

GERM 218 : German Language 2B

2/3 - 2006

GERM 218 is a Second Trimester course of four hours per week, involving one lecture, two language tutorials and an audio-visual class.

COURSE AIMS AND OBJECTIVES

GERM 218 presupposes a pass in either GERM 112 or GERM 217. Students who have completed GERM 217 and 218 may proceed to GERM 315 or GERM 320.

GERM 218 is based on a varied approach. The four language classes are devoted to the development of different but complementary skills and aim to enable students to consolidate the language skills they have already acquired. The Lecture concentrates on revision of the most significant grammar points, the two Tutorials concentrate on the development of reading and aural-oral comprehension and practise strategies for language learning and language use. The audio-visual class is devoted chiefly to the fostering of aural and oral skills by means of discussion texts on a variety of themes as well as cassettes, videos and computer programmes.

Students who pass the course should

- have a good grasp of basic German grammar
- have a good knowledge of German vocabulary pertaining to a number of different word fields
- have an understanding of different styles of German.

TEACHERS

Dr Margaret Sutherland (Course Co-ordinator)	vZ 615	463-5975
Ms Anke Szczepanski	22KP Room 209	463-7497
Ms Dorit Hahn	22KP 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 notice board of the German Programme (Level 6 of the von Zedlitz Building) or on Blackboard.

German staff have no specially designated office hours, but students may make an appointment with the German Administrator, if the staff member they wish to see is unavailable for consultation at any time.

CLASS TIMES AND ROOMS

Lecture

either	Mon	11-12	vZ 506	Dr Margaret Sutherland
or	Mon	1-2	vZ 105	"
or	Mon	4-5	vZ 105	"

Language Tutorial I

either	Tue	11-12	vZ 105	Ms Szczepanski
or	Tue	1-2	vZ 105	"
or	Tue	4-5	vZ 506	"

Language Tutorial 2

either	Wed	11-12	vZ 506	Ms Szczepanski
or	Wed	2-3	vZ 105	"
or	Wed	4-5	vZ 105	"

Audio-visual Class

either	Wed	9-10	vZ 011	Ms Hahn
or	Wed	10-11	vZ 011	"
or	Wed	11-12	vZ 011	"

FIRST MEETING

The first meeting for GERM 218 students takes place on **Monday, 10 July in the von Zedlitz Building at**

either	11.00 am	vZ 506
or	1.10 pm	vZ 105
or	4.10 pm	vZ 105.

At this meeting the course will be introduced and students divided into their groups for the lectures, two tutorial sections of the course and the audio-visual classes.

Classes will begin on **Tuesday, 11 July**.

TEXTS

The set texts are: *Themen neu: Zertifikatsband. Kursbuch* and *Arbeitsbuch* (Hueber) and a reference grammar: Christine Stief and Christian Stang, *German Grammar in a Nutshell*.

Students also need to purchase *German Language 2 B. Jede Menge Spaß mit der Grammatik*. This is available from the Students Notes Shop, Student Union Building.

Students should also possess a good dictionary (e.g. *Collins German Dictionary*).

ESTIMATED WORKLOAD

In addition to the four class hours, eleven additional hours per week. This will naturally vary according to the knowledge of German with which the student comes to the course.

ASSESSMENT

GERM 218 is **internally assessed**. Assessment is by:

(a) Two in-term language tests, to be held on:

Wednesday - August 9 and Wednesday - October 450%

(b) Five written assignments, due on:

24 July, 4 August, 4 September, 18 September & 29 September30%

(c) End-of-Semester oral examination (10 minutes) 20%

a) The Tests

Attendance at the two tests is essential. Failure to attend a test will automatically result in failing the course. If a student is prevented from attending 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 date may be arranged. (NB: In case of illness, a medical certificate is required.)

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

b) The Assignments

In addition to the two tests, there are 5 assignments based on *Themen neu: Zertifikatsband* and on the grammar and other aspects of German covered in class. The types of assignments set may include translations into English or German, listening exercises, writing of German sentences and/or grammar exercises. To gain maximum marks students must complete all 5 assignments. Failure to hand in an assignment results in a zero mark for that assignment. It is up to students unable to attend a particular class for any reason to find out from someone else what the homework is and the date it is to be submitted by. In special circumstances such as illness or bereavement, an extension may be granted, but only after consultation with the teacher concerned.

Dictionaries and grammars may be used in completing the assignments, but since these count towards the final grade (30%) students must otherwise complete them unaided. Any sign that this is not so will be investigated.

c) Final Oral Exam

This is 10 minutes in length, and students will either be designated a topic by the lecturers or be asked to choose a topic of their own on which to speak and/or may read a passage of their choice. They will then be asked questions in German. The exam is designed to test the student's fluency, grammatical correctness and use of vocabulary in oral German.

MARKING SYSTEM

The University marking system by letter grade is as follows:

A+	85 - 100%
A	80 - 84%
A-	75 - 79%
B+	70 - 74%
B	65 - 69%
B-	60 - 64%
C+	55 - 59%
C	50 - 54%
D	40 - 49% (fail)
E	0 - 39% (fail)

MANDATORY COURSE REQUIREMENTS

The minimum course requirements which must be satisfied in order to pass the course are: attendance at a **minimum of 80 %** of classes in **each** of the **four sections** of the course, and satisfactory completion of the tests, written assignments, and oral examination, as stipulated on p. 3 and 4. Unless notified to the contrary, students may assume they have been awarded Terms, i.e. have met the mandatory course requirements.

GENERAL ADVICE

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 Institut, *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

**School of Asian & European Languages & Cultures
GERMAN PROGRAMME COURSE OUTLINE GERM 218**

(situated on Level 0 of the von Zedlitz Building), including several computer programmes, which deal with all aspects of German grammar.

The teachers in GERM 218 are very approachable and are here to *help* you. Do not feel shy about asking questions in or outside 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 218

Week 1	10 – 14 July
Week 2	17 – 21 July
Week 3	24 – 28 July ASSIGNMENT 1 DUE – 24 July, 4pm
Week 4	31 July – 04 August ASSIGNMENT 2 DUE – 04 August, 4pm
Week 5	07 – 11 August TEST 1 – 09 August (during tutorial times)
Week 6	14 – 18 August
Mid-trimester Break (19 August – 03 September)	
Week 7	04 – 08 September ASSIGNMENT 3 DUE – 4 September, 4pm
Week 8	11 – 15 September
Week 9	18 – 22 September ASSIGNMENT 4 DUE – 18 September, 4pm
Week 10	25 – 29 September ASSIGNMENT 5 DUE – 29 September, 4pm
Week 11	02 – 06 October TEST 2 – 04 October (during tutorial times)
Week 12	09 – 13 October ORAL EXAM (Dates and times to be confirmed)

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.

	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