

## PERSONAL INFORMATION



## Dr. Susanne Karam

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✉ Susanne.karam@gmx.net

📅 Date of birth 25/05/1977

🇩🇪 Nationality German

💍 Marital Status: married, two children

## APPLICATION FOR

## DAAD-Lecturer für Translation Studies

## WORK EXPERIENCE

since Oct 2018

## Instructor for German As a Foreign Language

Volkshochschule (cultural centre) Leipzig / Germany

- Teaching German courses for integration purposes or private persons, developing online & blended learning courses, administering A1 & A2 exams

since Jan 2017

## Translator &amp; Interpreter

freelancer

- Translation of official documents and interpreting for police, prison, court and hospital

since Oct. 2016

## Lecturer für Arabic Studies

Orientalisches Institut, University of Leipzig, Germany

- Developing and courses about legal translation, literary translation, reading Arabic literature, community interpreting, Conducting language exams, Supervising and evaluating MThesis

Apr 2012 - June 2016

## Translator

Freelancer for the German and Austrian Embassy in Saudi Arabia

- Translation of official documents

Sep 2011 - Jul 2016

## DAAD-Lecturer

Effat University, Jeddah / Saudi Arabia

- Course and Curriculum design, participation in academic Committees, Reviewer and supervision of BA thesis, supervision of new teachers and trainees

Nov 2008 - Aug 2011

## Head of Department &amp; Instructor

Landesspracheninstitut (LSI) Bochum / Germany

- Teaching Arabic for non natives in intensive courses with various levels, Organisation and managing intensive language courses Developing and supervising many projects to expand the learning materials working together with other institutions and universities to develop and improve teachers training and developing learning material for special courses

Mar 2008 - Jul 2008

## Project Manager &amp; Instructor

Language Centre Aden/ Yemen in cooperation with Goethe Institut Cairo/ Egypt

- Teaching German as a foreign language, managing and organisation of courses, choosing and adapting learning materials, counselling and supervising students in language learning, evaluation and training teachers, doing exams and tests for students
- One month preparation at Goethe-Institute Cairo/Egypt and Munich/Germany

Sep 2003 - Jul 2006

## Scientific Assistant

Institute of Oriental Studies, University of Leipzig

- editing old Arabic manuscripts & teaching Arabic on various levels in addition to different fields of scientific research and library and secretary work.

Feb 2001 - Jun 2001

## Instructor for German Language

Open Language Program, University of North London/ United Kingdom

- Teaching German as a foreign Language (Beginners)

## HIGHER EDUCATION

Oct 2003 - June 2007

## PHD in Teaching Foreign Languages

University of Leipzig, Germany

- Title: "Reading Strategies and Reading Comprehension Of German Students in Arabic as a Foreign Language"

Oct 1998 - Aug 2004

## Magister Artium

University of Leipzig, Germany

- Teaching German for Non-Natives (Herder Institute)
- Arabic Studies (Institute of Oriental Studies)
- Master Thesis in comparative phonetics:  
Title: "Phonetically Analysis of Mistakes Made by Hebrew Native Speakers Learning German as a Foreign Language"

Sep 2000 - June 2001

## Year abroad

School of Oriental and African Studies (SOAS), University of London, United Kingdom

## ADDITIONAL QUALIFICATION

Nov 2006

## Translation

Sworn in translator and Interpreter at the juridical Court in Dresden

Mai 2018  
(renewal approx. Mai 2021)

## Examination

Licenced examiner for TELC Tests of German as foreign languages levels A1 &amp; A2

## PROFESSIONAL DEVELOPMENT

## Workshops and Training courses

Volks hochschule Leipzig / Germany

08-12 June 2020

Practical online didactics

3 Nov 2018 – 31 March 2019

Blended Learning Coach

## Professional Development in Higher Education Series

University of Leipzig/ Germany

20 Jan 2020

Didaktik Happens. What to consider when teaching in English

June 2019

Themenspecial Videos – Ein Film sagt mehr als tausend Worte

4 Nov 2018

Tag der Lehre: Leipzig. Lehre. Leidenschaft! #digitalE

## Professional Development Training courses

German Academic Exchange Service (DAAD), Bonn / Germany

16-20 July 2016	Socio-cultural Diversity and Structural Changes in Higher Education
12-15 July 2015	Analysis of Potential and Personality
15-17 July 2013	developing and publishing web projects for teaching

## Workshops at the „Centre of Excellence in Teaching and Learning“

Effat University Jeddah/ Saudi Arabia

13/14 Oct 2014	„Blackboard - Designing Exemplary Courses“
30 Aug /01 Sep 2014	„Blackboard Learn Course Delivery - What's New?“
25/26 Feb 2014	Mechanism of Motivation“
07 Oct 2012	Career Planning

## “Professional Teaching At Universities” Lectures and Workshops series

Centre of Professional Development, Ruhr University of Bochum/ Germany

17-18 March 2011	“What can I do for you?” – How to design contacts to the public
05-06 Oct 2010	Blended Learning in Teaching
24-25 June 2010	Dealing with difficult Situations in Teaching
17 June 2010	Competence oriented testing – Conditions in Examiner and Examinee
19-20 Jan & 09 Feb 2010	“Optimising your voice” - Voice Training situations in Teaching

## EVALUATION & REVIEWS

**Projects** Member (2012, 2013) and Head (2015) of the commission for Arabic applications for the International “Annual Prize for Women’s Contribution to Development” of the Islamic Development Bank (IDB) in Cooperation with Effat University in Jeddah/Saudi Arabia.

**Conferences** „Annual Learning & Technology Conference“ at Effat University in Jeddah/Saudi Arabia  
05.05.2015 reviewing of school projects „Engineer your World“  
24.02.2014 evaluating conference papers for „MOOC: Massive Open Online Courses“  
25./26.02. 2013 Workshop „How Creative Writing Can Help to Improve Foreign Language Competence“

## LANGUAGE SKILLS

Native language(s) foreign language(s)	German & Arabic				
	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C1	C1
French	A1	A1	A1	A1	A1