

# **GERM 103: INTRODUCTION TO THE GERMAN LANGUAGE**

School of Languages & Cultures

**Trimester 1 - 2009**

## **TEACHING STAFF**

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

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 notice board of the German Programme (Floor 6 of the von Zedlitz building) or on Blackboard.

## **TRIMESTER DATES**

GERM 103 runs from 3 March to 5 June 2009, with a mid-trimester break from 10 – 26 April 2009.

## **COURSE AIMS AND LEARNING OBJECTIVES**

GERM 103 presupposes no knowledge of German. Students may take this course as an end in itself if they are not planning to pursue their German language studies beyond an elementary level.

Students who pass the course will:

- be able to pronounce German correctly
- be able to conduct a simple conversation in German
- be familiar with basic German grammar (the cases and the main tenses, sentence construction).

It is important to note that throughout this course we will work on developing language learning skills and strategies that will allow students to improve their learning experience based on the style of learning they prefer.

## **COURSE DELIVERY**

GERM 103 is a First Trimester course of five hours per week, involving three lectures, one language tutorial and one audio-visual class.

<b>Lectures</b>				
Lecture 1	Mon	1pm – 2pm	HM LT 001	Dr Tempian
Lecture 2	Tues	1pm – 2pm	HM LT 001	Dr Tempian
Lecture 3	Wed	1pm – 2pm	HM LT 001	Dr Tempian

<b>Language Tutorials</b>				
Either	Fri	10am – 11am	vZ 506	Ms Hahn
OR	Fri	11am – 12 noon	vZ 506	Ms Hahn
OR	Fri	1pm – 2pm	vZ 506	Ms Hahn
OR	Fri	2pm – 3pm	vZ 506	Ms Hahn

<b>Audio-Visual Classes</b>				
Either	Mon	2pm – 3pm	vZ 011	Ms Szczepanski
OR	Mon	3pm – 4pm	vZ 011	Ms Szczepanski
OR	Mon	4pm – 5pm	vZ 011	Ms Szczepanski
OR	Mon	5pm – 6pm	vZ 011	Ms Szczepanski

HM 001 is in the Hugh Mackenzie Building, vZ 506 and vZ 011 are in the von Zedlitz Building (Level 5 and 0 respectively).

## **COURSE CONTENT**

GERM 103 is based on a varied approach. Classes include textbook work, grammar exercises, computer software for interactive language learning, pronunciation drills, conversation practice and language games in the lectures as well as in the language tutorial and in the audio-visual class. In addition, students are expected to complete regular weekly progress tasks, and to work in the Language Learning Centre without supervision. GERM 103 carries a fairly heavy workload: students are expected to supplement classroom learning with additional work on their own or in study groups (to be organised by the students themselves or with the GERM 103 PASS leader). Students who have completed GERM 103 with a good grade may enrol for GERM 104.

## **TEXTS**

*Passwort Deutsch 1* Kursbuch (textbook, Edition Klett) and the *Supplementary Material to GERM 103* will be used in all classes. Students are encouraged to use the *Passwort Deutsch 1* Übungsbuch (workbook with supplementary exercises, Edition Klett) for independent study. Textbook and workbook are available from Victoria Book Centre, the *Supplementary Material to GERM 103* 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.

## ESTIMATED 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 other foreign languages and the general language aptitude with which the student comes to the course.

## ASSESSMENT

GERM 103 is internally assessed. Assessment is by:

(a)	Two in-term language <b>tests</b> , held on <b>23 March</b> and <b>11 May</b>	40%
(b)	Three <b>assignments</b> , due on <b>16 March</b> , <b>27 April</b> and <b>25 May</b>	30%
(c)	Vocabulary quizzes, every Monday AV-class	10%
(d)	Progress tasks, every Friday tutorial	10%
(e)	End-of-semester <b>oral test</b> , held in <b>week 12</b> (5 minutes).	10%

## ASSIGNMENTS

In addition to the two tests, students have to complete and submit three assignments. To gain maximum marks students must complete all 3 assignments. Failure to hand in an assignment results in a zero mark for that assignment. Assignments submitted after the due date will incur a 5% penalty for each day of lateness. In special circumstances such as illness or bereavement, an extension may be granted, but only after consultation with the course coordinator or the tutor concerned.

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

## TESTS

Attendance at both tests is essential. Failure to attend a test 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*. 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.

## 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. Additional progress tasks will be handed out in your Monday lecture and should be completed every week by Friday. 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 Friday tutorial and handed in to Ms Hahn on 9 April and 5 June.

**NB:** Assignments will be handed out one week prior to the due date in the Monday lecture, marked and returned to students at Friday 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.

Progress tasks 1 – 5 will be handed in at Friday tutorials in Week 6 and returned to students at Friday tutorials in Week 7.

Progress tasks 6 – 10 will be handed in at Friday tutorials in Week 12 and can be picked up from the German Administrator during the examination period.

## Final Oral Test

This is 5 minutes in length, and students will prepare in advance a short monologue to introduce themselves. They will then be asked 1-2 questions in German. The test is designed to test the student's fluency, grammatical correctness and use of vocabulary in basic oral German.

The marking system by letter grade is as follows:

A+	85 -100%
A	80 - 84%
A-	75 - 79%
B+	70 - 74%
B	65 - 69%
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% at tutorials and AV-classes), and satisfactory performance in tests (i.e. a final average of 50% or more).

Also, the three assignments, progress tasks and vocabulary quizzes must be completed and handed in on time. Failure to complete a vocabulary quiz, or to hand in an assignment or the weekly progress tasks results in a zero mark for that particular part. It is up to students unable to attend a particular class for any reason to find out from someone else what the assignments and progress tasks are. Such information is normally also available on Blackboard. In special circumstances such as illness or bereavement an extension may be granted, but only after timely 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 German choir, the student play production, conversations with Germans, and so on. 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.

## 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 SLC 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.

## ACADEMIC INTEGRITY AND PLAGIARISM

Academic integrity means that university staff and students, in their teaching and learning are expected to treat others honestly, fairly and with respect at all times. It is not acceptable to mistreat academic, intellectual or creative work that has been done by other people by representing it as your own original work.

Academic integrity is important because it is the core value on which the University's learning, teaching and research activities are based. Victoria University's reputation for academic integrity adds value to your qualification.

The University defines plagiarism as presenting someone else's work as if it were your own, whether you mean to or not. 'Someone else's work' means anything that is not your own idea. Even if it is presented in your own style, you must acknowledge your sources fully and appropriately. This includes:

- Material from books, journals or any other printed source
- The work of other students or staff
- Information from the internet
- Software programs and other electronic material
- Designs and ideas
- The organisation or structuring of any such material

Find out more about plagiarism, how to avoid it and penalties, on the University's website: <http://www.victoria.ac.nz/home/study/plagiarism.aspx>

## GENERAL UNIVERSITY REQUIREMENTS, POLICIES AND STATUTES

Students should familiarise themselves with the University's policies and statutes, particularly the Assessment Statute, the Personal Courses of Study Statute, the Statute on Student Conduct and any statutes relating to the particular qualifications being studied; see the *Victoria University Calendar* or go to the Academic Policy and Student Policy sections on:

<http://www.victoria.ac.nz/home/about/policy>

This website also provides information for students in a number of areas including Academic Grievances, Student and Staff conduct, Meeting the needs of students with impairments, and student support/VUWSA student advocates.

## SCHOOL CONTACTS

Coordinator for Pacific & Maori students

Dr Richard Millington

Room vZ 613 Telephone 463-5976

Coordinator for students with disabilities

Dr Richard Millington

Room vZ 613 Telephone 463-5976

<b>IMPORTANT DATES FOR GERM 103</b>	
<b>Week 1</b>	<b>02 March – 06 March</b> <ul style="list-style-type: none"> <li>• Lectures begin on Monday 2 March: Students will sign up for tutorials and AV classes</li> <li>• A/V classes begin on Monday 2 March: No vocab quiz</li> <li>• Tutorials begin on Friday 6 March: No progress tasks</li> </ul>
<b>Week 2</b>	<b>09 March – 13 March</b> <ul style="list-style-type: none"> <li>• Vocab quiz on Monday</li> <li>• Progress tasks on Friday</li> </ul>
<b>Week 3</b>	<b>16 March – 20 March</b> <ul style="list-style-type: none"> <li>• ASSIGNMENT 1 DUE – Monday 16 March at 2pm</li> <li>• Vocab quiz on Monday</li> <li>• Progress tasks on Friday</li> </ul>
<b>Week 4</b>	<b>23 March – 27 March</b> <ul style="list-style-type: none"> <li>• TEST 1 – Monday 23 March at 1pm</li> <li>• Vocab quiz on Monday</li> <li>• Progress tasks on Friday</li> </ul>
<b>Week 5</b>	<b>30 March – 03 April</b> <ul style="list-style-type: none"> <li>• Vocab quiz on Monday</li> <li>• Progress tasks on Friday</li> </ul>
<b>Week 6</b>	<b>06 April – 09 April</b> <ul style="list-style-type: none"> <li>• Vocab quiz on Monday</li> <li>• No tutorial on Friday (public holiday)</li> </ul>
<b>Mid-trimester Break (13 April – 24 April)</b>	
<b>Week 7</b>	<b>27 April – 01 May</b> <ul style="list-style-type: none"> <li>• ASSIGNMENT 2 DUE – Monday 27 April at 2pm</li> <li>• Vocab quiz on Monday</li> <li>• Progress tasks on Friday</li> </ul>
<b>Week 8</b>	<b>04 May – 08 May</b> <ul style="list-style-type: none"> <li>• Vocab quiz on Monday</li> <li>• Progress tasks on Friday</li> </ul>
<b>Week 9</b>	<b>11 May – 15 May</b> <ul style="list-style-type: none"> <li>• TEST 2 – Monday 11 May at 1pm</li> <li>• Vocab quiz on Monday</li> <li>• Progress tasks on Friday</li> </ul>
<b>Week 10</b>	<b>18 May – 22 May</b> <ul style="list-style-type: none"> <li>• Vocab quiz on Monday</li> <li>• Progress tasks on Friday</li> </ul>
<b>Week 11</b>	<b>25 May – 29 May</b> <ul style="list-style-type: none"> <li>• ASSIGNMENT 3 DUE – Monday 25 May at 2pm</li> <li>• Vocab quiz on Monday</li> <li>• Progress tasks on Friday</li> </ul>
<b>Week 12</b>	<b>01 June – 05 June</b> 1 June – Queen’s Birthday (public holiday) ORAL TEST– tba. No vocab quiz or progress tasks