To: BEAD Writing Team

From: Diane Keyes, ENGL 301 Student, DK

Date: December 12, 2019

Subject: Application Package for a Master’s Program

Thank you for agreeing to edit the first draft of my application package to the master’s program in Ethics and Organization at Universität Witten/Herdecke in Germany. The following documents have been included in this application package:

* Application instructions provided by the university with MLA citation.
* Application Letter.
* Resume.
* Three letters requesting references.

If you have any questions, please feel free to reach out at: diane.keyes@live.com. Thank you again for editing my application package!

# MASTER ETHICS AND ORGANIZATION (MA)

**profile**

In this course, we deal with the question of how ethical action in organizations can be made possible in the professional and research fields of **politics** , **culture** , **business** and **health** , or what prevents ethical action.

We live in an opaque world of organizations: banks and insurance companies, hospitals and schools, parties and clubs, DAX corporations as well as media conglomerates are shaping social life like never before. An immense variety of structures and systems, networks and streams of organized decision-making contributes to and shapes all areas of modern society. Organizations are credited with everything, for better or for worse.

When you study ethics at the University of Witten / Herdecke, you examine the conditions under which organizations are able to align their decision-making processes with values ​​and responsibility standards that also take into account their own social embedding. So banks can keep an eye on the common good, even if they are to generate profits? Are organizations able to learn from experience? Why do some do this better than others? How can ethics of professionalized action be communicated with organizational logics? For example, how can practitioners in the education or health sector primarily act according to human welfare - despite economic pressure? You will deal with these and related questions in the "Ethics and Organization" master.

**professional orientation**

Graduates of the Masters in "Ethics and Organization" work in the areas of management, training, personnel and organizational development. After studying ethics, you can do business, medical, cultural, and policy-related counseling. Or you can take on other responsible tasks in and for organizations that require an increased degree of ethical reflection. Likewise, the program opens up scientific careers in the fields of professional ethics and ethics of organization, philosophical ethics and rationality theory as well as organizational science.

## additional Information

**target group**

You can study ethics and organization if you are a graduate of a humanities, cultural, social, political, economic, or health science degree program. Graduates of other disciplines related to the four practical fields of the course can also study ethics.

The Ethics Master is also of interest to people with normatively complex occupational responsibilities in organizations, for example:

* Planners in administration
* senior clinic staff
* Responsible for press work
* Responsible for corporate social responsibility (CSR) and sustainability of companies,
* Organizational consultant and developer
* Media, art and culture manager.

**study goal**

The students acquire interdisciplinary knowledge of organizations and ethics in the four fields of politics, health, economics and culture. Using case studies, they learn in ethics studies which factors make it easier or more difficult for organizations to incorporate a sense of responsibility and ethical reflection skills into their processes. They also learn what inhibits and promotes the development of morally integrity, trustworthy organizations.

With a master's degree in ethics and organization, you will be able to analyze ethical issues arising from organizational responsibility. You can examine them methodically, address them in a way that can be connected, and moderate discursive normative conflicts. In the study of ethics, you learn to recognize the vital ethical dimension in the world of organizations and to cultivate a sense of responsibility in them as experienced designers.

The focus is on independent scientific work. Students should deal here with overarching organizational theory and philosophical issues. Added to this is the field-specific consolidation with different methodological and theoretical approaches. In this way, they learn to orientate themselves in the scientific field at an early stage, to try out their own priorities and to plan and carry out their work independently. If you study ethics at the university, the faculty will assist you with intensive care.

**Contents and focal points**

After basic introductions to ethics and organizational theory, there are optional specializations in the fields of politics, culture, economics and health. In ethics studies, there is an emphasis on organizational ethics: here, students use the example of a field research or internship to develop problems and possibilities for intervention. So you will learn directly in practice what challenges arise in organizations and how they can be handled ethically. The master's program also includes compulsory elective courses, which make it possible to deepen the problems in the fields of culture, economics, politics and health care.

In addition, a research colloquium is integrated in the two-year version. It accompanies the study process, which ends in both variants with the master's thesis.

**Teaching and learning forms**

In ethics studies, we use innovative forms of teaching and learning to convey theory and practice. Students get to know their problems in direct contact with local organizations and reflect useful intervention options. If you study ethics at the University of Witten / Herdecke, you have close contact with your teachers. The seminar groups are deliberately kept small so that students can have intensive learning experience and their individual concerns can be addressed.

In addition to the events of the Faculty of Cultural Reflection, students in the Ethics Master also have courses from the Faculties of Health and Economics. Co-operation partners in politics, health, economy and culture ensure the relationship to everyday practical problems.

**Networking and practice partners**

The organizational ethics focus in ethics studies aims at the integration of ethics, organizational theory and practice. The University of Witten / Herdecke has a large number of contacts and networks in the areas of art, business, politics and health. Below is a list of possible practice partners for your projects. Please contact us, depending on which area you are interested in:

topicsContact / -inCultural institutions, especially theaters[Prof. Dr. Dirk Baecker](https://www.uni-wh.de/detailseiten/kontakte/dirk-baecker-2459/)Cultural institutions, in particular museums and exhibition venues[Prof. Dr. Claus Volkenandt](https://www.uni-wh.de/detailseiten/kontakte/claus-volkenandt-2449/)Literaturhäuser[Prof. Dr. Julia Genz](https://www.uni-wh.de/detailseiten/kontakte/julia-genz-2457/)Wittener Institute for Family Business (WIFU)[Prof. Dr. Matthias Kettner](https://www.uni-wh.de/detailseiten/kontakte/matthias-kettner-2444/)Witten University Society (WUG)[Prof. Dr. Matthias Kettner](https://www.uni-wh.de/detailseiten/kontakte/matthias-kettner-2444/)Teaching hospitals in the Witten district[Prof. Dr. Martin W. Schnell](https://www.uni-wh.de/detailseiten/kontakte/martin-schnell-2442/)Association of Fiduciary Entrepreneurs (GTREU)[Prof. Dr. Werner Vogd](https://www.uni-wh.de/detailseiten/kontakte/werner-vogd-2447/)

**master thesis**

You choose the topic and the method of the master thesis freely in consultation with a full-time supervisor from the faculty. In the Master's degree in Ethics and Organization, empirical and theoretical theses with a philosophical or social science focus are possible.

**Study fundamental (Stufu)**

Every course of study at the University of Witten / Herdecke includes fundamental studies: Students from all subjects come together one day a week, deal with art and culture, or do artistic work. This change of perspective, the different way of thinking, the communication in this special framework broaden the horizon and bring new ideas to their heads. The fundamental course is free to choose.

### The Stufu is divided into three areas of competence:

**(a)** The **reflexive competence** aims to train your own thinking and thinking about the basics of your own scientific activity and to try out other ways of thinking. At the same time, current issues of national, European and international politics are up for discussion.  
  
**(b)** The **communicative competence** helps to practice the proper and situation-appropriate speech. This ranges from voice training to group communication and from direct interaction to virtual communication.  
   
**(c)** The **artistic competence**serves to test or expand your own design potential as it is peculiar to visual art, music, dance and theater. The diverse possibilities of using the head and body enable you to place yourself in a different relationship to the world than science requires.

**Contributions and study funding**

At the University of Witten / Herdecke, students pay and manage their tuition fees themselves. In order to enable everyone to study freely, students drafted the Reverse Generation Agreement in 1995 and are still responsible for it in the StudierendenGesellschaft (SG). Together, the SG and the university ensure that personality and talent determine access to the course - not the financial background.  
  
Since the amount of the contributions is based exclusively on the income of our graduates, these reflect the income prospects of the students and create a special degree of mutual responsibility.

**The program at a glance**

* Study ethics with a focus on politics, business, culture or health,
* Focus on empirical research or in philosophy and social theory possible
* Small working groups and very good supervision
* Great practical relevance and opportunities for own projects in the master's program
* Close contacts to cultural, social, political and economic institutions
* Integration of philosophy, organizational and cultural sociology as well as cultural studies perspectives
* Interdisciplinary exchange with lecturers from the faculties of economics and health
* Studying fundamental
* Choice in the Ethics Master: Study in the 60 CP variant (two semesters) or 120 CP variant (four semesters)
* Good preparation for a subsequent doctorate
* Your personality counts - the study is NC-free

|  |  |
| --- | --- |
| **baseline** | * Winter semester: October 1st * Summer semester: April 1 |
| **deadline** | * January 31 for the summer semester * July 31 for the winter semester |
| **Scope and duration** | 4 semesters (120 CP) or 2 semesters (60 CP) |
| **graduation** | Master of Arts (MA) |
| **study form** | Full-time study |
| **teaching language** | German, partly English |
| **stay abroad** | voluntary |
| **Number of study places** | A maximum of 30 per semester |
| **canditature** | written application and personal selection process |
| **application fee** | 50 Euros |
| **Tuition Fees** | Tuition fees are charged for this course. Further information under **contributions and study financing** |

**Application Times**

You can apply for a study place all year round. Please note, however, the application deadline for the respective semester:

* **January 31** for the **summer semester**
* **July 31** for the **winter semester**

If you need planning security, for example, if you would like to do an internship before starting your studies or if you would like to stay abroad, you can take part in the application process at an early stage. If we offer you a place, you have the opportunity to start your ethics studies up to two semesters later.

**Application documents and requirements**

For a successful application we need the following documents from you:

* **University** entrance **qualification** (usually the high school diploma) or proof of an equivalent degree (uncertified copy)
* **Proof of a professional qualification** (Bachelor, Diplom, Staatsexamen or equivalents); if the certificate is not yet available, please send a transcript of records and submit the certificate later
* **Tabular CV**
* **Letter of motivation**  
  Detailed, written explanation of what motivates you to choose this course and why you want to study it at the University of Witten / Herdecke.
* **photo**
* **Deposit / transfer receipt** (copy) of the application **fee** of currently 50 euros. Applicants who are already studying at the UWH are exempt from this fee.  
    
  Please transfer the application fee of EUR 50 to one of the following accounts  
  **(purpose: "Application Kure")** :  
    
  Deutsche Bank AG Witten  
  IBAN: DE94 4307 0061 0832 7777 00  
  BIC: DEUTDEDE430  
    
  Sparkasse Witten  
  IBAN: DE55 4525 0035 0000 0109 00  
  BIC: WELADED1WTN

**Personal selection process**

If you want to study ethics at the university, your personality counts more than your grade point average! After successful written application, we invite you to a selection day at our university. Here you will have individual discussions with professors, academic staff and students. We would like to get to know you better and also give you the opportunity to get to know us. We would like to talk to you about what motivates you to study at UW / H and Master's Ethics and Organization. In addition, we are interested in your personal attitudes and experiences, your ideas and future expectations and the projects for which you want to get involved. We inform you shortly after the selection day whether we can offer you a place to study.

Works Cited

“Master Ethik und Organisation (M.A.).” *Universität Witten/Herdecke*. www.uni-wh.de/studium/

studiengaenge/ethik-und-organisation-ma/. Accessed December 3, 2019.

Wittenerstrasse 3

43568 Witten, Germany

December 12, 2019

Dr. Werner Vogd

Degree Program Officer: Master’s of Ethics and Organization

Universität Witten/Herdecke

Alfred-Herrhausen-Strasse 50

58448 Witten, Germany

Dear Dr. Vogd,

Please consider my application for the Master’s of Ethics and Organization commencing October 2020. In May 2020 I will graduate from the University of British Columbia with a Bachelor of Arts in culture anthropology (major) and African studies (minor). After consulting several master’s students in your program, including Ann-Christin Hauser and Jacoba Moeller, they encouraged me to apply based on my interests in culture and organizational change management.

Working for the past five years in alternative education as a program designer and facilitator has revealed the power of social spaces that are rooted in common intentions of respect, mutual care, and integrity. Creating these kinds of social cultures in groups has been a growing passion of mine, and one I would be interested in developing further through your Master’s program. The ability to facilitate processes that lead to fundamental changes thinking and behaviour has the power to support the changes we need across all sectors of society in order to ethically and effectively approach climate change and the rise of technology. Beyond youth leadership programs, the prospect of learning to generate these transformative spaces within organizations using the methods from organizational development is exciting.

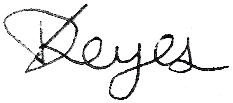
Research I designed and conducted through a self-directed course this winter examined practices and capacities of facilitators who are able to create social norms in groups that support both group- and individual-level transformation. The Master’s self-directed research and internship opportunities would enable me to take this inquiry to the next level, putting the theory of organizational change into practice with local organizations in Witten.

Working in teams has been the norm in my work delivering seven residential youth leadership programs since 2014. The intensive collaborative environments of your Master’s seminar style classes are one of the ways I learn best.

As well, the opportunity to dually specialize in organizational developing in the cultural and health spheres would enable me to deepen my understanding of the health care system, building from my experience working as a Medical Office Assistant at a medical clinic since 2016. The program would simultaneously enable me to continue building my knowledge of culture and apply this knowledge to organizational development.

Should my experience and academic aspirations align with the direction of your program, I can be reached by telephone at 47 22 332 4456 from Monday to Friday between 8:00 a.m. and 6:00 p.m. or by email at diane.keyes@alumni.ubc.ca.

Sincerely,



Diane Keyes

Enclosed: Resume

Diane Keyes

Mailing Address: Wittenerstrasse 2, 58433 Witten, Germany

Email: diane.d.keyes@live.com

Telephone: +49 179 267 1709

***Education***

**University of British Columbia** –UndergraduateStudent,*Vancouver* Sept 2013-Dec 2019

* Bachelor of Arts: Major in Cultural Anthropology & Minor in African Studies.
* Trained in anthropological research methods including interviewing, transcription, coding, qualitative data analysis, and technical report writing. Additional training completed in professional and technical writing.

**Simon Fraser University Social Innovation Certificate Program** –Student, *Vancouver* Sept 2016-Apr 2017

* 8-month program on social innovation, entrepreneurship, and systemic social change.
* Training in social innovation frameworks including systems thinking and human-centred design.

**The International Youth Initiative Program** –Student, *Järna*, *Sweden* Sept 2014-July 2015

* 10-month international alternative education program on innovative leadership and social entrepreneurship.
* Gained experience in community building, social change capacities, and intercultural communication.

**Process Work Facilitation Course** –Participant,*Vancouver* Nov 2015**,** 2016, 2018

* Participated in 3-day intensive facilitation trainings hosted by David Hatfield (M.A. Process Work from the Process Work Institute in Portland, USA).
* Gained skills in group facilitation, conflict transformation, and non-violent communication.

***Research***

**Anthropological Research –** University of British Columbia, *Vancouver, Canada* Sept-Dec 2019

* Designed and conducted a 3-month research project and literature review on transformative learning, investigating the capacities and practices of facilitators who are able to create transformative social spaces.

**Anthropological Research –** University of British Columbia, *Vancouver, Canada* Sept-Dec 2018

* Designed and conducted a 3-month inductive, exploratory research project on understanding the transformative experience of participants at an international youth leadership program. The research investigated what this transformative experience was, and the elements made it possible.

***Experience***

**Global Social Witnessing Lab** – Volunteer Editor, *Witten, Germany* July 2019-Present

* Supporting the preparation of the Global Social Witnessing Lab through editing informational documents on the GSW technique, including conference handbook.

**The Future is Now –** Program Designer and Lead Coordinator, *Wales, UK* Mar 2-8, 2019

* Co-designed a 6-day program with 3 co-facilitators for 12 international students at the United World College of the Atlantic.

**Together for Development –** Curriculum Design Program Coordinator, *the Kingdom of eSwatini* June 2018-Jan 2019

* Co-designed curriculum for a 2-week international youth leadership program for 60 youth. Co-facilitated the program in collaboration with a team of 15 coordinators for Waterford Kamhlaba United World College of Southern Africa.

**Changemaker Residency –** Program Coordinator, *Quebec, Canada* Jan 2018-Present

* Co-designed and facilitated the month-long entrepreneurship residency for 10-12 young international adults, equipping them with the tools, skills, and mindsets to take their ideas to action in service of a more sustainable and equitable world.
* Offered training relational skills, leadership, self-awareness, social entrepreneurship and innovation.
* Pre-program role: managing participant recruitment

**Pearson Seminar on Collaborative Leadership –** Participant, *Victoria*, *Canada* June 10-22, 2018

* Participated in alternative education leadership program centered on experimenting with deeper forms of collaboration, emergence, and group-process.

**Ibanda Community Library –** Intern, *Ibanda, Uganda* June-Aug 2018

* 3-month intern at the community-based organization ‘Ibanda Community Library’.
* Conducted ethnographic research on library usage and its role in the community.
* In partnership with the instruction of library director and librarian, wrote library’s Constitution and Policies which enabled the library to become legally registered.

**Women’s Circle –** Founder and Coordinator, *Vancouver, Canada* Oct 2016-Sept 2018

* Initiated and hosted a monthly women’s circle.
* Intention was to create a ‘safe space’ for those self-identifying as ‘women’ to share thoughts, feelings, and experiences regarding gender, sexuality, and life more generally.

**UNA Medical Clinic –** Medical Office Assistant, *Vancouver, Canada* June 2016-Dec 2018

* Employed part-time as a Medical Office Assistant working around 10 hours per week.
* In charge of professional communication with all patients, physicians, and staff; performed basic medical tests, coordinating patient referrals, assisting physicians, preparing examination rooms, contacting patients, handling sensitive information, booking appointments, and answering phone calls.

**Catching the Spirit Youth Society –** Supervisor, *Metro-Vancouver, Canada* May 2016-Aug 2016

* In charge of leading weekly overnight camping trips (2 nights and 3 days) for 15 to 25 youth between age 13 and 18 in Metro-Vancouver Regional Parks.
* In charge of mentoring Peer Leaders (age 15-18) which involved hosting daily check-ins with Peer Leaders, discussing their goals and challenges, offering constructive feedback, and running trainings.
* Supervised camp logistics and maintenance of safety.

**UBC TREK Program –** Volunteer, *Vancouver, Canada* Dec 2015-Apr 2016

* Facilitated the YWCA Crabtree’s Family ‘Saturday Program’ in the Downtown Eastside.
* Facilitated community building activities every Saturday to create a safe and supportive environment for 20 mothers and children living in Downtown Eastside neighbourhoods.

**Initiative Forum –** Organizer, *Järna*, *Sweden* June 2015

* Co-organized a week-long conference for over 200 international youth.

**Pearson Seminar on Youth Leadership –** Facilitator, *Victoria, Canada*July 2014-Aug 2014

* Worked with a team of 15 youth leaders to facilitate a 3-week leadership course for 80 international youth.
* Led workshops on gender, cultural inclusion, sustainability, and social change.

**The Global Leadership Forum –** Facilitator, *New Mexico, USA* June 2014-July 2014

* Provided peer support and leadership to a group of 25 international youth in a 2-week leadership course.

*References available upon request.*

December 12, 2019

David Hatfield

3456 Commercial Drive

Vancouver, B.C. V6A 4E3

Dear David,

I am writing to inquire if you would be willing to write a reference letter for me. As you know, I am graduating in May 2020 from the University of British Columbia and have been looking for a Maser’s program that would further my capacity to manage organizational change. The Master’s of Ethics and Organization at Universität Witten/Herdecke in Germany offers such a training and I am interested in applying.

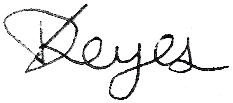
Given your experience with my group facilitation capacities from our time together at the Pearson Youth Leadership program in 2013 and my attendance at four of your facilitation training intensives over the past three years, a reference letter from you describing my leadership style, facilitation capacities, and collaboration skills would be most helpful.

As the application deadline is January 31, 2019, please let me know if you are able to formulate a reference letter before that date. If you are able, the reference letter can be sent in PDF form by you directly to the program director Dr. Werner Vogd at Werner.Vogd@uni-wh.de.

Enclosed are a copy of my resume and the Master’s program description. If you have any questions, please feel free to email at: diane.keyes@alumni.ubc.ca.

I look forward to speaking soon.

Sincerely,



Diane Keyes

Encl. Resume and Master’s Program Description

December 12, 2019

Kat McCabe

3456 Belfast Ave

Belfast, Ireland 98879

Dear Kat,

I am writing to inquire if you would be willing to write a reference letter for me. As you know, I am graduating in May 2020 from the University of British Columbia and have been looking for a Maser’s program that would further my capacity to manage organizational change. The Master’s of Ethics and Organization at Universität Witten/Herdecke in Germany offers such a training and I am interested in applying.

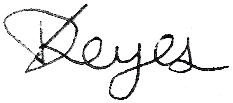
Given our experience together at the Pearson Leadership program in 2013 and the Collaborative Leadership Seminar in 2018, a reference letter describing my leadership style, facilitation capacities, and collaboration skills would be most helpful.

As the application deadline is January 31, 2019, please let me know if you are able to formulate a reference letter before that date. If you are able, the reference letter can be sent in PDF form by you directly to the program director Dr. Werner Vogd at Werner.Vogd@uni-wh.de.

Enclosed are a copy of my resume and the Master’s program description. If you have any questions, please feel free to email at: diane.keyes@alumni.ubc.ca.

I look forward to speaking soon.

Sincerely,



Diane Keyes

Encl. Resume and Master’s Program Description

December 12, 2019

Sabina Magliocco

3236 Learner’s Way

Vancouver, B.C. V6A 5T3

Dear Dr. Magliocco,

I am writing to inquire if you would be willing to write a reference letter for me. As I will be graduating in May 2020 from the University of British Columbia, I have begun looking for a Maser’s program that would further my capacity to manage organizational change. The Master’s of Ethics and Organization at Universität Witten/Herdecke in Germany offers such a training and I am interested in applying. This program also allows students to select ‘culture’ as a sub-focus of their studies, which would allow me to continue the studies in culture I took with you during my anthropology degree.

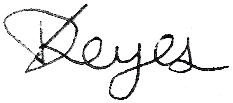
Given your familiarity with my work habits and academic interests from our work together in Anthropology of Oral Traditions, Anthropology of Religion, and Anthropological Research Methods, and last term’s Directed Studies course, a reference letter focusing on my interest in cultural studies, ability to work independently, and skill in designing and conducting original research would be most helpful.

As the application deadline is January 31, 2019, please let me know if you are able to formulate a reference letter before that date. If you are able, the reference letter can be sent in PDF form by you directly to the program director Dr. Werner Vogd at Werner.Vogd@uni-wh.de.

Enclosed are a copy of my resume and the Master’s program description. If you have any questions, please feel free to email at: diane.keyes@alumni.ubc.ca.

I look forward to speaking soon.

Sincerely,



Diane Keyes

Encl. Resume and Master’s Program Description