures and to work in countries with different cultural backgrounds. | Identify how people from other cultures work differently in a project setting. |
| Tools for working & Management 15 (TWM15) | Marketing & Sales | Develop a well-founded marketing plan to support the creation of value for international customers. | Understand the market place and customer value. |
| Tools for working & Management 16 (TWM16) | Marketing & Sales | Use appropriate sales techniques in support of durable customer relationships. | Identify the company's market. |

¹ Progress is the system that keeps track of a student's results. Students can view their results at any time.

² Results are processed by means of a specific code. In this code, **PM** stands for *Propaedeutic Phase Module*, **08** for 8th module, **IE** for *IB English*, **20** (= 2020) for the *cohort* to which a student belongs.

| Domain | Domain Category | PLO's | MLO's |
|---|--------------------------------------|--|--|
| Tools for working & Management 18 (TWM18) | Finance Accounting | Evaluate financial performance of the organisation from different stakeholders' perspectives. | Apply suitable tool to measure performance. Know precondition for application of performance tools. Classify multiple dimensions of performance according to stakeholder's perspective. |
| Tools for working & Management 19 (TWM19) | Finance Accounting | Recommend financing possibilities in a dynamic international environment. | Determines the position of the company in light of current financing. |
| Tools for working & Management 20 (TWM20) | Operations & Supply Chain Management | Evaluate the operations processes within and between organisations. | Apply suitable tool to measure performance. Know precondition for application of performance tools. Classify multiple dimensions of performance according to stakeholder's perspective. |
| Tools for working & Management 21 (TWM21) | Operations & Supply Chain Management | Manage operations processes within and between organisations. | Apply calculations to determine operational performance. |
| Tools for working & Management 22 (TWM22) | Organisation & People | Draft the strategic cycle of part(s) of the organisation (process and content). | Strategic cycle: Students can apply existing strategy models on the analysis of a well-defined written fictitious business case. |
| Tools for working & Management 23 (TWM23) | Organisation & People | Assess the impact of change on the organisation. | Student can apply general models in analysing the impact of externalities on the process in a company. |
| Tools for working & Management (TWM24) | Business Research | Analyse a complex business problem in an international business setting with use of an adequate research design, resulting in an evidence based feasible solution. | Find general, sector-specific and branch-specific public sources and independently collect relevant information related to the problem question in hand. Draw up a simple report using some statistical operations at a descriptive level, for example graphs, line graphs and cross tabs. |

This is the knowledge/skill you will acquire:

Within this project, you will have the opportunity to assess the business situation for a company and to identify areas for improvement and if appropriate recommendations on how to improve. The project follows a clear roadmap that will start in assessing the industry where this organization belongs to and the status-quo of their situation. This path will eventually take you into understanding the main business drivers for such current situation and how they all interact. As you will eventually notice, organizations are complex organisms that react to stimuli in many different levels. For instance, a business vision might derive into strategic initiatives that will create internal business conflicts when they are not properly aligned. You will get equipped with the fundamentals of different business disciplines, namely: Strategic Management, Finance, Accounting, Human Resources and Operations management. All these disciplines strive for the same goal or at least, they should. This will be up to you to find out!

This is what you will deliver:

During the lesson weeks you will complete a series of *challenges*. These challenges follow the project roadmap and require the project group to prepare a deliverable that will be assessed by your coach. The deliverable is the main platform of communication as it will be the way for your assessor to evaluate your learning process.

At the end of the semester both the group and the individual performance will be assessed using a group report and presentation and a written individual exam.

This is how to do it:

Using our example company *L'Essence*, you will have the opportunity to assess different aspects of a commercial organization. Week for week we will provide you with new information regarding *L'Essence*. The type of data varies, for example, from the general company report to numerical results covering different processes within the organization or even relevant news from the press.

The challenges in the project are related to this company and require you to gather information from different sources in order to be able to solve them. These sources can be literature (we might recommend some, you will find others yourself), tutorials on line, talking to experts and so on. Moreover, the theory that you get in the different supportive modules might prove to be useful as well and could provide you with nice tools to advance one step further.

We are looking forward to seeing how far you can get in understanding the complexities of a typical company like this one, presenting your findings and what further steps you can recommend to add value.

PM9 Accounting & Finance

| | |
|--------------------|--|
| Progress Code | PM9IE20 |
| Module Type | Lectures and Tutorials |
| Course Coordinator | André Diedrichs (DIEA05) |
| Lecturers | IB1A/B/C/D: Zijun Jiang (JIAZ01) IB1E/F: André Diedrichs (DIEA05) |

Program and Module Learning Outcomes (PLO's and MLO's)

| Domain | Domain Category | PLO's | MLO's |
|--|----------------------|---|--|
| Tools for Working & Management (TWM18) | Finance & Accounting | Evaluate financial performance of the organisation from different stakeholders' perspectives. | 1) Understand the three major financial statements and their connections. 2) Demonstrate knowledge on how to forecast the three major financial statements 3) Demonstrate knowledge on how to select investment alternatives. 4) Show knowledge on how to manage budgets. |
| Tools for Working & Management (TWM19) | Finance & Accounting | Recommend financing possibilities in a dynamic international environment. | Understand options to finance a business. |

This is the knowledge/skill you will acquire:

This course provides you with the fundamentals of the three disciplines *Financial Accounting*, *Managerial Accounting*, and *Finance*. You will learn what the three main financial statements are and how to analyse them. Furthermore, you will dive into cost calculations and budget setting, while also focussing on how to finance a business and to take investment decisions.

This is what you will deliver:

After the lesson weeks there is going to be one digital written examination, which covers all three of the above-mentioned disciplines. This digital written examination will account for 100% of your final grade.

This is how to do it:

The course Accounting & Finance has both a theoretical and a practical learning component. In the content lectures, the theoretical foundation of the course will be taught to you, while the tutorials will help you to apply the theoretical knowledge in a practical context. The content lectures will be provided to you as pre-recorded instruction videos and you are expected to watch these videos before you join the tutorials. The tutorials will be offered as live sessions, as well as pre-recorded instruction videos and thus you can choose which way of learning suits best to you. On top of the lectures and tutorials, you are expected to engage in self-study, which means to review content, to train for the tutorial exercises and to prepare the following lectures.

Didactical choice:

All learning materials for the Accounting & Finance course will be provided to you on the learning platform [CANVAS](#). In this virtual classroom, you will find a complete overview of the different activities which you need to complete for the course and thus it will be very easy for you to track your own study progress.

The video game:

World of Wisdom is a computer game that was programmed to support you with the first topics of the PM09 course, namely the Balance Sheet, the Income Statement and the Cash Flow Statement. Playing this game is part of the homework of the first three weeks of the course and you can install it by clicking on the following link:



PM10 Operations and Supply Chain

| | |
|--------------------|--|
| Progress Code | PM10IE20 |
| Module Type | Lectures |
| Course Coordinator | Xavier Aldape-Perez (ALDX01) |
| Lecturers | IB1A/B: Eugene Ikejemba (IKEE01) IB1C/D/E/F: Xavier Aldape-Perez (ALDX01) |

Program and Module Learning Outcomes (PLO's and MLO's)

| Domain | Domain Category | PLO's | MLO's |
|---|--------------------------------------|---|---|
| Tools for Working & Management 20 (TWM20) | Operations & Supply Chain Management | Evaluate the operations processes within and between organisations. | Show understanding of basic Operations and Supply Chain concepts used to appraise a firm's operational performance. |
| Tools for working & Management 21 (TWM21) | Operations & Supply Chain Management | Manage operations processes within and between organisations. | Recognize most common business functions within an organisation. Apply a straightforward calculation to determine performance. |

This is the knowledge/skill you will acquire:

This course provides you with the fundamentals of Operations and Supply Chain Management. You will start by having an understanding of what a *process* is and eventually you will be exposed to several techniques on how to manage processes from a high-level strategic perspective such as the Supply Chain, to a low-level operational perspective such as Assembly Lines. At the end of this course, you can:

- Understand the function and value of operations management;
- Have a process-thinking perspective from business;
- Understand the main supply chain activities by applying the SCOR model;
- Name the advantages and limitations of Key Performance Indicators (KPIs);
- Calculate the productivity (single and multifactor) for different operations;
- Enlist the main competitive objectives for business success;
- Measure the Reliability, Agility and Responsiveness for a supply chain network;
- Assess the efficiency of a supply chain operation by means of inventory ratios;
- Select a suitable process approach by considering demand volume and product variety;
- Balance the workload for a line-process;
- Define a process constraint (bottleneck);
- Identify the bottleneck on both, production and service processes;
- Determine a process capacity by considering its bottleneck;
- Make a distinction between VALUE and NON-VALUE activities from the Lean perspective;
- Analyze and improve a process by means of a Value Stream Mapping (VSM) technique;
- Estimate the Process Cycle Efficiency (PCE) by using the Value Stream Mapping technique;
- Apply the right forecast technique to different scenarios;
- Assess the accuracy of a forecast by using the Mean Absolute Deviation (MAD);
- Explain the role of inventory;
- Determine the prioritization of inventory items (SKUs) based on ABC value-analysis;
- Identify the costs trade-offs related to inventory management decisions;
- Determine how much to order, based on the economic order quantity (EOQ);
- Determine when to order, based on reorder points (ROP);
- Estimate production capacity, efficiency and utilization rates;
- Identify capacity losses for potential improvements by using Overall Equipment Effectiveness (OEE);
- Understand the common business strategies to reconcile production capacity and demand;

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- Model the experience gained by employees by using learning-curves methods;
- Budget resources, considering an expected learning effect from employees when performing a task.

This is what you will deliver:

The method of testing will be in the form of open book written individual examination with a weight value of 100%. The examination will cover all topics.

This is how to do it:

The lecturer gives input in a weekly lecture to provide students with the necessary theoretical background, hence enabling them to understand the topics of the course. Students apply the knowledge in exercises being related to the topic of the corresponding lecture during class and at home.

PM11 Organisation and People II

| | |
|--------------------|---|
| Progress Code | PM11IE20 |
| Module Type | Tutorials |
| Course Coordinator | Jeannette Spencer (SPEJ02) |
| Lecturers | IB1A/B/C: Jeannette Spencer (SPEJ02) IB1D/E/F: Peter Hatzfeld (HATP02) |

Program and Module Learning Outcomes (PLO's and MLO's)

| Domain | Domain Category | PLO's | MLO's |
|---|-----------------------|---|--|
| Tools for Working & Management 22 (TWM22) | Organisation & People | Draft the strategic cycle of part(s) of the organisation (process and content). | Student can describe the strategic cycle and the basic steps in a change process. |
| Tools for Working & Management 23 (TWM23) | Organisation & People | Assess the impact of change on the organisation. | 1) Students can use HR and management theories to explain how change impacts people within an organisation. 2) Students can describe the strategy of a company in terms of existing models. |

This is the knowledge/skill you will acquire:

As future business leaders and line managers, students will be involved in people management. Therefore, students need to acquire basic knowledge of Human Resources Management. As a supporting module to the 2nd semester project, PM11 will provide students with the required theoretical and practical knowledge on this theme.

At the end of the module Students can use HR and management theories to explain how change impacts people within an organization (TWM22,23).

This is what you will deliver:

Students will be tested by means of a written exam. The exam will be based on the topics discussed during the weekly tutorials. The exam will be an online open book exam.

This is how to do it:

The module is delivered as a weekly tutorial of 90 minutes. Students are highly recommended to attend class, participate actively in class and study before and after class.

PM12 Effective Communication Skills II

| | |
|--------------------|---|
| Progress Code | PM12IE20 |
| Module Type | Tutorials |
| Course Coordinator | Caroline Jacobs (JACC02) |
| Lecturers | IB1A/B/C Caroline Jacobs (JACC02) IB1D/E/F Linda Huskes (HUSL01) |

Program and Module Learning Outcomes (PLO's and MLO's)

| Domain | Domain Category | PLO's | MLO's |
|-------------------------|--------------------------------------|--|--|
| Ways of Working 4 (WW4) | International Business Communication | Communicate (business) messages effectively persuasively using advanced English to an (un)informed audience. | Student communicates persuasively and effectively in a report and via E-mail with an (un)informed audience using an advanced level of English. |

This is the knowledge/skill you will acquire:

You will be trained in key writing skills in English.

This is what you will deliver:

You will deliver a final portfolio containing various products which show your Writing Skills. You will work on the portfolio during the semester. You will be individually assessed on the following portfolio products:

| Deliverable | Type of assessment | Weight |
|---------------|--------------------|--------|
| Report | Individual | 80% |
| Email writing | Individual | 20% |

This is how to do it:

Effective Communication Skills I & II is a longitudinal module which runs over semester 1 & 2, supporting the projects of the propaedeutic phase. Effective Communication II (PM12) focuses on the skills needed to effectively communicate in writing during PM8 "Analyse your Company".

The contents covered during this semester are Report Writing and Email Writing. They do not only support the final assessment of PM8, but they will also be valuable skills during your time as a Fontys student as well as for your future career.

In order to master these skills, a theoretical basis and regular practice is needed. The theoretical basis is provided in class and will be available online. In addition, you are asked to train your writing skills by means of self-study / practice in order to focus on the application of your writing skills in class. During the weekly hands-on tutorials you will receive feedback on your writing skills in order to improve these. For this reason, even if attendance is not mandatory, it is highly recommended to attend this course.

The module is delivered as a weekly interactive hands-on tutorial of 90 minutes.

PM13 Additional Language / Dutch II

| | |
|---|--------------------------------|
| Progress Code | PM13IE20-D |
| Module Type | Tutorials |
| Course Coordinator Dutch for German students | Marianne Pütz (PUTM01) |
| Course Coordinator Dutch for international students | Gertie Proctor-Tagage (PROG01) |
| Lecturers Dutch for German students | Marianne Pütz (PUTM01) |
| Lecturers Dutch for international students | Gertie Proctor-Tagage (PROG01) |

Program and Module Learning Outcomes (PLO's and MLO's)

| Domain | Domain Category | PLO's | MLO's |
|-------------------------|--------------------------------------|--|--|
| Ways of Working 5 (WW5) | International Business Communication | Students can use one or two additional languages to facilitate international business. | In an additional language, student can understand sentences and frequently used expressions related to areas of most immediate relevance. Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need. |

This is the knowledge/skill you will acquire:

German students (German speaking students):

At the end of the **SECOND** semester you will be able to reach **level A2** in Dutch, as defined by the *Common European Framework of Languages (CEFR)*, emphasising *speaking* and *listening* skills. Please see table below.

| Level A2 Common European Framework of Languages | | | | |
|---|--|---|--|---|
| UNDERSTANDING | | SPEAKING | | WRITING |
| Listening | Reading | Spoken interaction | Spoken production | Writing |
| Student can understand phrases and the highest frequency vocabulary related to areas of most immediate personal relevance (i.e. very basic personal and familial information, shopping, local area, employment). Can catch the main point in short, clear, simple messages and announcements. | Student can read very short, simple texts. Can find specific, predictable information in simple everyday material such as advertisements, prospectuses, menus and timetables and can understand short simple personal letters. | Student can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities. Can handle very short social exchanges, even though he/she can't usually understand enough to keep the conversation going himself/herself. | Student can use a series of phrases and sentences to describe in simple terms family and other people, living conditions, educational background and present or most recent job. | Student can write short, simple notes and messages relating to matters in areas of immediate need. Can write a very simple personal letter, for example thanking someone for something. |

International students (Students who have a native language other than German):

At the end of the **SECOND** semester you will be able to reach **level A1** in Dutch, as defined by the *Common European Framework of Languages* (CEFR), emphasising *speaking* and *listening* skills. Please see table in the semester handbook of semester 1.

| Level A1 Common European Framework of Languages | | | | |
|--|---|--|---|---|
| UNDERSTANDING | | SPEAKING | | WRITING |
| Listening | Reading | Spoken interaction | Spoken production | Writing |
| Students can recognise familiar words and very basic phrases concerning themselves, their family and immediate and concrete surroundings when people speak slowly and clearly. | Students can understand familiar names, words and very simple sentences, for example on notices and posters or in catalogues. | Students can interact in a simple way, provided the other person is prepared to repeat or rephrase things at a slower rate of speech and help formulate what they are trying to say. Students can ask and answer simple questions in areas of immediate need or on very familiar topics. | Students can use simple phrases and sentences to describe where they live and people they know. | Students can write a short, simple postcard, for example sending holiday greetings. Student can fill in forms with personal details, for example entering name, nationality and address on a hotel registration form. |

This is what you will deliver:

This module will be assessed through

- an in class or online written exam halfway the semester (30%),
- an oral exam at the end of the semester; this oral exam will have a duration of 20 minutes and will be done individually or in pairs (70%). When in pairs, every student will be assessed individually. The oral exam will take place during examination weeks.

This is how to do it:

You will always attend classes.

You will be prepared, do your homework.

You will spend at least 2,5 hours (150 minutes) per week on studying for this module.

PM13 Additional Language / Spanish II

| | |
|--------------------|-----------------------------|
| Progress Code | PM13IE20-S |
| Module Type | Tutorials |
| Course Coordinator | Madeleine Goedhart (GOEM05) |
| Lecturers | Madeleine Goedhart (GOEM05) |

Program and Module Learning Outcomes (PLO's and MLO's)

| Domain | Domain Category | PLO's | MLO's |
|-------------------------|--------------------------------------|--|--|
| Ways of Working 5 (WW5) | International Business Communication | Students can use one or two additional languages to facilitate international business. | In an additional language, student can understand sentences and frequently used expressions related to areas of most immediate relevance. Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need. |

This is the knowledge/skill you will acquire:

This is the knowledge/skill you will acquire:

At the end of semester 2 you can communicate on **level A2** in Spanish as defined by the *Common European Framework of Languages* (CEFR), emphasising *speaking* and *listening* skills. Please see table below. This is a language course for business purposes: you will learn how to communicate in Spanish in a professional environment.

| Level A2 Common European Framework of Languages | | | | |
|---|--|---|--|---|
| UNDERSTANDING | | SPEAKING | | WRITING |
| Listening | Reading | Spoken interaction | Spoken production | Writing |
| Student can understand phrases and the highest frequency vocabulary related to areas of most immediate personal relevance (i.e. very basic personal and familiar information, shopping, local area, employment). Can catch the main point in short, clear, simple messages and announcements. | Student can read very short, simple texts. Can find specific, predictable information in simple everyday material such as advertisements, prospectuses, menus and timetables and can understand short simple personal letters. | Student can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities. Can handle very short social exchanges, even though he/she can't usually understand enough to keep the conversation going himself/herself. | Student can use a series of phrases and sentences to describe in simple terms family and other people, living conditions, educational background and present or most recent job. | Student can write short, simple notes and messages relating to matters in areas of immediate need. Can write a very simple personal letter, for example thanking someone for something. |

This is what you will deliver:

At the end of the semester, this module will be tested in an oral exam of 20 minutes (exam: 15 minutes + verbal feedback: 5 minutes), which will be done in pairs. Each student will be tested individually. The oral assessment will take place during the examination weeks.

This is how to do it:

This Spanish course enables you to communicate and interact in a Spanish business context. Exercises and activities that reflect daily and business situations will be practiced, using a communicative approach. This means that the focus will be mainly on speaking and listening. Vocabulary and grammar will be taught within a task based context. Some cultural aspects will be highlighted to facilitate the business communication in several common situations.

The course will be delivered in interactive sessions of 1,5 hours a week and you are expected to spend at least 2,5 hours per week on self-study. You are highly recommended to attend class, prepare for class, and participate actively in class, as the pace of the sessions is high.

PM13 Additional Language / German II

| | |
|--------------------|-----------------------|
| Progress Code | PM13IE20-G |
| Module Type | Tutorials |
| Course Coordinator | David Harder (HARD02) |
| Lecturers | David Harder (HARD02) |

Program and Module Learning Outcomes (PLO's and MLO's)

| Domain | Domain Category | PLO's | MLO's |
|-------------------------|--------------------------------------|--|--|
| Ways of Working 5 (WW5) | International Business Communication | Students can use one or two additional languages to facilitate international business. | In an additional language, student can understand sentences and frequently used expressions related to areas of most immediate relevance. Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need. |

This is the knowledge/skill you will acquire:

At the end of the **SECOND** semester you will be able to reach **level A2** in German, as defined by the *Common European Framework of Languages* (CEFR), emphasising *speaking* and *listening* skills. Please see table below.

| Level A2 Common European Framework of Languages | | | | |
|---|--|---|--|---|
| UNDERSTANDING | | SPEAKING | | WRITING |
| Listening | Reading | Spoken interaction | Spoken production | Writing |
| Student can understand phrases and the highest frequency vocabulary related to areas of most immediate personal relevance (i.e. very basic personal and familial information, shopping, local area, employment). Can catch the main point in short, clear, simple messages and announcements. | Student can read very short, simple texts. Can find specific, predictable information in simple everyday material such as advertisements, prospectuses, menus and timetables and can understand short simple personal letters. | Student can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities. Can handle very short social exchanges, even though he/she can't usually understand enough to keep the conversation going himself/herself. | Student can use a series of phrases and sentences to describe in simple terms family and other people, living conditions, educational background and present or most recent job. | Student can write short, simple notes and messages relating to matters in areas of immediate need. Can write a very simple personal letter, for example thanking someone for something. |

This is what you will deliver:

This module will be assessed through

- an in class or online written exam halfway the semester (30%),
- an oral exam at the end of the semester; this oral exam will have a duration of 20 minutes and will be done individually or in pairs (70%). When in pairs, every student will be assessed individually. The oral exam will take place during examination weeks.

This is how to do it:

You will always attend classes.

You will be prepared, do your homework.

You will spend at least 2,5 hours (150 minutes) per week on studying for this module.

PM14 Personal & Professional Development II

| | |
|---------------------|--|
| Progress Code | PM14IE20 |
| Module Type | Personal Coaching, Tutorials and Workshops |
| Course Coordinators | Madeleine Goedhart (GOEM05) Khalid Raihan (RAIK01) |
| Coaches | IB1A: Madeleine Goedhart (GOEM05) IB1B: Christo Stander (STAC10) IB1C: Alex Ioan (IOAA01) IB1D: Paloma Rico(RICP02) IB1E: Khalid Raihan(RAIK01) IB1F: Peter Hatzfeld (HATP02) |

Program and Module Learning Outcomes (PLO's and MLO's)

| Domain | Domain Category | PLO's | MLO's |
|-------------------------------|---------------------------------------|--|--|
| Ways of working 6 (WW6) | Collaboration | Collaborate effectively with different kinds of stakeholders in different cultural, organizational and political landscapes to contribute to achieving agreed goals. | Analyse own strengths and weaknesses when working with group members in group projects. |
| Living in the world 8 (LW8) | Personal and Professional Development | Express reflections on his personal development with the aim of personal growth. | Justify personal development achievements and aims for next academic year, based on a self-reflection. |
| Living in the world 9 (LW9) | Personal and Professional Development | Respond appropriately to an unfamiliar, or unexpectedly changing, business environment. | Function in an unfamiliar project environment. |
| Living in the World 10 (LW10) | Ethical & Social Responsibility | Formulate ones' own position concerning ethical and social responsibility in a professional environment. | Take social responsibility and learn from it. |
| Living in the world 11 (LW11) | Intercultural Proficiency | Mitigate the pitfalls of cultural differences in business and social contexts | Analyse own strengths and weaknesses when working in a diverse group, in the main project of the semester. |
| Living in the world 12 (LW12) | Intercultural Proficiency | Display willingness to work with people from other cultures and to work in countries with different cultural backgrounds. | Analyse own strengths and weaknesses when working in a diverse group, in the main project of the semester. |
| Living in the World 13 (LW13) | Intercultural Proficiency | Use appropriate verbal and non-verbal communication in an intercultural setting | Analyse own strengths and weaknesses when working in a diverse group, in the main project of the semester. |
| Living in the world 14 (LW14) | Intercultural Proficiency | Assess the effect of cultural differences upon organisational behaviour and strategic choices. | Analyse own strengths and weaknesses when working in a diverse group, in the main project of the semester. |

This is the knowledge/skill you will acquire:

Welcome to the module *Personal and Professional Development II*, also known as *the Journey!* Within this module you are guided to actively work on improving key personal and professional competencies. Self-assessment, reflection and training, both in the study programme and outside of university, form an important basis for this module.

Here is the nice part: you decide in which ways you will develop, within a certain bandwidth... and here is the challenging part (for some of you): YOU are responsible for your own development! You keep track of your own progress, achievements and developments and you will be stimulated to create a *digital showcase -portfolio*, which can be used as a *personal branding* tool.

This is what you will deliver:

You keep track of your development in your *Journey portfolio* that you created in the first semester, reflecting continuously on your personal and professional development. As mentioned in the previous section, you have a lot of influence on what you will deliver in this module. Main indicator is that it should help you in your self-development. We are partly going to assess the effort you put into this development, not just (the quality of) the output. Although there is a lot of freedom, there are still some milestones for the PM14 Journey portfolio at the end of semester 2.

Personal Development:

- You will write a personal introduction as a starting point of your journey in semester 2.
- You will define/adjust your *big dream* again and you formulate (and later reflect on) your long term goals and short term goals for semester 2. You will evaluate your goals of semester 1.
- You will reflect on unfamiliar contexts, giving examples on changing project environments and you will write a reflection about the impact of Covid-19.
- You will invest at least 40 hours in year 1 (so including semester 1) in your personal development by reading books and articles, watching documentaries, listening to podcasts and/or participating in online or offline training sessions and you reflect on these activities.
- You will invest at least 20 hours in year 1 (so including semester 1) in *giving back to society* and you write a reflection afterwards.
- The invested time in your personal development (books, documentaries, etc.) and Giving back to society needs to be registered in an Excel file that we created for you: *Investment Personal Development*. You need to collect *evidence* for the invested time, which you can share with peers and/or coach.

Professional Development:

- You will reflect on collaboration within the PM8-project, include and register peer feedback and you write a reaction to this feedback. You define your strengths and weaknesses based on two semesters (PM1 & PM8). You formulate learning goals for year 2 in the context of collaboration. Please consult the Student Manual PM14 for more detailed information about the predefined Module Learning Outcomes.
- You register your grades in the *Overview of modules and results* Excel file, so that you keep track of your study progress.
- You will have at least two individual talks with your coach, in which you discuss your self-development as well as your study progress. Your last individual talk will include checking together with your coach whether you met all the criteria.
- There are no big, unsolved negative signals about you.

So, there is some structure / guidance in what you will deliver. But if you read carefully, you will notice that a significant part of the content is not defined, which allows you to focus on your own needs.

This is how you do it:

To a large extent YOU decide and YOU are responsible. Of course, your coach will guide you and will be there for you. But right from the start, we will put you in control. We will be facilitating you by having some information available and helping you find your own answers.

Group sessions in various sizes and various compositions and individual talks will be a structural part of this module. The reserved time in your schedule (PM14) will be used for this, but it could also be necessary to meet at different moments.