

SCHOOL OF LANGUAGES AND CULTURES

**GERMAN PROGRAMME
GERM 104 ELEMENTARY GERMAN**

TRIMESTER 2 2011
11 July to 12 November 2011

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

Trimester dates

Teaching dates: 11 July to 14 October 2011

Mid-trimester break: 22 August to 4 September 2011

Study week: 17–21 October 2011

Examination/Assessment period: 21 October to 12 November 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

**Course Coordinator
and Lecturer:**

Dr Monica Tempian
Office: vZ 614
Phone: 463 5548
Email: monica.tempian@vuw.ac.nz

Tutors:

Sarah Raulea-Killeen
Office: vZ 712
Phone: 463 7590
Email: sarah.killeen@vuw.ac.nz

Anke Szczepanski
Office: vZ 707
Phone: 463 7497
Email: anke.szczepanski@vuw.ac.nz

School Administrator:

Nina Cuccurullo
Office: vZ 610
Phone: 463 5293
Email: nina.cuccurullo@vuw.ac.nz
Reception Hours: 9.00am – 4.00pm Monday to Friday

Contact Person for Maori & Pacific Island Students & Students with Disabilities: Dr Ross Woods
 Office: vZ 507
 Phone: 463 5098
 Email: ross.woods@vuw.ac.nz

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 by contacting them via email to arrange a suitable time.

Class times and locations

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

Lecture (Choose ONE lecture time)				
Either	Wed	9.00am – 10.50am	vZ 101	MT
OR	Wed	11.00am – 11.50am	vZ 506	MT
OR	Wed	1.10pm – 2.00pm	vZ 506	MT

Language Tutorials (Choose ONE time from EACH of the THREE strands)				
I. Either	Tues	9.00am – 9.50am	vZ 509	AS
OR	Tues	10.00am – 10.50am	vZ 506	AS
OR	Tues	11.00am – 11.50am	vZ 509	AS
II. Either	Thurs	12noon – 12.50pm	FT77 305	SR
OR	Thurs	2.10pm – 3.00pm	FT77 305	SR
OR	Thurs	4.10pm – 5.00pm	vZ 011	SR
III. Either	Fri	10.00am – 10.50am	vZ 506	SR
OR	Fri	11.00am – 11.50am	vZ 506	SR
OR	Fri	12.00noon – 12.50pm	vZ 506	SR

Audio Visual Classes (Choose ONE time)				
Either	Mon	12.00noon – 12.50pm	vZ 011 (LLC*)	AS
OR	Mon	2.10pm – 3.00pm	vZ 011 (LLC)	AS
OR	Mon	3.10pm – 4.00pm	vZ 011 (LLC)	AS

* Language Learning Centre (situated on Level 0, von Zedlitz building)

Students must choose tutorial and audiovisual 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 Co-ordinator.

Course delivery

GERM 104 is based on a varied approach. Classes include textbook work, grammar exercises, conversation practice, pronunciation drills, interactive computer exercises and language games. The purpose of the lecture is to mainly introduce new grammar points in a communicative context, whereas the language tutorials and the AV class are aimed at practising German grammar and using the German language in communicative situations.

You are expected to supplement classroom learning with additional work on your own in the LLC or in study groups (to be organised by the students themselves or with the help of the PASS-leader). Students who have completed GERM 104 with a good grade may enrol for GERM 217 in the following year.

Communication of additional information

You can find further information about the course on Blackboard, and on the German Programme notice board (situated on Level 6 von Zedlitz building, opposite room vZ 603). From time to time, staff may also circulate emails to all students in the class.

Course prescription

This course builds on the skills acquired in GERM 103. It aims to further develop students' knowledge and understanding of the German language in an interactive way.

Course content

In GERM 104, you will:

- read texts in German and learn about a variety of cultural and social aspects of the German-speaking countries;
- expand your vocabulary in context and learn to recognize German word formation patterns;
- improve your listening comprehension skills and your pronunciation;
- learn to build complex sentences in German correctly;
- practise describing objects and events, expressing future plans, reporting about past events, and expressing wishes and requests.

Learning 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, listening and speaking 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 hold a basic conversation in German
- be able to write and talk about present, past and future events or situations at an elementary level
- be familiar with elementary German grammar (cases, tenses, moods, voices, sentence construction), and
- be able to read a range of German texts with the help of a dictionary.

Expected workload

The University Assessment Handbook 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 100-level 1-trimester 20-point course should work on average 13 hours per week including contact hours - i.e. you are expected to work an additional eight hours per week.

This additional work includes:

- completing assignments and progress tasks
- studying vocabulary
- reviewing class content and preparing for classes, and
- practising reading, writing, listening and speaking German in your own time, for example by using material provided in the LLC.

NB: The additional work will naturally vary according to the prior knowledge of German and the general language aptitude that a student brings to the course.

Course materials

Set Texts

Passwort Deutsch 2 Kursbuch (textbook, Edition Klett) and the *GERM 104 Supplementary Material* (Student Notes) will be used in all classes. You are also strongly encouraged to use the *Passwort Deutsch 2 Arbeitsbuch* (workbook with supplementary exercises, Edition Klett) for independent study. You may also buy a dictionary and a grammar if you wish to, but this is not essential for this course. We recommend Christine Stief & Christian Stang, *German Grammar in a Nutshell*.

All undergraduate textbooks and student notes will be sold from the Memorial Theatre foyer from 4 to 22 July 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 4 of the Student Union Building.

You can order textbooks and student notes online at www.vicbooks.co.nz or can email an order or enquiry to enquiries@vicbooks.co.nz. Books can be couriered to customers or they can be picked up from nominated collection points at each campus. Customers will be contacted when they are available. Opening hours for VicBooks 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 104 is internally assessed. Assessment is by:

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| (a) | Two in-term language tests , held on 10 August and 21 September (20% each)
The purpose of these tests is to assess students' progress in German grammar. | 40% |
| (b) | Three assignments , due on 27 July , 7 September and 5 October (10% each)
The purpose of these assignments is to assess students' reading, writing and listening skills in German. | 30% |
| (c) | Vocabulary quizzes , every Monday in the AV class (starting in Week 3) (1% each)
The purpose of these quizzes is to assess students' vocabulary knowledge. | 10% |
| (d) | Two progress tasks , due on 1 August and 12 September (5% each) | 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 SLOT located to the left of the SLC Reception area on Level 6, von Zedlitz.

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 104 Supplementary Material* and by practising with the electronic vocabulary flashcards available through the LLC. 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 per 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

To gain a pass in this course, you must:

- attend both written tests
- attend the oral test
- attend a minimum of 80% of tutorials and AV-classes, and
- hand in all three assignments.

If you are unable to attend a particular class for any reason, it is up to you to review what has been covered in this class, and to check when the next assignment or progress task is due. This information is available on Blackboard.

Unless informed to the contrary, you may assume that you 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, for example:

- reading German articles or books
- watching German films
- attending lectures at the Goethe Society or Goethe Institute
- coming along to *Kaffeestunde*
- participating in the student play production
- having conversations with Germans
- chatting in German online, etc.

We also advise you to use self-access material provided by the LLC, including:

- several computer programmes, which deal with all aspects of German grammar and pronunciation, and
- electronic vocabulary flashcards created specifically for this course.

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.

Class representative

A class representative will be elected in the first class, and that person's name and contact details will be made available to VUWSA, the Course Co-ordinator and the class. The class representative provides a communication channel to liaise with the Course co-ordinator on behalf of students. Class representatives will attend a meeting with the Head of School to discuss how your courses are going and to raise any concerns or suggestions that they may have.

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/.

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.

Find out how academic progress is monitored and how enrolment can be restricted at www.victoria.ac.nz/home/study/academic-progress.

Most statutes and policies are available at 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 (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.

I M P O R T A N T D A T E S F O R G E R M 1 0 4	
Week 1	11 July – 15 July Lectures begin on Wednesday 13 July A/V classes begin on Monday 18 July and tutorials on Tuesday 19 July
Week 2	18 July – 22 July ASSIGNMENT 1 made available
Week 3	25 July – 29 July ASSIGNMENT 1 DUE – Wednesday 27 July by 4pm VOKABELQUIZ 1 in the AV class PROGRESS TASK 1 made available
Week 4	1 August – 5 August PROGRESS TASK 1 DUE – Monday 1 August by 4pm VOKABELQUIZ 2 in the AV class
Week 5	8 August – 12 August TEST 1 – Tuesday 10 August, regular lecture times VOKABELQUIZ 3 in the AV class
Week 6	15 August – 19 August ASSIGNMENT 2 made available VOKABELQUIZ 4 in the AV class
M i d - t r i m e s t e r B r e a k (2 2 A u g u s t – 4 S e p t e m b e r)	
Week 7	5 September – 9 September ASSIGNMENT 2 DUE – Wednesday 7 September by 4pm VOKABELQUIZ 5 in the AV class PROGRESS TASK 2 made available
Week 8	12 September – 16 September VOKABELQUIZ 6 in the AV class PROGRESS TASK 2 DUE – Monday 12 September by 4pm
Week 9	19 September – 23 September TEST 2 – Tuesday 21 September, regular lecture times VOKABELQUIZ 7 in the AV class
Week 10	26 September – 30 September ASSIGNMENT 3 made available VOKABELQUIZ 8 in the AV class
Week 11	3 October – 7 October VOKABELQUIZ 9 in the AV class ASSIGNMENT 3 DUE – Wednesday 5 October by 4pm
Week 12	10 October – 14 October Oral Test - tba