One-week Block Seminars – Characteristics

- One week block seminars either in May or in November. During this time no regular lectures are given.
- Give students the opportunity to put knowledge into practice and broaden their horizon
- Find here a selection of successful topics:
  - “The Political Economy of South Africa”
  - “Governance, Accountability and Ethics”
  - “Conflict Resolution in Business”
  - “The Holy Cow calls you now to India?!”
  - “The Political Economy of South Africa”
  - “Governance, Accountability and Ethics”
  - “Conflict Resolution in Business”
  - “The Holy Cow calls you now to India?!”
  - “Current Trends in Internet Marketing and Social Media”
  - “U.S. Business Culture, Risk and the Financial Crisis with Case Studies”
  - “Intercultural Communication in the Business World”
  - “American Culture in the Global Context”
  - “Cross cultural management – including South African perspectives”
  - “International Leadership and Negotiation”
  - “Marketing Communication Management”
  - “Economic Ethics in Africa”
  - “Career Planning and Professional Development”
  - “Becoming Global Leaders”
  - “Strategy in action (cases)”

- Lectures from our partner universities are invited to submit their application with the proposed topic by January 10th for the block week in May or May 10th for the block week in November.

- Block weeks in 2013: 13th – 17th May, 4th – 8th November
- Block weeks in 2014: 5th – 9th May, 3rd – 7th November
- Block weeks in 2015: 4th – 8th May, 9th – 13th November
- Block weeks in 2016: 9th – 13th May
Detailed Information about the Block Week

1. What is the Block Week?
   This special type of class is offered once every semester: at the beginning of May and in the middle of November. It lasts one week, from Monday to Friday.

During block week, no regular lectures are given. Instead, students are encouraged to attend one of the several “special” classes offered. These could be projects, business games, case studies etc. Generally, the block week should serve to broaden the students’ horizons and extend beyond the courses offered in their specific study programmes. Please feel also invited to offer a course that refers to your home country such as “The Political Economy of South Africa”, or compares the situation of your country to Germany.

Not only faculty members, but also German and international guest lecturers offer block week seminars.

The lecturers are supposed to hold a full-time class of 30 teaching hours (1 teaching hour has 45 minutes). Please note that we do not expect our lecturers to teach all day – the students can/should be committed to contribute actively e.g. doing group work, research, presentations etc. The majority of the students participating in a block week seminar will get 2,5 ECTS credits. 1 ECTS credit is equivalent to a workload of 30 hours (each 45min.), hence 2,5 ECTS credits to 75 hours! Our students are supposed to know this! The students are expected to attend the seminar regularly and the group will remain the same the whole week so that continuous working is possible. There is no final examination.

Our students might expect the timetable as follows. However, feel free to adapt it to your and the students’ preference at the beginning of the block week.

<table>
<thead>
<tr>
<th>Time</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>TUESDAY</th>
<th>FRIDAY</th>
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</thead>
<tbody>
<tr>
<td>1. Block</td>
<td>9:00 - 10:30</td>
<td>9:00 - 10:30</td>
<td>9:00 - 10:30</td>
<td>9:00 - 10:30</td>
<td>9:00 - 11:45</td>
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<tr>
<td>Break</td>
<td>10:30 - 11:00</td>
<td>10:30 - 11:00</td>
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<tr>
<td>2. Block</td>
<td>11:00 - 12:30</td>
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2. Who are the students you will be working with?

In general the Bachelor students from different study programmes such as International Business Management, Business Law, Social Work etc. have to take two block week seminars during their entire studies. That entails that the background and the prerequisite the students bring along will be diverse. We ask you to consider that preparing the class. For the complete list of study programmes the students come from, see [link to study programmes]. Due to a wide range of seminars (about 40 every block week including the offers in German) they have the free choice. Nevertheless, once registered for a course they have to attend regularly when they want to get credits.

Our postgraduate students are generally not obliged to do any of the block week seminars, but some special modules from the curricula of our Master programmes, such as 'Business Ethics', might be offered in one block at the time of our block weeks. International guest lecturers are, of course, also invited to contribute to these postgraduate classes.

3. Remuneration

The whole seminar will be remunerated with EUR 850.00. Also a daily allowance of EUR 24.00 will be paid for a period up to ten days. We will also cover the travelling expenses (2nd class flight, airport shuttle, travel insurance, visa fee) and accommodation if no other funding is available.

4. How to apply

We would like to ask you to specify the topic and contents of the planned lecture by completing the application form. Regarding the formulation, please note that we will forward this course description to our students later on. So try to put it that you attract the students’ attention, especially the title of your course. We also ask you to send us your CV. Please submit these documents by January 10th for the block week in May or May 10th for the block week in November. The faculty’s International Committee will select the offered topics of our guest lecturers and we will get back to you. Even if you are selected, whether your course can definitely take place will depend on the number of students who register for it. The minimum number of course participants is 12. Usually we will know the number of students 6 weeks before the beginning of the block week. So up to this time we still have to reserve the right to refuse a seminar with less than 12 participants.

5. Our facilities

All classrooms at our faculty are fully equipped with the latest multimedia technology (e. g. computer with internet connection, projector, microphone, media containers with notebooks) enabling you to use teaching aids such as memory sticks with your files, CD-ROM, DVD for Powerpoint presentations, etc.

We also have 3 computer labs. If you want to use one of these we ask you to indicate this on the application form.

If you want your students to do group work using internet they can either use the computer labs or they work with their own laptops connected to WLAN offered at our University.

In addition, the faculty offers an office for guest lecturers. The room contains a PC and a container with some office material for your personal use. An extra laptop can also be provided. It might however be used by several guests at the same time. If you want to do some larger or preparatory works for your lectures, we would recommend you to bring your own laptop. Please note that if you bring your own laptop and want to use WLAN, your laptop must have a WLAN programme.
6. **Accommodation**
You are usually accommodated in our guest house on campus. It is located on the Caprivi Campus, Caprivistraße 30 A, Osnabrück, i.e. very close to the lecture rooms. The guest house features furnished rooms, lounge, kitchen, bathrooms and washing machine. It does, however, not include breakfast, but there is a cafeteria very close on campus which is open from Monday to Friday.
In case the guest house is fully booked, we will book accommodation in a hotel nearby.

7. **What else?**
We usually organize a programme for all international guest lecturers, so that they will get to know each other and the lecturers at the Faculty of Business Management and Social Sciences. Examples: Welcome dinner with the Dean of Studies, guided city tour, feedback meeting. Before your arrival you will receive an individual schedule for your stay.

**Should you have further questions, please feel free to contact us!**
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