

English in International Offices – Englisch in Beratungs- und Betreuungssituationen

27 to 29 February 2012

Venue: Gustav-Stresemann-Institut e.V., Langer Grabenweg 68, 53175 Bonn

Preliminary Programme

Monday, 27 February 2012

- 02.00 pm **Welcome and Introductions**
Dr. Gabriele Althoff (DAAD)
- 02.30 pm **”So many good ideas – but how to deal with them?“**
Existing materials and initiatives in English.
- Helpful websites, files and brochures, and how to use them (short lecture Laurien)
 - Participants introduce themselves and present counselling activities at their own universities
- 03.30 pm **Coffee break**
- 04.00 pm **„Scouts“ and other counselling offers**
- The example of “Uni-Lotsen” at Clausthal-Zellerfeld (short lecture Böhlefeld)
- 04.30 pm **What makes counselling successful and what can be improved?**
- Participants discuss their experiences and their expectations regarding this course (group discussions and presentations with flipchart)
- 06.00 pm **End of day 1**
- 06.30 pm **Informal get together**

Tuesday, 28 February 2012

- 09.00 am **Different systems – or only a different terminology?**
- International academic and bureaucratic terminology within different systematic contexts. (short lecture Laurien)
- 09.30 am **Counselling strategies. Words and phrases as handouts.**

- 10.30 am **Coffee break**
- 11.00 am **Coping with difficult situations, e.g.:**
- Acceptance of academic work done elsewhere
 - Language courses
 - Foreigners authority, residents' registration office
 - Room hunting, rental agreements, problems with shared flats
 - Health insurance, illness
 - Financing studies/financial difficulties
 - Student dropout, transfer to another course
(group discussions and role plays)
- 01.00 pm **Lunch break**
- 02.00 pm **Continuation**
- 03.30 pm **Coffee break**
- 04.00 pm **Writing difficult emails**
- 05.30 pm **Plenary discussion and evaluation**
- 06.00 pm **End of day 2**

Wednesday, 29 February 2012

- 09.00 am **What is intercultural competence? (short lecture Laurien)**
- Discussion: Bridging cultural differences in counselling (role play)
 - Plenary discussion and evaluation
- 10.30 am **Coffee break**
- 11.00 am **Continuation**
- 12.00 am **Conclusion (including Feedback)**
- 12.30 pm **Evaluation / iDA – International DAAD-Academy**
- 01.00 pm **End of seminar**

Trainer

Klaudia Böhlefeld, Leiterin des Lehrgebiets Englisch am Internationalem Zentrum der TU Clausthal

Dr. Ingrid Laurien, freiberufliche Dozentin, Göttingen

Organisation

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