

GERM 104 : Elementary German

2/3 - 2006

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

COURSE AIMS AND OBJECTIVES

GERM 104 presupposes successful completion of GERM 103 (or equivalent) and teaches active, as well as passive knowledge of German.

Students who pass the course should

- be able to conduct a simple conversation in German
- be familiar with basic German grammar (cases, tenses, moods, voices, sentence construction)
- be able to read a range of German texts with the help of a dictionary

COURSE CONTENT

GERM 104 is based on a varied approach. Classes include textbook work, grammar exercises, pronunciation drills, conversation practice and language games in all classes. In addition, students are expected to complete regular assignments and to check their correctness themselves (answer sheets are posted on the departmental noticeboard and on Blackboard), and to work in the Language Learning Centre without supervision. GERM 104 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).

Students who have completed GERM 104 with a good grade may enrol for GERM 217 in the following year.

TEACHERS

Dr Monica Tempian (Course Coordinator)	Room vZ 614	463-5548
Ms Anke Szczepanski	KP 22, Room 209	463-7497
Ms Dorit Hahn	KP 22, Room 207	463-7441

All teachers are happy to discuss students' problems with them at any time, or to provide additional information about the course. Such information is regularly given in class announcements or posted on the noticeboard of the German Programme (Floor 6 of the von Zedlitz building). German staff have no specially designated office hours, but students may make an appointment with the German Administrator at any time, if the staff member they wish to see is unavailable for consultation.

CLASS TIMES AND ROOMS

Lecture:

I	either	Mon	1.10 - 2	vZ 510	Dr Monica Tempian
	or	Mon	3.10 - 4	vZ 506	"
	or	Mon	4.10 – 5	vZ 506	"

Language Tutorials:

I	either	Tue	3 - 4	vZ 506	Ms Hahn
	or	Wed	1 - 2	vZ 506	"
	or	Wed	4 - 5	vZ 506	"
II	either	Thurs	1 - 2	vZ 506	Ms Hahn
	or	Thurs	3 - 4	vZ 506	"
	or	Thurs	4 - 5	vZ 506	"
III	either	Fri	10 - 11	vZ 506	Ms Szczepanski
	or	Fri	11 - 12	vZ 506	"
	or	Fri	1 - 2	vZ 506	"

Audio-Visual Class

	either	Mon	9 - 10	vZ 011	Ms Szczepanski
	or	Mon	10 - 11	vZ 011	"
	or	Mon	11 - 12	vZ 011	"
	or	Mon	2 - 3(tbc)	vZ 011	"

TEXTS

Blaue Blume Kursbuch (Hueber) will be used in all classes. Students must also buy the *Supplementary Material to Blaue Blume*, which is available from the Student Notes Distribution Centre.

Students may also buy a dictionary and a grammar if they so wish, 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.

ESTIMATED WORKLOAD

In addition to the five class hours, five to eight additional hours per week. This will naturally vary according to the prior knowledge of German and the general language aptitude with which the student comes to the course.

ASSESSMENT

GERM 104 is internally assessed. Assessment is based on:

- (a) Three in-term language **tests**, held on:
7 August, 11 September and **2 October** 20% each
- (b) Three **assignments**, due by..... 10% each
28 July, 18 August and **22 September** by **5.00pm**
- (c) An **oral examination** at the end of the course 10%
(Week 12, 9 – 13 Oct., dates to be confirmed)

Note: Regular assignments (Arbeitsblätter) will be set to be marked by the students themselves. These assignments are for practice only and do not count towards the final grade.

TESTS

Attendance at all three tests and at the oral examination is essential. If a student is prevented from attending through exceptional circumstances such as accident or illness, an explanation *must* be made, if possible in writing, **prior to the test**. In case of illness a medical certificate is required. A student absent from a test without prior notification will receive a "0" mark for that test.

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

HOMEWORK

In any language course it is essential that students 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, including an oral test, rather than by one major test at the end of the course. Assignments must be completed each week as they provide the necessary practice in grammar and vocabulary and useful feedback on whether these have been understood and learned. Completed assignments are discussed in tutorials.

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 each of the five classes), and satisfactory performance in tests and oral examination (i.e. a final average of 50% or more). It is up to students unable to attend a particular class for any reason to **inform the teaching staff prior to the class they cannot attend**, so as to be excused, and to find out from someone else what has been covered

in class and what the homework is, if any. Unless informed to the contrary, students may assume they have been awarded Terms, i.e. have met the Mandatory Course Requirements.

LEARNING OPPORTUNITIES

We want to do our best to make your study of German both profitable and enjoyable. 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.

IMPORTANT DATES FOR GERM 104

28 July	Assignment I due by 5pm
07 August	Test 1
18 August	Assignment II due by 5pm
21 August – 1 Sept	Mid Term Break
11 September	Test II
22 September	Assignment III due by 5pm
02 October	Test III
09 - 13 October	Oral Examinations

GENERAL UNIVERSITY POLICIES AND STATUTES

Students should familiarise themselves with the University's policies and statutes, particularly those regarding assessment and course of study requirements, and formal academic grievance procedures.

STUDENT CONDUCT AND STAFF CONDUCT

The Statute on Student Conduct together with the Policy on Staff Conduct ensure that members of the University community are able to work, learn, study and participate in the academic and social aspects of the University's life in an atmosphere of safety and respect. The Statute on Student Conduct contains information on what conduct is prohibited and what steps can be taken if there is a complaint. For queries about complaint procedures under the Statute on Student Conduct, contact the Facilitator and Disputes Advisor. This Statute is available in the Faculty Student Administration Office or on the website at: www.vuw.ac.nz/policy/StudentConduct

The policy on Staff Conduct can be found on the VUW website at:

www.vuw.ac.nz/policy/StaffConduct

ACADEMIC GRIEVANCES

If you have any academic problems with your course you should talk to the tutor or lecturer concerned or, if you are not satisfied with the result of that meeting, see the Head of School or the relevant Associate Dean of your faculty. Class representatives are available to assist you with this process. If, after trying the above channels, you are still unsatisfied, formal grievance procedures can be invoked. These are set out in the Academic Grievance Policy which is published on the VUW website: www.vuw.ac.nz/policy/AcademicGrievances.

ACADEMIC INTEGRITY AND PLAGIARISM

Academic integrity is about honesty – put simply it means **no cheating**. All members of the University community are responsible for upholding academic integrity, which means staff and students are expected to behave honestly, fairly and with respect for others at all times.

Plagiarism is a form of cheating which undermines academic integrity. Plagiarism is **prohibited** at Victoria.

The University defines plagiarism as follows:

Plagiarism is 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. It includes material from books, journals or any other printed source, the work of other students or staff, information from the Internet, software programmes and other electronic material, designs and ideas. It also includes the organization or structuring of any such material.

Plagiarism is not worth the risk!

Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute on Student Conduct (www.vuw.ac.nz/policy/studentconduct) and may be penalized severely. Consequences of being found guilty of plagiarism can include:

- an oral or written warning
- suspension from class or university
- cancellation of your mark for an assessment or a fail grade for the course.

Find out more about plagiarism and how to avoid it, on the University's website at:

www.vuw.ac.nz/home/studying/plagiarism.html.

STUDENTS WITH DISABILITIES

The University has a policy of reasonable accommodation of the needs of students with disabilities. The policy aims to give students with disabilities an equal opportunity with all other students to demonstrate their abilities. If you have a disability, impairment or chronic medical condition (temporary, permanent or recurring) that may impact on your ability to participate, learn and/or achieve in lectures and tutorials or in meeting the course requirements, please contact the Course Co-ordinator as early in the course as possible. Alternatively you may wish to approach a Student Adviser from Disability Support Services to confidentially discuss your individual needs and the options and support that are available.

Disability Support Services are located on:

Level 1, Robert Stout Bldg

Telephone: 463-6070

Email: disability@vuw.ac.nz

The name of your School's Disability Liaison Person is:

Andrew Barke (vZ 705)

Telephone: 463-6467

Email: andrew.barke@vuw.ac.nz

STUDENT SUPPORT

Staff at Victoria want students' learning experiences at the University to be positive. If your academic progress is causing you concern, the following staff members will either help you directly or quickly put you in contact with someone who can.

School of Asian & European Languages & Cultures
GERMAN PROGRAMME COURSE OUTLINE GERM 104

	Staff Member	Location
FHSS	Dr Allison Kirkman	Murphy Building, Room 407
Law	Kirstin Harvey	Old Govt Building, Room 103
Science, Architecture and Design	Liz Richardson	Cotton Building, Room 150
Commerce and Administration	Colin Jeffcoat	Railway West Wing, Room 119
Kaiwawao Maori	Liz Rawhiti	Old Kirk, Room 007
Manaaki Pihipihinga	Melissa Dunlop	14 Kelburn Pde, Room 109D
Victoria International	Matthias Nebel	Rutherford House, Room 206

The Student Services Group is also available to provide a variety of support services.

Find out more at: www.vuw.ac.nz/st_services/

Email: student-services@vuw.ac.nz

VUWSA employs two Education Coordinators who deal with academic problems and provide support, advice and advocacy services, as well as organising class representatives and faculty delegates. The Education Office is located on the ground floor, Student Union Building:

Telephone: 463 6983 or 463 6984

Email: education@vuwsa.org.nz