

GERM 104: Elementary German

School of Languages and Cultures

Trimester 2 2008

18 points

STAFF

| | | |
|---|-----------------|----------|
| Dr Monica Tempian (Course Co-ordinator) | Room vZ 614 | 463-5548 |
| Ms Anke Szczepanski | 22 KP, Room 209 | 463-7497 |
| Ms Dorit Hahn | 22 KP, Room 207 | 463-7441 |

All teachers are happy to discuss students' problems with them at any time, or to provide additional information about the course. Such information is regularly given in class announcements or posted on the German notice board (Floor 6 of the von Zedlitz building). German staff have no specially designated office hours, but students may make an appointment with the German Administrator at any time, if the staff member they wish to see is unavailable for consultation.

CLASS TIMES AND ROOMS

GERM 104 is a second half-year course of five hours per week, involving one lecture, three language tutorials and one audio-visual class.

Lectures (Choose ONE lecture time)

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|-----------|-----|---------------|--------|------------|
| Lecture 1 | Mon | 10am – 11am | vZ 506 | Dr Tempian |
| Lecture 2 | Mon | 11am – 12pm | vZ 506 | Dr Tempian |
| Lecture 3 | Mon | 12.10pm – 1pm | vZ 506 | Dr Tempian |

Language Tutorials (Choose ONE time from EACH of the THREE strands)

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|-------------|-----|--------------|--------------|----------------|
| I. Either | Tue | 1.10pm – 2pm | vZ 506 | Ms Szczepanski |
| | OR | Tue | 2.10pm – 3pm | Ms Szczepanski |
| | OR | Tue | 3.10pm – 4pm | Ms Szczepanski |
| II. Either | Wed | 1.10pm – 2pm | vZ 506 | Ms Dorit Hahn |
| | OR | Wed | 2.10pm – 3pm | Ms Dorit Hahn |
| | OR | Wed | 3.10pm – 4pm | Ms Dorit Hahn |
| III. Either | Thu | 1.10pm – 2pm | vZ 506 | Ms Dorit Hahn |
| | OR | Thu | 3.10pm – 4pm | Ms Dorit Hahn |
| | OR | Thu | 4.10pm – 5pm | Ms Dorit Hahn |

| Audio Visual Classes (Choose ONE AV Class) | | | | |
|---|-----|--------------|--------|----------------|
| Either | Mon | 1.10pm – 2pm | vZ 011 | Ms Szczepanski |
| OR | Mon | 2.10pm – 3pm | vZ 011 | Ms Szczepanski |
| OR | Mon | 3.10pm – 4pm | vZ 011 | Ms Szczepanski |

COURSE AIMS AND OBJECTIVES

GERM 104 presupposes a successful completion of GERM 103 *Introduction to the German Language* (or equivalent comparable to NCEA Level 1 or Level A1 of the European Framework for Language Learning) and teaches the four skills of reading, writing, speaking and listening in an interactive way.

This course will enable students to reach a level comparable to NCEA Level 2-3 or Level A2 of the European Framework for Language Learning. Students who pass the course should

- be able to conduct a simple conversation in German
- be familiar with elementary German grammar (cases, tenses, moods, voices, sentence construction)
- be able to read a range of German texts with the help of a dictionary.

COURSE CONTENT

GERM 104 is based on a varied approach. Classes include textbook work, grammar exercises, conversation practice, pronunciation drills, interactive computer exercises and language games. In addition, students are expected to complete weekly regular Progress Tasks and to supplement classroom learning with additional work on their own in the Language Learning Centre or in study groups (to be organised by the students themselves with the PASS leader involved in the course). Students who have completed GERM 104 with a good grade may enrol for GERM 217 in the following year.

READINGS

Passwort Deutsch 2 Kursbuch (textbook, Edition Klett) and the *Supplementary Material to Passwort Deutsch* will be used in all classes. Students are encouraged to use the *Passwort Deutsch 2 Arbeitsbuch* (workbook with supplementary exercises, Edition Klett) for independent study. Textbook and workbook are available from Victoria Book Centre, the *Supplementary Material to Passwort Deutsch* is available from Student Notes. Students may also buy a dictionary and a grammar if they wish to, but this is not essential for this course. A recommended grammar is Jenny Russ, *German Grammar* (Teach yourself books) or Christine Stief & Christian Stang, *German Grammar in a Nutshell* available from Victoria Book Centre.

EXPECTED WORKLOAD

In addition to the five class hours, five to eight additional hours per week. This will naturally vary according to the prior knowledge of German and the general language aptitude which the student brings to the course.

ASSESSMENT

GERM 103 is internally assessed. Assessment is by:

- (a) Two in-term language **tests**, held on **4 August** and **15 September**
40%
- (b) Three assignments, due on 21 July, 1 September and 29 September
30%

- (c) **Vocabulary quizzes**, every **Monday AV** (starting in Week 2)
10%
- (d) **Progress tasks**, every **Thursday tutorial** (starting in Week 2)
10%
- (e) End-of-semester **oral examination**, held in **Week 12** (5 minutes).
10%

All Assignments must include a cover sheet available from SLC Reception or Blackboard. Assignments are to be placed in the German assignment box located to the left of the SELC Reception area on Level 6 of von Zedlitz.

TESTS AND FINAL ORAL EXAM

Attendance at both tests and the oral examination is essential. Failure to attend one of these will automatically result in failing the course. If a student is prevented from attending through exceptional circumstances such as accident, illness or bereavement, an explanation *must* be made, if possible in writing, *prior to the test or the oral exam*. In this case an alternative test date may be arranged. (NB: In case of illness, a medical certificate is required.)

Each test will presume acquaintance with all the material studied prior to that test, i.e. the material covered in all five weekly classes and any written assignments done.

The oral exam is 5 minutes/student in length, and students will prepare in advance a monologue or a role play related to the conversation topics covered in class. The exam is designed to test the student's fluency, grammatical correctness and use of vocabulary in basic oral German.

Assignments, Vocabulary Quizzes and Progress Tasks

In any language course it is essential that students work steadily and consistently throughout. It is not possible to understand and apply the grammar well enough if it is learned by last-minute "cramming". That is why assessment is by a number of tests and assignments rather than by one major test at the end of the course. To gain maximum marks students must complete all 3 assignments. Failure to hand in an assignment results in a zero mark for that assignment. In special circumstances such as illness or bereavement, an extension may be granted, but only after consultation with the teacher concerned. Additional progress tasks will be handed out in your Monday lecture and should be completed every week by Thursday. They provide the necessary practice in grammar and vocabulary and useful feedback on whether these have been understood and learned. Completed progress tasks will be always discussed in the Thursday tutorial and handed in to Ms Hahn. Failure to hand in a progress task results in a zero mark for that task.

The FHSS marking system by letter grade is as follows:

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| A+ | 85 -100% |
| A | 80 - 84% |
| A- | 75 - 79% |
| B+ | 70 - 74% |
| B | 65 - 69% |

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|----|-----------------|
| B- | 60 - 64% |
| C+ | 55 - 59% |
| C | 50 - 54% |
| D | 40 - 49% (fail) |
| E | 0 - 39% (fail) |

MANDATORY COURSE REQUIREMENTS

The minimum course requirements which students must satisfy in order to pass the course are: regular attendance (a minimum of 80% of tutorials and AV-classes), and satisfactory performance in tests and final examination (i.e. a final average of 50% or more). Also, the three assignments set must be completed and handed in on time if the student is to gain Terms. If students are unable to attend a particular class for any reason, it is up to them to find out from someone else what the homework is and the date it is to be submitted by. Such information is normally available on Blackboard. In special circumstances such as illness or bereavement an extension may be granted, but only after consultation with the lecturer or tutor concerned. Unless informed to the contrary, students may assume they have been awarded Terms, i.e. have met the Mandatory Course Requirements.

LEARNING OPPORTUNITIES

We encourage you to take advantage of whatever opportunities occur outside class hours to practise your German: e.g. reading, German films, lectures at the Goethe Society or Goethe Institute, *Kaffeestunde*, the student play production, conversations with Germans, etc. We also advise you to use self-access materials provided by the Language Learning Centre (situated on Level 0 of the von Zedlitz Building), including several computer programmes, which deal with all aspects of German grammar and pronunciation.

Remember too that staff are here to help you. Do not feel shy about asking questions in class if you have not understood something. Feel free to tell us what you find most (or least) interesting or useful in the course.

ACADEMIC INTEGRITY AND PLAGIARISM

Academic integrity is about honesty – put simply it means *no cheating*. All members of the University community are responsible for upholding academic integrity, which means staff and students are expected to behave honestly, fairly and with respect for others at all times.

Plagiarism is a form of cheating which undermines academic integrity. The University defines plagiarism as follows:

The presentation of the work of another person or other persons as if it were one's own, whether intended or not. This includes published or unpublished work, material on the Internet and the work of other students or staff.

It is still plagiarism even if you re-structure the material or present it in your own style or words.

Note: It is, however, perfectly acceptable to include the work of others as long as that is acknowledged by appropriate referencing.

Plagiarism is prohibited at Victoria and is not worth the risk. Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute on Student Conduct and may be penalized severely. Consequences of being found guilty of plagiarism can include:

- an oral or written warning
- cancellation of your mark for an assessment or a fail grade for the course
- suspension from the course or the University.

Find out more about plagiarism, and how to avoid it, on the University's website:

<http://www.victoria.ac.nz/home/study/plagiarism.aspx>

STUDENT REPRESENTATIVES AND STUDENT EVALUATIONS

In the second week of lectures, staff will facilitate the election of a class representative. Student reps are a valuable means of communication between teaching staff and students. Each trimester student reps of SAELC courses will meet together with the Head of School. At the end of the course students may be asked to fill out questionnaires prepared by the University's Teaching and Development Centre in order to evaluate individual lecturers' performance and/or the course as a whole.

STUDENT SUPPORT

The name of the School's Disability Liaison Person is:

Dr Richard Millington

vZ 613

Tel. 463 5976

E-mail: richard.millington@vuw.ac.nz

The School's Contact Person for Maori and Pacific Students is:

Dr Richard Millington

vZ 613

Tel. 463 5789

E-mail: richard.millington@vuw.ac.nz

GENERAL UNIVERSITY POLICIES AND STATUTES

Information on the general University policies and statutes can be found on Blackboard for this course.

| I M P O R T A N T D A T E S F O R G E R M 1 0 4 | |
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| Week 1 | 07 July – 11 July <ul style="list-style-type: none"> ▪ Lectures begin on Monday 7 July ▪ No A/V classes will be held on Monday ▪ Tutorials begin on Tuesday 8 July |
| Week 2 | 14 July – 18 July ASSIGNMENT 1 handed out in the Monday lecture |
| Week 3 | 21 July – 25 July ASSIGNMENT 1 DUE – Monday 21 July by 2pm |
| Week 4 | 28 July – 01 August |
| Week 5 | 06 August – 10 August TEST 1 - Monday 4 August, regular lecture time |
| Week 6 | 11 August – 15 August ASSIGNMENT 2 handed out in the Monday lecture |
| M i d - t r i m e s t e r B r e a k (1 8 A u g u s t – 3 1 A u g u s t) | |
| Week 7 | 01 September – 05 September ASSIGNMENT 2 DUE – Monday 1 September by 2pm |
| Week 8 | 08 September – 12 September |
| Week 9 | 15 September – 19 September TEST 2 - Monday 15 September, regular lecture time |
| Week 10 | 22 September – 26 September ASSIGNMENT 3 handed out in the Monday lecture |
| Week 11 | 29 September – 03 October ASSIGNMENT 3 DUE – Monday 29 September by 2pm |
| Week 12 | 08 October – 12 October Oral Final Examination - tba |

NB: Assignments will be returned at Thursday Tutorials. Tests will be returned within one week of being sat, and can be picked up from the German Administrator located at SLC Reception, Level 6 of von Zedlitz.