



FACULTY OF HUMANITIES AND SOCIAL SCIENCES
SCHOOL OF LANGUAGES AND CULTURES

GERMAN PROGRAMME
GERM 103 INTRODUCTION TO THE GERMAN LANGUAGE

20 POINTS

TRIMESTER 1 2016

Important dates

Trimester dates: 29 February to 29 June 2016

Teaching dates: 29 February to 5 June 2016

Easter break: 24–30 March 2016

Mid-trimester break: 25 April to 1 May 2016

Last assessment item due: 3 June

Study period: 6–9 June 2016

Examination/Assessment Period: 10–29 June 2016

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 in the last three weeks of teaching, or an examination, it may instead be possible to apply for an aegrotat (refer to www.victoria.ac.nz/students/study/exams/aegrotats).

Class times and locations

Lectures				
Lecture 1	Monday	2.10pm - 3.00pm	LB (Laby) LT118	Dr Richard Millington
Lecture 2	Tuesday	2.10pm - 3.00pm	LB (Laby) LT118	Dr Richard Millington
Lecture 3	Thursday	2.10pm - 3.00pm	LB (Laby) LT118	Dr Richard Millington

Tutorials:

Please note that tutorials start in the **first** week of the trimester and the audio-visual classes start in the **second** week of the trimester.

Students must enrol for one tutorial and one audio-visual class using the myAllocator system:

<https://student-sa.victoria.ac.nz>. Detailed instructions are available on Blackboard. Students must remain in their allotted groups for the whole course, unless a change has been authorised by the Course Coordinator.

Names and contact details

Course Coordinator and Lecturer: Dr Richard Millington
Office: vZ613
Phone: 463 5976
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Senior Tutor: Anke Szczepanski
Office: vZ602
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Administrators: Nina Cuccurullo
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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 Ross Woods
Office: vZ504
Phone: 463 5098
Email: ross.woods@vuw.ac.nz

Contact Person for Students with Disabilities: Dr Andrea Hepworth
Office: vZ604
Phone: 463 5321
Email: andrea.hepworth@vuw.ac.nz

School Website: www.victoria.ac.nz/slc

Richard and Anke are available for student consultation by appointment.

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. Activities such as textbook work, grammar exercises, computer work, pronunciation drills, conversation practice and language games will be used in all three class formats: lectures, tutorial and audio-visual classes. 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 pass GERM 103 may enrol in GERM 104. Students may also take this course as an end in itself if they are not planning to pursue their German language studies beyond an elementary level.

Course learning objectives (CLOs)

GERM 103 presupposes no knowledge of German.

Students who pass the course will be able to:

1. pronounce German correctly
2. read, understand and produce simple texts in German
3. conduct a simple conversation in German and produce basic sentences in written form
4. show familiarity with basic German grammar (the cases and the main tenses, sentence construction) and vocabulary
5. reflect on their own language learning and develop learning strategies in response to such reflections.

Throughout the course we will work on developing language learning skills and strategies that 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.

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 %	2, 3, 4	15.04
2 Test 2 (duration 50 minutes)	20 %	2, 3, 4	03.06
3 Assignment 1	10 %	2, 3, 4	01.04
4 Assignment 2	10 %	2, 3, 4	16.05
5 Listening assignment	10 %	1, 2, 3, 4	02.05
6 Entries in writing and learning journal	10%	2, 3, 5	21.03; 11.04; 02.05; 16.05; 30.05
7 Vocabulary quizzes	10 %	4	14.03; 21.03; 04.04; 11.04; 18.04; 02.05; 09.05; 16.05; 23.05
8 Oral test	10 %	1, 3, 4	23-27.05

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

Motive A1, Kursbuch, Wilfried Krenn & Hubert Puchta (Hueber, 2015)

Motive A1, Arbeitsbuch, Wilfried Krenn & Hubert Puchta (Hueber, 2015)

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

Teach Yourself German Grammar You Really Need to Know, Jenny Russ

German Grammar in a Nutshell, Christine Stief and Christian Stang

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

Feedback from the most recently surveyed cohort of students produced results below the FHSS average for undergraduate courses. This year the course is being overhauled with a new textbook and a new lecturer.

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

Language learning requires steady and consistent work. It is not possible to understand and apply new structures successfully through last-minute cramming. For this reason, assessment in this course consists of tests and assignments spread throughout rather than one big test at the end.

Tests

Each test will presume familiarity with the material studied beforehand, i.e. the material covered in all five weekly classes and any written assignments.

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 tests. They are made available through Blackboard.

Writing and learning journal

Students are expected to make regular entries into an online journal on Blackboard. The journal is an opportunity for writing practice in German and a forum for students' reflections on their own learning and progress. Points for journal entries will be awarded for task completion rather than for the grammatical accuracy of answers.

Vocabulary quizzes

Vocabulary quizzes test your vocabulary knowledge on a weekly basis. You can prepare yourself for these by working with the vocabulary lists included in the *Motive A1*, *Arbeitsbuch* and by practising with online vocabulary flashcards. 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 takes 5 minutes. You will prepare a speech in advance introducing 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-Institut, *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 or just want more information. 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
- 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
- Special passes: refer to the *Assessment Handbook*, at www.victoria.ac.nz/documents/policy/staff-policy/assessment-handbook.pdf
- 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
- Subject Librarians: <http://library.victoria.ac.nz/library-v2/find-your-subject-librarian>
- Terms and conditions: www.victoria.ac.nz/study/apply-enrol/terms-conditions/student-contract
- 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

IMPORTANT DATES FOR GERM 103	
Week 1	29 February – 6 March <ul style="list-style-type: none"> • Lectures begin on Monday 29 February • Tutorials begin on Friday 4 March
Week 2	7 – 13 March <ul style="list-style-type: none"> • AV classes begin on Monday 7 March
Week 3	14 – 20 March <ul style="list-style-type: none"> • Vocab quiz 1 in AV class
Week 4	21 – 27 March <ul style="list-style-type: none"> • Vocab quiz 2 in AV class • Journal entry 1 due on Monday 21 March
Easter break (24 March – 30 March 2016)	
Week 5	28 March – 3 April <ul style="list-style-type: none"> • Assignment 1 due – Friday 1 April (end-of-day)
Week 6	04 – 10 April <ul style="list-style-type: none"> • Vocab quiz 3 in AV class
Week 7	11 – 17 April <ul style="list-style-type: none"> • Vocab quiz 4 in AV class • Journal entry 2 due on Monday 11 April • TEST 1 – Friday 15 April (during tutorial time)
Week 8	18 – 24 April <ul style="list-style-type: none"> • Vocab quiz 5 in AV class
Mid-Trimester Break (25 April – 1 May 2016)	
Week 9	02 – 08 May <ul style="list-style-type: none"> • Vocab quiz 6 in AV class • Journal entry 3 due on Monday 02 May • Listening Assignment due on Monday 02 May
Week 10	09 – 15 May <ul style="list-style-type: none"> • Vocab quiz 7 in AV class
Week 11	16 – 22 May <ul style="list-style-type: none"> • Vocab quiz 8 in AV class • Journal entry 4 due on Monday 16 May • Assignment 2 due on Monday 16 May
Week 12	23 – 29 May <ul style="list-style-type: none"> • Vocab quiz 9 in AV class • ORAL TEST– tba.
Week 13	30 May – 5 June <ul style="list-style-type: none"> • Journal entry 5 due on Monday 30 May • TEST 2 – Friday 3 June (during tutorial time)