

**SCHOOL OF LANGUAGES AND CULTURES**

**GERMAN PROGRAMME  
GERM 321 GERMAN LANGUAGE 3D**

**TRIMESTER 2 2010**  
12 July to 13 November 2010

Please read through this material very carefully in the first week of the course, and refer to it regularly.

**Trimester dates**

Teaching dates: Monday 12 July – Friday 15 October  
Mid-trimester break: 23 August – 5 September  
Study week begins: Monday 18 October  
End of trimester: Saturday 13 November  
Beginning of aegrotat period: Monday 27 September

**Withdrawal dates**

Information on withdrawals and refunds may be found at  
<http://www.victoria.ac.nz/home/admisenrol/payments/withdrawalsrefunds.aspx>

**Names and contact details**

Course Coordinator:	Dr Margaret Sutherland (Senior Lecturer) Office: vZ 615 Phone: 463-5975 Email: <a href="mailto:margaret.sutherland@vuw.ac.nz">margaret.sutherland@vuw.ac.nz</a>
Teaching Staff:	Ms Anke Szczepanski (Senior Tutor) Office: 22 KP 209 Phone: 463-7497 Email: <a href="mailto:anke.szczepanski@vuw.ac.nz">anke.szczepanski@vuw.ac.nz</a> Office hours: Mondays 2:30-3:30 and Fridays 10-11  Tutor: to be appointed
School Administrators:	Nina Cuccurullo – ext. 5293 ( <a href="mailto:nina.cuccurullo@vuw.ac.nz">nina.cuccurullo@vuw.ac.nz</a> ) Lancy Knott – ext. 5318 ( <a href="mailto:lancy.knott@vuw.ac.nz">lancy.knott@vuw.ac.nz</a> ) Tessa Seemann – ext. 5635 ( <a href="mailto:tessa.seemann@vuw.ac.nz">tessa.seemann@vuw.ac.nz</a> ) Office: vZ 610 Office hours: Monday to Friday 9.00am to 4.00pm
Disability Liaison Person and Maori & Pacific Islands Students liaison:	Dr Ross Woods Office: vZ 507 Phone: 463-5098 Email: <a href="mailto:ross.woods@vuw.ac.nz">ross.woods@vuw.ac.nz</a>

Teaching staff are happy to discuss your concerns with you, or to provide additional information about the course. Such information is also regularly provided through announcements in class and on

Blackboard. Staff are available for student consultation at times indicated on their office doors, or contact them via email to arrange a suitable time.

### Class times and locations

Lectures:	Monday	12noon-12.50pm	KK (Kirk) 202
	AND Wednesday	12noon-12.50pm	KK (Kirk) 202
	AND Thursday	1.10pm-2.00pm	KK (Kirk) 202
Tutorials:			
	Monday	2.10pm-3.00pm	VZ (von Zedlitz) 506
	OR Monday	3.10pm-4.00pm	VZ (von Zedlitz) 506

### Course delivery

Lectures and tutorials will be structured as interactive language classes, in which students are expected to take an active part working individually, in pairs and in groups. Especially in the tutorials, they will also be expected to participate in class discussion.

### Communication of additional information

Further course information can be found on the German Programme notice board, VZ Level 6 opposite the German library, and on Blackboard.

### Course content

The course aims to provide students with the resources and guidance needed to improve their communicative competence in German, to enhance their knowledge of German grammar and vocabulary, and to increase their familiarity with various aspects of life in German-speaking countries. Classroom activities will be based on linguistic analysis and elaboration of a range of authentic material, taken mainly from the textbook, and will allow students to practise reading, writing, speaking and listening to German, as well as combining these skills for effective communication in realistic contexts. The material for this course will be taken primarily from chapters 5 (*Zukunft*) and 10 (*Mobilität*). Importance will also be placed on developing independent learning habits that will allow students to continue to improve their German beyond the scope of this course.

### Learning objectives

GERM 321 presupposes a pass in GERM 218, and assumes that the student is already familiar with the fundamentals of German grammar and has a good basic vocabulary. The course is designed not as a systematic and consecutive study of grammatical rules, but rather as a means of consolidating and extending what has already been learnt. Students who pass the course should be able to:

1. understand extended speech and follow complex lines of spoken argument on a familiar topic,
2. understand standard German texts on a familiar topic,
3. speak with a degree of fluency and spontaneity that makes interaction with native speakers possible, and
4. present clear, detailed descriptions on a wide range of subjects in both spoken and written form.

Students who have already taken GERM 315, GERM 316 and/or GERM 320 can still enrol in GERM 321, as different material will be studied.

## Expected workload

The Humanities and Social Sciences Faculty Committee on Workloads and Assessment has laid down guidelines as to the number of hours per week which students are expected to devote to a course in order to maintain satisfactory progress. Students enrolling in a 300-level one-trimester 20-point course should work on average 13 hours per week including contact hours.

In addition to these hours students are expected to use this time for revision, extra practice (e.g. using the *Arbeitsbuch*), skill development (e.g. in the LLC, with a language buddy or a book!), preparing and completing the assignments, and preparing for the written tests and the oral exam. Although the study time required to perform successfully in this course will vary according to the student's prior knowledge of German, please note that all language students benefit from maximum contact with the target language.

## Course materials

### Set Texts

*Em neu 2008 Hauptkurs, Kursbuch & Arbeitsbuch*, Perlmann-Balme & Schwalb (Hueber)

For the first two weeks of trimester all undergraduate textbooks and student notes will be sold from the Memorial Theatre foyer, while postgraduate textbooks and student notes will be available from the top floor of VicBooks in the Student Union Building, Kelburn Campus. After week two all undergraduate textbooks will be sold from VicBooks and student notes from the Student Notes Distribution Centre on the ground floor of the Student Union Building.

Customers can order textbooks and student notes online at [www.vicbooks.co.nz](http://www.vicbooks.co.nz) or can email an order or enquiry to [enquiries@vicbooks.co.nz](mailto:enquiries@vicbooks.co.nz). Books can be couriered to customers or they can be picked up from the shop. Customers will be contacted when they are available.

Opening hours are 8.00 am – 6.00 pm, Monday – Friday during term time (closing at 5.00 pm in the holidays). Phone: 463 5515.

## Assessment requirements

GERM 321 is internally assessed. Assessment is by:

1. Two in-term language tests, to be held on:  
**Thursday, 19 August, and Thursday, 7 October** 50%
2. Four assignments (two individual assignments, two group assignments), due on:  
**26 July, 16 August, 10 September, 15 October** 30%
3. End-of-Trimester oral test (in week 12, times tba) 20%

### 1. Written Tests

The two tests are designed to assess the student's familiarity with the material studied and their ability to understand and manipulate the relevant language effectively and accurately. Each test may include reading and listening comprehension, grammar and vocabulary exercises.

Each test will presuppose acquaintance with the material studied prior to that test in the Lectures and Tutorials.

### 2. Compulsory Assignments

The assignments are designed to give students the opportunity to practise and develop all four skills (reading, writing, listening and speaking), to reinforce, extend and apply their knowledge of grammar and vocabulary, and to personalise and extend their interaction with the German speaking world beyond the classroom environment.

Dictionaries, grammars and other relevant reference materials may be used in completing assignments, but since these count towards the final grade (30%), students must otherwise complete them unaided. Any sign that this is not so will be investigated. Please take careful note of the University's statement on "Academic Integrity and Plagiarism".

Students are invited to submit draft copies of written assignments. Drafts will be accepted up to 5 days before the due date of each assignment. These will not be marked or graded, but will be returned to students with feedback on how they may improve their work before final submission.

All final copies of written assignments must be submitted before 4pm on the due date in two forms: firstly, an electronic copy is to be uploaded to the relevant assignment drop box on the GERM 321 Blackboard website; and secondly, a print-out is to be handed in to the German assignment box located to the left of the SLC Reception area on Level 6 of von Zedlitz. The print-out must include a cover sheet available from SLC Reception or Blackboard. Assignments will not be considered complete until submitted in both forms. Assignments submitted after the due date will incur a 5% penalty for each day of lateness.

### **3. Oral Test**

This is 15 minutes in length, and students will be asked to present one text selected at random of those covered during the course and to give their own views on its subject matter. They will then be asked questions in German. The test is designed to test the student's familiarity with the course material, as well as fluency, grammatical correctness and use of vocabulary in oral German.

#### **Penalties**

Attendance at the two 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.)

To pass the course students must also complete all four assignments. In special circumstances such as illness or bereavement, an extension may be granted, but only after consultation with the teacher concerned.

#### **Mandatory course requirements**

The minimum course requirements which must be satisfied in order to pass the course are: regular attendance at classes (a minimum of 80% of each of the four classes) and completion of the written tests, assignments and oral test. Unless notified to the contrary, students may assume they have met the mandatory course requirements.

#### **General Advice**

We are interested in students' opinions. Please let us know any suggestions for improving the course. Students will find all the staff approachable and should feel able to discuss with them any problems they may have.

We want to do our best to make your study of German both profitable and enjoyable. However we can only to a limited extent *teach* you German; more important is your ability and willingness to *learn*. Do take advantage of whatever opportunities occur outside class hours to practise your German: eg *Kaffeestunde*, the student play production, conversation with Germans, reading, German films, talks at the Goethe Society or the Goethe Institute, and so on. Students are also strongly encouraged to use the self-access materials provided by the Language Learning Centre, including several computer programmes which deal with all aspects of German grammar.

Remember too that the teachers are here to *help* you. Do not feel shy about asking questions in class if you have not understood something. Similarly, if you have difficulties in any area, or feel dissatisfied with your performance, please do not hesitate to discuss this with one of the teachers.

### **Student representatives**

A class representative will be elected in the first class, and that person's name and contact details will be available to VUWSA, the Course Coordinator and the class. The class representative provides a communication channel to liaise with the Course Coordinator on behalf of students.

### **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>

### **Use of Turnitin**

Student work provided for assessment in this course may be checked for academic integrity by the electronic search engine <http://www.turnitin.com>. Turnitin is an online plagiarism prevention tool which compares submitted work with a very large database of existing material. At the discretion of the Head of School, handwritten work may be copy-typed by the School and subject to checking by Turnitin. Turnitin will retain a copy of submitted material on behalf of the University for detection of future plagiarism, but access to the full text of submissions is not made available to any other party.

### **General university 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>

The AVC (Academic) 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. This website can be accessed at:

[http://www.victoria.ac.nz/home/about\\_victoria/avcademic/Publications.aspx](http://www.victoria.ac.nz/home/about_victoria/avcademic/Publications.aspx)

## Course programme

<b>Week 1</b>	<b>12 – 16 July</b> First meeting, Monday, 12 July, 12 noon NO tutorials in first week
<b>Week 2</b>	<b>19 – 23 July</b> Deadline for drafts for assignment 1 (Wednesday, 21 July)
<b>Week 3</b>	<b>26 – 30 July</b> ASSIGNMENT 1 DUE (Monday, 26 July, 4pm)
<b>Week 4</b>	<b>2 – 6 August</b>
<b>Week 5</b>	<b>9 – 13 August</b> Deadline for drafts for assignment 2 (Wednesday, 11 August)
<b>Week 6</b>	<b>16 – 20 August</b> ASSIGNMENT 2 DUE (Monday, 16 August, 4pm) TEST 1 (Thursday, 19 August)
<b>MID TRIMESTER BREAK (21 August – 3 September)</b>	
<b>Week 7</b>	<b>6 – 10 September</b> ASSIGNMENT 3 DUE (Friday, 10 September)
<b>Week 8</b>	<b>13 – 17 September</b>
<b>Week 9</b>	<b>20 – 24 September</b>
<b>Week 10</b>	<b>27 September – 1 October</b>
<b>Week 11</b>	<b>4 – 8 October</b> TEST 2 (Thursday, 7 October)
<b>Week 12</b>	<b>11 – 15 October</b> ORAL TESTS (dates and times to be announced) ASSIGNMENT 4 DUE (Friday, 15 October, 4pm)