



## SCHOOL OF LANGUAGES AND CULTURES

### GERMAN PROGRAMME GERM 103 INTRODUCTION TO THE GERMAN LANGUAGE

**TRIMESTER 1 2011**  
28 February to 2 July 2011

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

#### Trimester dates

Teaching dates: 28 February to 3 June 2011  
Mid-trimester break: 18 April to 1 May 2011  
Study week: 6 – 10 June 2011  
Examination/Assessment period: 10 June to 2 July 2011

Please note students should be able to attend an examination at the University at any time during the formal examination period.

#### 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

Contact details of German Programme staff involved in this course are as follows:

**Course Coordinator:** Dr Monica Tempian  
Office: vZ614  
Phone: 463 5548  
Email: [monica.tempian@vuw.ac.nz](mailto:monica.tempian@vuw.ac.nz)

**Tutors:** Anke Szczepanski  
Office: vZ707  
Phone: 463 6458  
Email: [anke.szczepanski@vuw.ac.nz](mailto:anke.szczepanski@vuw.ac.nz)

Gloria Grigoleit  
Office: vZ604  
Phone: 463 7437  
Email: [gloria.grigoleit@vuw.ac.nz](mailto:gloria.grigoleit@vuw.ac.nz)

**School Administrators:** Lydia Wisheart                      ph: 463 5293                      [lydia.wisheart@vuw.ac.nz](mailto:lydia.wisheart@vuw.ac.nz)  
Lancy Knott                                      ph: 463 5318                      [lancy.knott@vuw.ac.nz](mailto:lancy.knott@vuw.ac.nz)  
Tessa Seemann                                ph: 463 5635                      [tessa.seemann@vuw.ac.nz](mailto:tessa.seemann@vuw.ac.nz)  
Office: vZ610                                      Hours: 9.00am – 4.00pm Monday to Friday

**Contact Person for Maori & Pacific Students & Students with Disabilities:** Dr Ross Woods  
 Office: vZ507  
 Phone: 463 5098  
 Email: [ross.woods@vuw.ac.nz](mailto:ross.woods@vuw.ac.nz)

### Class times and locations

#### Lectures

Lecture 1	Mon	12.00 – 12.50pm	HULT220	Dr Tempian
Lecture 2	Tues	12.00 – 12.50pm	HULT220	Dr Tempian
Lecture 3	Wed	12.00 – 12.50pm	HULT220	Dr Tempian

#### Language Tutorials

Either	Fri	9.00am – 9.50am	vZ506	Ms Grigoleit
OR	Fri	10am – 10.50am	vZ506	Ms Grigoleit
OR	Fri	11.00am – 11.50am	vZ506	Ms Grigoleit
OR	Fri	12.00 – 12.50pm	CO216	Ms Grigoleit

#### Audio-Visual Classes

Either	Mon	1.10pm – 2.00pm	vZ011	Ms Szczepanski
OR	Mon	2.10pm – 3.00pm	vZ011	Ms Szczepanski
OR	Mon	3.10pm – 4.00pm	vZ011	Ms Szczepanski
OR	Mon	4.10pm – 5.00pm	vZ011	Ms Szczepanski
OR	Tues	9.00am – 9.50am	vZ011	Ms Szczepanski

Please note that tutorial and AV classes start in the **first** week of the trimester.

Students must choose tutorial and AV class groups by signing up using the S-cubed system. <https://signups.victoria.ac.nz>. You remain in your allotted group for the whole course, unless a change is authorised by the Course Coordinator.

### 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. Students are expected to attend all classes.

### Communication of additional information

Additional information will be provided in class and/or posted on Blackboard.

### 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 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.

### 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.

### Expected workload

In addition to the five class hours, eight hours, to make an average workload of 13 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.

### Course materials

*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.

All undergraduate textbooks and student notes will be sold from the Memorial Theatre foyer from 7 February to 11 March 2011, 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 of the trimester all undergraduate textbooks and student notes will be sold from VicBooks on Level 3 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 103 is internally assessed. Assessment is by:

- |     |  |     |
|-----|--|-----|
| (a) | Two in-term language tests, held on 21 March and 9 May | 40% |
|-----|--|-----|

- The purpose of these tests is to assess students' progress in German grammar and reading comprehension.
- (b) Three assignments, due on 28 March, 11 April and 23 May 30%  
The purpose of these assignments is to assess students' reading, writing and listening skills in German.
- (c) Vocabulary quizzes, every Monday in the AV class (starting in Week 3) 10%  
The purpose of these quizzes is to assess students' vocabulary knowledge.
- (d) Two progress tasks, due on 14 March and 2 May 10%  
The purpose of these progress tasks is to assess students' grammar progress prior to each test. This helps them to review their performance and focus on problem areas when preparing for each test.
- (e) End-of-trimester oral test, held in Week 12 (5 minutes). 10%  
The purpose of this test is to assess students' spoken German.

All paper-based assignments must include a cover sheet available from SLC Reception or Blackboard. You must submit paper-based assignments through the German assignment box located to the left of the SLC Reception area on Level 6, von Zedlitz.

## Marking System

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)

## Penalties

### Tests

If you are unable to attend a written test or the final oral test 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 or date may be arranged.

### Assignments

If you submit an assignment after the due date, you will incur a 5% penalty for each weekday late. In special circumstances such as accident, illness or bereavement, an extension may be granted, but only after you consult with the staff member concerned.

NB: In case of illness, you must supply a medical certificate.

## Tests, Assignments, Vocabulary Quizzes, Progress Tasks and Oral Test

In any language course it is essential that you 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.

### **Tests**

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

### **Assignments**

Assignments provide practice in reading and writing in German, as well as important grammar points. They may also include listening comprehension.

### **Vocabulary quizzes**

Vocabulary quizzes test your vocabulary knowledge on a weekly basis. You can prepare yourself for these quizzes by working with the vocabulary lists included in the GERM 103 Supplementary Material and by practising with the electronic vocabulary flashcards available through the Language Learning Centre. Vocabulary quizzes will be completed in the AV classes using Blackboard. Failure to complete a vocabulary quiz results in a zero mark for that quiz.

### **Progress tasks**

Progress tasks provide additional practice in grammar and help to prepare for a test. They are made available through Blackboard. Failure to complete a progress task by the due date and time, results in a zero mark for that task.

### **Oral test**

The oral test is 5 minutes/student in length. You will prepare in advance a monologue (on your own) or a role play (as a group) related to the conversation topics covered in class. The test is designed to test your fluency, grammatical correctness and use of vocabulary in basic oral German.

## **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, including the final oral test (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 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 Course Coordinator or tutor concerned. Unless informed to the contrary, students may assume they have met the mandatory course requirements.

## **Language Learning Centre (LLC)**

The Language Learning Centre (LLC) is Victoria's technology-rich, multimedia centre supporting independent language learning and teaching.

At the LLC you can practise and extend your language learning. You can:

- select the materials or activities that you find interesting
- meet your needs: match your level and learning style
- study at a time that suits you

Access a variety of multimedia language resources at the LLC: everything from print, audio materials, foreign language TV and DVDs to comprehensive computer software.

The LLC provides access to your digital course material on a server: detailed instructions are in Blackboard on the LLC content page. Drop by the centre to find out more about our services, or check the website.

LLC, Level 0 von Zedlitz Building, [www.victoria.ac.nz/llc/](http://www.victoria.ac.nz/llc/)

### **Class representative**

The Course Coordinator will facilitate the election of a class representative during the first week of classes. The class representative provides a communication channel to liaise with teaching staff on behalf of students; his/her name and contact details will be made available to VUWSA, the Course Coordinator and students in the class.

### **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.

### **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>

## Where to find more detailed information

Find key dates, explanations of grades and other useful information at [www.victoria.ac.nz/home/study](http://www.victoria.ac.nz/home/study). Find out how academic progress is monitored and how enrolment can be restricted at [www.victoria.ac.nz/home/study/academic-progress](http://www.victoria.ac.nz/home/study/academic-progress). Most statutes and policies are available at [www.victoria.ac.nz/home/about/policy](http://www.victoria.ac.nz/home/about/policy), except qualification statutes, which are available via the *Calendar* webpage at [www.victoria.ac.nz/home/study/calendar.aspx](http://www.victoria.ac.nz/home/study/calendar.aspx) (See Section C).

Other useful information for students may be found at the website of the Assistant Vice-Chancellor (Academic), at [www.victoria.ac.nz/home/about\\_victoria/avcacademic](http://www.victoria.ac.nz/home/about_victoria/avcacademic).

<b>IMPORTANT DATES FOR GERM 103</b>	
<b>Week 1</b>	<b>28 February</b> <ul style="list-style-type: none"> <li>• Lectures begin on Monday 28 February</li> <li>• A/V classes begin on Monday 28 February: No vocab quiz</li> <li>• Tutorials begin Friday 4 March</li> </ul>
<b>Week 2</b>	<b>07 March</b> <ul style="list-style-type: none"> <li>• No vocab quiz</li> </ul>
<b>Week 3</b>	<b>14 March</b> <ul style="list-style-type: none"> <li>• Progress tasks 1 due – Monday 14 March at 5pm</li> <li>• Vocab quiz in AV class</li> </ul>
<b>Week 4</b>	<b>21 March</b> <ul style="list-style-type: none"> <li>• TEST 1 – Monday 21 March at 12 noon</li> <li>• Vocab quiz in AV class</li> </ul>
<b>Week 5</b>	<b>28 March</b> <ul style="list-style-type: none"> <li>• Assignment 1 due – Monday 28 March at 1pm</li> <li>• Vocab quiz in AV class</li> </ul>
<b>Week 6</b>	<b>4 April</b> <ul style="list-style-type: none"> <li>• Vocab quiz in AV class</li> </ul>
<b>Week 7</b>	<b>11 April</b> <ul style="list-style-type: none"> <li>• Assignment 2 due – Monday 11 April at 1pm</li> <li>• Vocab quiz in AV class</li> </ul>
<b>Mid-trimester Break (18 April – 1 May)</b>	
<b>Week 8</b>	<b>2 May</b> <ul style="list-style-type: none"> <li>• Progress tasks 2 due – Monday 2 May at 5pm</li> <li>• Vocab quiz in AV class</li> </ul>
<b>Week 9</b>	<b>9 May</b> <ul style="list-style-type: none"> <li>• TEST 2 – Monday 9 May at 12 noon</li> <li>• Vocab quiz in AV class</li> </ul>
<b>Week 10</b>	<b>16 May</b> <ul style="list-style-type: none"> <li>• Vocab quiz in AV class</li> </ul>
<b>Week 11</b>	<b>23 May</b> <ul style="list-style-type: none"> <li>• ASSIGNMENT 3 DUE – Monday 23 May at 1pm</li> <li>• Vocab quiz in AV class</li> </ul>
<b>Week 12</b>	<b>30 May</b> ORAL TEST– tba. No vocab quiz