



**FACULTY OF HUMANITIES AND SOCIAL SCIENCES
SCHOOL OF LANGUAGES AND CULTURES**

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

20 POINTS

TRIMESTER 1 2015

Important dates

Trimester dates: 2 March to 1 July 2015

Teaching dates: 2 March to 5 June 2015

Easter/Mid-trimester break: 3–19 April 2015

Withdrawal dates: Refer to www.victoria.ac.nz/students/study/withdrawals-refunds. If you cannot complete an assignment or sit a test or examination, refer to www.victoria.ac.nz/students/study/exams/aegrotats.

Class times and locations

Lectures

Lecture 1	Monday	9.00am - 9.50am	LB (Laby) LT118	Dr Margaret Sutherland
Lecture 2	Wednesday	9.00am - 9.50am	LB (Laby) LT118	Dr Margaret Sutherland
Lecture 3	Thursday	9.00am - 9.50am	LB (Laby) LT118	Dr Margaret Sutherland

Audio-Visual Classes

Either	Tuesday	10.00am - 10.50am	vZ (von Zedlitz) 003	Anke Szczepanski
OR	Tuesday	11.00am - 11.50am	vZ (von Zedlitz) 003	Anke Szczepanski
OR	Tuesday	12noon - 12.50pm	vZ (von Zedlitz) 003	Anke Szczepanski

Language Tutorials

Either	Friday	11.00am - 11.50am	vZ (von Zedlitz) 515	Anke Szczepanski
OR	Friday	12noon - 12.50pm	KK (Kirk) 203	Anke Szczepanski
OR	Friday	1.10pm - 2.00pm	AM (Alan Macdiarmid) 104	Anke Szczepanski

Please note that Language Tutorial classes and Audio-visual 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.

Names and contact details

Course Coordinator and Lecturer:	Dr Margaret Sutherland Office: vZ615 Phone: 463 5975 Email: margaret.sutherland@vuw.ac.nz
Senior Tutor:	Anke Szczepanski Office: vZ602 Phone: 463 7497 Email: anke.szczepanski@vuw.ac.nz
Administrators:	Nina Cuccurullo Office: vZ610 Phone: 463 5293 Email: nina.cuccurullo@vuw.ac.nz Ida Li Office: vZ610 Phone: 463 5318 Email: ida.li@vuw.ac.nz School Office hours: 9.00am to 4.30pm Monday to Friday
Contact Person for Māori and Pasifika Students:	Dr Carolina Miranda Office: vZ502 Phone: 463 5647 Email: ida.li@vuw.ac.nz
Contact Person for Students with Disabilities:	Dr Margaret Sutherland Office: vZ615 Phone: 463 5975 Email: margaret.sutherland@vuw.ac.nz
School Website:	www.victoria.ac.nz/slc

Margaret and Anke are available for student consultation at times indicated on the doors of their offices.

Communication of additional information

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

Prescription

A language course for complete beginners. It introduces students to the basics of the German language in speaking, listening, writing and reading through a communicative approach. This course is for absolute beginners. It may not be taken by students with prior knowledge of the language.

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.

Course learning objectives (CLOs)

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:

1. pronounce German correctly
2. conduct a simple conversation in German
3. 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.

Teaching format

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.

Mandatory course requirements

In addition to achieving an overall pass mark of 50%, students must:

1. attend a minimum of 80% of tutorials and A/V classes
2. submit three assignments
3. complete and submit vocabulary quizzes on time
4. attend the two in-class tests
5. attend the final oral test.

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 one trimester, 20-point course should work on average 13 hours per week or approximately 200 hours over the trimester. For GERM 103 the student would be expected to attend the 5 contact hours and put in 8 hours of private study outside class time. This additional work includes:

- completing assignments
- 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.

Assessment

GERM 103 is internally assessed.

Marking criteria for each piece of assessment will be communicated in class and on Blackboard.

Assessment items and workload per item	%	CLO(s)	Due date
1 Test 1 (duration 50 minutes)	20 %	1, 3	23 April
2 Test 2 (duration 50 minutes)	20 %	1, 3	28 May
3 Assignment 1	15 %	3	26 March
4 Assignment 2	15 %	3	21 May
5 Listening assignment	10 %	1, 2, 3	30 April

6	Vocabulary quizzes	10 %	3	17 March, 24 March, 31 March, 21 April, 28 April, 5 May, 12 May, 19 May, 26 May
7	Oral test	10 %	1, 2, 3	2-5 June

Submission and return of work

Assignments are to be submitted online via Blackboard. Full instructions for each task will be given in class and/or on Blackboard. Every effort will be made to return marked tests and assignments within two weeks.

Students will be able to collect marked work from the SLC Office on the 6th floor of von Zedlitz between the hours of 10am and 2pm each day. A Student ID card will need to be shown to collect work.

Extensions and penalties

Extensions

A short extension of 2 days will be provided automatically for written assignments to any student requesting it with an email prior to the scheduled deadline (no supporting evidence is needed in that case). Longer extensions need to be discussed with the Course Coordinator and require supporting evidence.

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. Lack of attendance at a test without an explanation will result in a zero grade for that element of the course.

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.

Set texts

Passwort Deutsch 1 Kursbuch (textbook, Edition Klett) and the *Supplementary Material to GERM 103* will be used in all classes.

Set texts can be purchased from Vic Books, Ground Floor Easterfield Building, Kelburn Parade. They can also be ordered online at www.vicbooks.co.nz. Orders and enquiries can be emailed to enquiries@vicbooks.co.nz.

Recommended reading

Students are encouraged to use the *Passwort Deutsch 1 Übungsbuch* (workbook with supplementary exercises, Edition Klett) for independent study. 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 vicbooks.

Class representative

The class representative provides a useful way to communicate feedback to the teaching staff during the course. A class representative will be selected at the first lecture of the course. Students may like to write the Class Rep's name and details in this box:

Class Rep name and contact details:

Class reps will attend a meeting with the Head of School to discuss how the course is going and to raise any concerns or suggestions that they may have. You can find out more information on Class Representatives on the VUWSA website: www.vuwsa.org.nz

Student feedback

Response to feedback for this course will be discussed in class or delivered via Blackboard.

Student feedback on University courses may be found at www.cad.vuw.ac.nz/feedback/feedback_display.php

Tests, assignments, vocabulary quizzes 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 done.

Assignments

Assignments provide practice in reading and writing in German, as well as important grammar points. One assignment focuses mainly on listening comprehension. The assignments help to prepare for a test. They are made available through Blackboard.

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.

Oral test

The oral test is 5 minutes/student in length. You will prepare in advance a monologue (on your own) to introduce yourself and your family. The test is designed to test your fluency, grammatical correctness and use of vocabulary in basic oral German.

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, 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.

Language Learning Centre (LLC)

The Language Learning Centre (LLC) is the University’s technology-rich, multimedia centre supporting language learning.

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

- Find materials to support your language studies, including dictionaries, textbooks and graded readers.
- Study independently using language learning software, audio material and DVDs.
- Find a welcoming environment with services and events, and onsite assistance and support for languages
- Become a Language Buddy or find a conversation group.

Visit the LLC on Level 0, von Zedlitz Building and take a look at our website www.victoria.ac.nz/llc

Other important information

The information above is specific to this course. There is other important information that students must familiarise themselves with, including:

- Academic Integrity and Plagiarism: www.victoria.ac.nz/students/study/exams/integrity-plagiarism
- Aegrotats: www.victoria.ac.nz/students/study/exams/aegrotats
- Academic Progress: www.victoria.ac.nz/students/study/progress/academic-progress (including restrictions and non-engagement)
- Dates and deadlines: www.victoria.ac.nz/students/study/dates
- FHSS Student and Academic Services Office: www.victoria.ac.nz/fhss/student-admin
- Grades: www.victoria.ac.nz/students/study/progress/grades
- Resolving academic issues: www.victoria.ac.nz/about/governance/dvc-academic/publications
- Special passes: www.victoria.ac.nz/about/governance/dvc-academic/publications
- Statutes and policies including the Student Conduct Statute: www.victoria.ac.nz/about/governance/strategy
- Student support: www.victoria.ac.nz/students/support
- Students with disabilities: www.victoria.ac.nz/st_services/disability
- Student Charter: www.victoria.ac.nz/learning-teaching/learning-partnerships/student-charter
- Student Contract: www.victoria.ac.nz/study/apply-enrol/terms-conditions/student-contract
- Subject Librarians: <http://library.victoria.ac.nz/library-v2/find-your-subject-librarian>
- Turnitin: www.cad.vuw.ac.nz/wiki/index.php/Turnitin
- University structure: www.victoria.ac.nz/about/governance/structure
- Victoria graduate profile: www.victoria.ac.nz/learning-teaching/learning-partnerships/graduate-profile
- VUWSA: www.vuwsa.org.nz

2015 IMPORTANT DATES FOR GERM 103	
Week 1	2 March <ul style="list-style-type: none"> • Lectures begin on Monday 2 March • AV classes begin on Tuesday 3 March • Tutorials begin on Friday 6 March
Week 2	9 March
Week 3	16 March <ul style="list-style-type: none"> • Vocab quiz in AV class
Week 4	23 March <ul style="list-style-type: none"> • Assignment 1 due – Thursday 26 March (end-of-day) • Vocab quiz in AV class
Week 5	30 March <ul style="list-style-type: none"> • Vocab quiz in AV class
Easter and mid-trimester break (3 April – 19 April 2015)	
Week 6	20 April <ul style="list-style-type: none"> • TEST 1 – Thursday 23 April during lecture time (9.00-9.50am) • Vocab quiz in AV class
Week 7	27 April Monday 27 April – ANZAC Day observed – NO classes <ul style="list-style-type: none"> • Listening Assignment due – Thursday 30 April (end-of-day) • Vocab quiz in AV class
Week 8	4 May <ul style="list-style-type: none"> • Vocab quiz in AV class
Week 9	11 May <ul style="list-style-type: none"> • Vocab quiz in AV class
Week 10	18 May <ul style="list-style-type: none"> • Assignment 2 due – Thursday 21 May (end-of-day) • Vocab quiz in AV class
Week 11	25 May <ul style="list-style-type: none"> • TEST 2 – Thursday 28 May during lecture time (9.00-9.50am) • Vocab quiz in AV class
Week 12	1 June Monday 1 June - Queen's Birthday – NO classes <ul style="list-style-type: none"> • ORAL TEST– tba.