



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

**GERMAN PROGRAMME
GERM 401 ADVANCED LANGUAGE STUDY**

TRIMESTER 2 2015

Trimester dates

Trimester dates: 13 July to 15 November 2015

Teaching dates: 13 July to 16 October 2015

Mid-trimester break: 24 August to 6 September 2015

Study period: 19–23 October 2015

Examination/Assessment Period: 23 October to 14 November 2015

Note: students who enrol in courses with examinations must be able to attend an examination at the University at any time during the scheduled examination period.

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.

Names and contact details

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

**Course Coordinator
and Lecturer:** Dr Richard Millington
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School Office Hours: 9.00am – 5.00pm Monday to Friday

**Contact Person for Māori
& Pasifika Students** Dr Carolina Miranda
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Class times and locations

It is envisaged that the course will involve three contact hours per week. The times and locations will be agreed on with the students at the first meeting.

Teaching format

Students are expected to participate actively through discussion and the presentation of class papers.

The teacher is happy to provide additional information about the course at any time, or to discuss students' concerns with them. Students may make an appointment via email at any time, if the staff member they wish to see is unavailable for consultation.

Communication of additional information

Additional information will be provided in class and/or by email.

Course prescription

Advanced-level study of written and spoken German. This is a compulsory course for German Honours. If all students enrolled in GERM 401 are agreed to it, the emphasis will be in Translation Studies. The decision will be made at the first meeting of the class. If the emphasis is to be on Translation Studies, the course will combine the study of the theory of professional translation and interpreting with advanced-level practice of translation of various texts from and into German. Some interpreting will also be practised.

Course content

Classes will be structured as tutorials in which all students are expected to participate actively, whether via seminar presentations or spontaneous discussion in response to reading and listening material. In addition, students are expected to complete assignments. At least 4 assignments must be completed before the end of the course. Most of these will be written assignments, but some will also have an oral component based on a seminar presentation. Seminar presentations will also serve as practice for the final oral test, which will have a similar format.

Materials will be taken from books, journals, newspapers and videos.

Course learning objectives

The precise learning objectives will be adjusted to suit the particular focus agreed to at the first meeting. More generally, the objective of this course is to improve students' written and oral proficiency in German at an advanced level. At the end of the course students should have a confident command of the German language, and be able to:

- (i) comprehend German spoken at normal speed by native speakers;
- (ii) express themselves correctly in different registers in both spoken and written German with a high degree of fluency;
- (iii) understand and use complex sentence structures in both spoken and written German;
- (iv) express themselves critically on a wide variety of cultural topics in written German.

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 30-point, 300-hour course should work on average 20 hours per week including contact hours - i.e., in the case of GERM 401, 17 hours of private study outside class time. Some students will find they need to do more than this, especially if they are aiming to achieve high grades. A possible distribution of this time each week would be:

Class attendance	3 hours
Reading and reviewing class notes and homework	5 hours
Written exam preparation	6 hours
Assignments	3 hours
Oral presentation preparation	2 hours
Oral practice for final oral test	1 hour

Readings

There are no set texts for this course. While students are expected to contribute some suitable material, the lecturer will provide most of the texts for discussion, analysis and translation practice. Advice will be given on useful dictionaries and reference grammars.

Assessment requirements

Assessment items and workload per item	%	CLO(s)	Due date
1 4 assignments (800 words approximately)	10% each	ii, iii, iv	tba
2 Final written examination (3 hours)	40%	ii, iii, iv	Exam period
3 Oral test (30 minutes)	20%	i, ii, iii	Week 12

Students are expected to complete four compulsory assignments, to be handed in according to a schedule to be negotiated with the teacher. Assignment tasks, word limits and marking criteria will be specified once the teachers and students have agreed on the overall direction of the course.

In addition to the four obligatory assignments, students are invited to submit optional assignments. The type, number, frequency and length of the optional assignments is to be determined by the students themselves, according to the areas in which they wish to increase their proficiency. After assignments are returned to the student, the student may choose to make corrections or amendments to the assignment and submit it for remarking, in which case the better mark will apply for the final grade. Students are expected to take responsibility for their own learning; however, the teacher will provide guidance and information as requested.

No dates will be set for completion of optional assignments, or penalties imposed for non-completion. The best four marks awarded for completed assignments, obligatory and optional, will count equally towards final assessment (10% each).

All assignments must include a cover sheet available from SLC Reception or Blackboard. Assignments are to be handed in to the German assignment slot located to the left of the SLC Office on Level 6 of von Zedlitz. The German Programme aims to return work within three weeks of the hand-in date.

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. Coursework is generally returned within two weeks of submission. Uncollected work will be destroyed 3 months after the date of the final exam.

The final examination is subject to External Assessment by the German Department of another New Zealand university. Note also that at Honours level the arithmetical computation of marks is less important than the overall view of the teachers and examiners as to the student's abilities and performance.

Extensions and penalties

Extensions

Short extensions may be granted by the Course Coordinator for particular assignments if requested in writing prior to the hand-in date. Longer extensions will require appropriate supporting documentation.

Penalties

The due dates for the assignment must be adhered to. Although work may be accepted late in special circumstances, the Course Coordinator should always be contacted on or before the due dates if there is a problem. The penalty for work presented late without prior approval is a 5% deduction per day. Please note that no work for assessment will be accepted after 25 October

Learning opportunities

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: 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. Students are also strongly encouraged 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.

Remember too that the 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 week, 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. Class reps 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. You can find out more information on Class Representatives on the VUWSA website: www.vuwsa.org.nz.

Students may like to write the Class Rep's name and details in this box:

Class Rep name and contact details:

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

Student feedback

According to the FHSS website, no feedback is available from previous versions of this course. The feedback from this year's students will be reviewed carefully at the completion of the course. Student feedback on University courses may be found at http://www.cad.vuw.ac.nz/feedback/feedback_display.php

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/students/study/exams/integrity-plagiarism>

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 including the Internet, books, journals, periodicals or the work of other students. Turnitin is used to assist academic staff in detecting misreferencing, misquotation, and the inclusion of unattributed material, which may be forms of cheating or plagiarism. 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 materials on behalf of the University for detection of future plagiarism, but access to the full text of submissions will not be made available to any other party. You are strongly advised to check with your lecturer if you are uncertain about how to use and cite material from other sources.

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