First some important advice. This may appear intimidating at first, but JYM students have taken university courses since 1953 - and so can you!

Be Realistic
Don’t expect to take all your course work at LMU. Unless you are a native speaker, that is simply unrealistic. Plan instead to take a balanced mix of LMU and JYM courses.

Be Advised
If Professor Söder advises you against taking a particular course because of the level of difficulty involved, trust his advice. History has shown that those who did not, discover at the end of the semester (when it’s too late to drop the course) that they wish they had.

Be Aware of Drop Deadlines
LMU Munich has deadlines to withdraw from a course, just as in the US. If you decide the course you registered for is not the right fit, you must officially withdraw. If you don’t officially drop the course, it WILL appear on your LMU Notenspiegel and there’s nothing JYM can do about it.

Be Aware of Exam Dates
This mainly applies to students taking Business (BWL) courses in the second semester. Sometimes an exam date for the course is scheduled for after the end of the semester and even after the end of the JYM program. Find out asap when exams are taking place. Often instructors will accommodate JYM students if they ask to take the exam early. But if that is not possible, see Professor Söder immediately, because this has ramifications for your housing. All students need to move out of their room by the date given JYM by the Studentenwerk. If you exam takes place after that time, we need to help you find temporary housing.

Be Prepared #1 - Your Papers
Not only must you complete written work to earn a grade from having taken a LMU course, you must also email JYM a copy of your written work. Why? Sometimes it may take weeks for a professor to get around to grading your work. It sometimes happens that a visiting professor is nowhere to be found after the semester ends. Or it may happen that the professor may say s/he never received your paper, but you claim you handed it in. All of these situations will delay the production of your Wayne State transcript that you need in order to register when you return to the US, meet with financial aid and deal with a whole host of other issues. JYM can only intercede and help you if we have a copy of your written work on file.

Be Prepared #2 - the Course Syllabus
You must email Sommer or Patricia a copy of your LMU course. Why? Because it sometimes happens that a student returns to the US only to discover that their advisor wants to see the syllabus of the course you took, but you can no longer find it. JYM can only help you if you email us your LMU course syllabus.

Be Prepared #3 - When do I get my LMU grades?!
Be advised that second semester grades for LMU courses usually are not posted until weeks after you have returned to the US.
How to Search for LMU Courses

Here's a quick way of getting lists of courses offered. You don't need to log in or have a special access ID. There are two ways to get lists of courses:

1) you can bring up all courses offered in a particular department.
2) you can put in keywords and see what that brings up if you don't know what department your desired courses might be in.

So, first go to the LSF Online Portal which you can link to from our website: http://www.jym.wayne.edu/LMUcourses.html

Once in the portal, click on "Suche nach Veranstaltung" on the left hand side.

To search for all courses offered in a department, click in the "Einrichtung" box, and then click the "Auswahl" button at the end of that box.

This brings up a list of all the Fakultäten at the LMU. So look for the relevant Fakultät. As an example, you'll see there is a Fakultät für Sozialwissenschaft with a box and plus sign next to it. Click on the PLUS SIGN. This divides the Fakultät into its various sections, in this case Political Science, Sociology, and Communication Studies. Click in the box next to "Geschwister … Politikwissenschaft". Then scroll down to the bottom and click "Auswahl übernehmen (alle Zweige)". This brings you back to the prior screen and you'll see it has populated the Einrichtung box.

Now be SURE to go first to the top and click the "50" radio button because it's such a pain if it only brings up 10 per page. Also select a semester from the drop down menu. Then go to the bottom of the page and click "Suche starten."

Voila!! You've got four pages of Political Science courses to plough through!

Search for courses using a keyword search. This is useful if you have no idea what department the courses might be in, but it is kind of touch and go because the word may bring up courses in all sorts of different departments. But it comes in handy sometimes. Let's do a search for courses that have "Umwelt" (environment) in the title:

Again, click on "Suche nach Veranstaltung" on the left hand side. Be sure to clear the prior search in the Einrichtung box first if it's still there!!

This time, click in the "Titel der Veranstaltung" box, and type in Umwelt. Then click "Suche starten" at the bottom. This searches all departments for the keyword. You'll see it brings up quite a few courses with Umwelt in the title.

If you are participating the full-year program, you should search both semesters so you get the full range of possible courses offered during the academic year.
Note that you won't be able to see courses for your exact semester until much later in the year, so you have to go with the prior year’s courses for now. Get those tentatively approved and then formally approved when you have access to the courses for the semester that you will be there.

► Where is What taught?

German universities are structured differently than in the US. LMU Munich is divided into 18 Schools (Fakultäten). These Fakultäten are divided into various chairs, professorships, institutes and departments, which in turn may be divided further so that there are even departments within departments. Unlike in the US, where you might simply go to the philosophy department to find philosophy courses, at a German university you may find courses scattered widely among the various divisions and sub-divisions of a Fakultät, and you may have to search each unit separately in order to find the course you are looking for. This may sound complicated at first, but you'll soon get the hang of it. See the Appendix: Academic Subjects at LMU Munich.

► Level of Courses appropriate for JYM Students

Courses that are designated as part of the bachelor’s curriculum or at the Grundstudium level would be most appropriate for JYM students.

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Studiengang</td>
<td>a course of study that leads towards a specific degree</td>
</tr>
<tr>
<td>Bachelor-Studiengang</td>
<td>refers to courses for student pursuing a bachelor’s degree</td>
</tr>
<tr>
<td>Lehrangebot Bachelor</td>
<td>refers to the curriculum for student pursuing a bachelor’s degree</td>
</tr>
<tr>
<td>degree</td>
<td></td>
</tr>
<tr>
<td>Grundstudium (GS)</td>
<td>basic or fundamental studies (vs Hauptstudium, advanced or specialized studies); since the introduction of bachelors degrees Grundstudium is sometimes referred to as undergraduate studies, although the term is being eliminated altogether within some disciplines; in general, courses at the Grundstudium level are appropriate for JYM students</td>
</tr>
</tbody>
</table>
Recommended Types of Courses for JYM Students

We recommend that JYM students look for *Proseminar*, *Propedeutika*, or *Vorlesungen*.

die Vorlesung
a large lecture course, perhaps with hundreds of students; this type of course may be appropriate for full-year JYM students who have successfully completed university courses the first semester, or second semester JYM students with advanced language proficiency

das Proseminar
a smaller seminar, usually with limited enrollment (this type of course would be appropriate for JYM students)

Propädeutika
introductory courses as preparation for studying a particular subject (this type of course would be appropriate for JYM students)

Einführung
literally “introduction,” however not to be confused with courses in the US; these can be very rigorous courses and may not appropriate for JYM students

die Übung
translates literally as an “exercise”; Übungen may be stand-alone courses, or they may be required supplementary courses that are held in conjunction with a lecture, *e.g.* In der Übung werden Aufgaben und Fallbeispiele zu den in der Vorlesung behandelten Themen gerechnet und diskutiert.

Types of Courses Not Recommended for JYM Students

Grundkurs
a foundational course specific to a course of study; beware - these can be very difficult and may not appropriate for JYM students

das Hauptseminar
toward
a graduate-level seminar, restricted to students working toward the M.A. or Dr. phil. degree (except on rare occasions, JYM students are not eligible)

Pflichtveranstaltung
degree-
a required course for students pursuing a particular degree; seeking LMU students have priority registration and JYM students may not be allowed to register for the course
Blockveranstaltung: an intensive course that meets for extended hours over a short period of time, rather than meeting regularly over the course of the entire semester; the class may take place over the course of two weeks, one week, or even a long weekend; for the extremely self-motivated and independently-minded student only

**Finding Courses**

Below are words you will encounter as you search for LMU courses:

- **Veranstaltungen**: translates literally as “events” but here generally refers to courses offered, guest lectures scheduled, etc.
- **Veranstaltungensverzeichnis**: directory of courses
- **Lehrveranstaltungen**: refers more specifically to academic or instructional “events,” aka courses; forms of Lehrveranstaltungen include lectures, proseminars, seminars, etc.
- **Lehrveranstaltungen – aktuelles Semester**: courses currently being offered this semester
- **aktuelle Lehrveranstaltungen**: courses currently being offered this semester
- **aktuelles Lehrprogramm**: program of courses currently being offered this semester
- **Lehre (und Studium)**: teaching (and studies); a general rubric used on websites that leads to information about courses offered, degree requirements, etc.
- **Lehrangebot**: courses (curriculum) offered by a Fakultät and its institutes
- **Vorlesungen**: lectures (also used generically for courses)
- **Vorlesungen im WiSe**: lectures offered in the Wintersemester (first semester)
- **Vorlesungen im SoSe**: lectures offered in the Sommersemester (second semester)
- **Vorlesungsverzeichnis**: complete directory of all courses offered (similar to a schedule of classes in the US)
- **Auszug aus dem Vorlesungsverzeichnis**: an excerpt from the Vorlesungsverzeichnis that is relevant to a specific course of study
kommentiertes Vorlesungsverzeichnis: an annotated directory of courses offered by a Fakultät that includes more detail than found in the Vorlesungsverzeichnis e.g. detailed course descriptions, additional course offerings, reading lists, etc. Some Fakultäten publish these for sale shortly before the beginning of the semester; others have migrated this information onto the new LSF Online-Portal.

► Finding Courses offered in the past

If you are looking for information about a specific course, and it is not currently being offered, you may be able to find information about it by looking at Vorlesungsverzeichnisse from prior semesters:

- Archiv Lehre: archived list of courses previously offered
- Veranstaltungsarchiv: archived list of courses and other events previously offered
- Lehrveranstaltungen – vergangenes Semester: courses offered last semester

► Finding Courses to be offered in the future

A number of Fakultäten are beginning to list courses that will be offered in the near future:

- Veranstaltungsübersicht: an overview of upcoming courses (e.g. eine Übersicht über die Veranstaltungen der nächsten Semester)
- Lehrvorschau: a preview of upcoming courses (also Lehrprogrammvorschau)

► Abbreviations

- ECTS: a standard of credit points awarded academic work in higher education that has been developed and agreed to by 46 European countries, making it possible to compare work required and student performance leading to the fulfillment of degree requirements within Europe; **not the same as the credit system used in US higher education!** JYM does not use the ECTS
- GS: Grundstudium: basic or fundamental studies; undergraduate studies
- LP: Leistungspunkte: the German equivalent of ECTS Credit Points (Kreditpunkte); **not the same** as the credit system used in US higher education
PO: Prüfungsordnungen regulations governing the examinations given to fulfill degree requirements, and provide the basis for regulating university studies in general; JYM students do not need to be concerned with this, since they are not degree-seeking students at LMU

SWS: Semesterwochenstunden refers to the number of hours per week that a course meets

► Important Vocabulary: Course Information/Syllabus

The amount of information about any given course will vary from instructor to instructor. The kind of detailed syllabi common at US colleges and universities is not very common at German universities, although that is changing.

Voraussetzung pre-requisite, e.g. some Proseminare may require that students attend a required lecture course

first

Teilnehmerbegrenzung the number of participants (i.e. enrollment) is limited

der Lehrplan the syllabus

Sprechstunden office hours

die Gliederung an outline, e.g. of material to be covered in a course

Notizen notes, e.g. lecture notes

das Handout a handout, but created according to a specific form

Studienmaterialien course material, e.g. eine Literaturliste of books you should read

das Literaturverzeichnis bibliography

Textgrundlage main text(s) upon which the course is based

Zum Einlesen readings that introduce you to the course topic

Empfohlene Lektüren recommended reading

Zur Orientierung: suggested readings for a general orientation to the course

Literatur zur Vorbereitung literature that prepares you for the course
Eine Lektüreliste folgt nach Anmeldung.

Für einen ersten Einstieg ins Thema wird empfohlen:

Unterlagen (Lehrunterlagen) zur Veranstaltung

Wissenschaftliches Arbeiten

Formvorschriften
guidelines

die Klausur

das Referat report in

Abgabetermin

eine mündliche Prüfung

eine schriftliche Prüfung

►Important Vocabulary: Announcements

Abgabetermin deadline for something to be submitted

Bemerkung notice

Wichtige Ankündigung important announcement

Achtung! Die Vorlesung entfällt! Attention - the lecture has been cancelled

Die Veranstaltung ist belegt! the course is full
Zeit und Raum haben sich geändert!  time and room have changed

Der Raum hat sich geändert!  room has changed

das Schwarze Brett  bulletin board, e.g. Wegen eventueller Änderungen bitte bei Semesterbeginn das Schwarze Brett in der (street address of the department) konsultieren.

► Basic Verbs

sich anmelden  to register (for a course); takes accusative (e.g. Haben Sie sich schon angemeldet? Ja, ich habe mich schon angemeldet.)

herunterladen  to download

teilnehmen + an  to take a course; literally “to participate” in a course (e.g. an einer Veranstaltung teilnehmen; am Proseminar teilnehmen); takes dative
eine Vorlesung besuchen  to take a course, specifically a lecture course; literally “to visit” a lecture