

GERM 321: German Language 3D

2/3 - 2006

GERM 321 is a Second Trimester course of four hours per week, involving lectures and audio-visual tutorials.

COURSE AIMS AND OBJECTIVES

GERM 321 presupposes a pass in GERM 218, GERM 315 or GERM 320 and is based on the assumption that the student is already familiar with the fundamentals of German grammar and has a good basic vocabulary. The course is designed therefore not as a systematic and consecutive study of grammatical rules, but rather as a means of consolidating and extending what has already been learnt. Students who have passed the course can be expected to be able to read standard German texts fluently and to converse with reasonable fluency and correctness in German on a wide range of subjects.

Students who have already taken GERM 315, GERM 316 and/or GERM 320 can still enrol in GERM 321, as different materials will be studied.

TEACHERS

| | | |
|---|---------------|---------------|
| Dr Richard Millington (Course Co-ordinator) | Room vZ 613 | Tel. 463-5976 |
| Anke Szczepanski | 22KP Room 209 | Tel. 463-7497 |

Teachers are happy to discuss students' concerns with them at any time, or to provide additional information about the course. Such information, including reminders of assignment deadlines, is regularly given in class announcements. 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 & ROOMS

| | | | |
|---------------------|-----------------|-------------|-------|
| Lectures: | Tue, Wed, Thurs | 9am - 10am | MY632 |
| Audio-Visual Class: | | | |
| Either | Thurs | 10am - 11am | vZ506 |
| Or | Thurs | 2pm - 3pm | vZ515 |
| Or | Thurs | 3pm - 4pm | vZ107 |

A/V CLASSES

NOTE: There will be **no A/V classes in the first week**. A/V classes will start in the second week.

SET TEXTS

Unterwegs: Kursbuch (blue title) and *Materialienbuch* (red title) are available from Vic Books in the Student Union Building. Students must possess both books and should bring both of these to all four weekly classes.

Students should also possess a good dictionary and a reference grammar, such as that recommended for GERM 217 & 218 as well: Jenny Russ: *German Grammar* (Teach Yourself Books); or Christine Stief and Christian Stang: *German Grammar in a Nutshell*.

COURSE PROGRAMME AND TEACHING METHOD

The course aims to combine the virtues of grammar-based, analytical teaching with those of audio-visual teaching. The four weekly class hours are devoted to the development of different but complementary skills: the lectures chiefly to reading and writing skills, as well as to practising specific grammatical points; the audio-visual classes chiefly to listening and speaking skills, including listening exercises based on the textbook and discussion of texts on a variety of themes, as well as cassettes, videos and OHPs.

ESTIMATED WORKLOAD

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

ASSESSMENT

GERM 321 is assessed by:

1. Two in-term tests, to be held on: **9 August, 4 October**50%
2. Four written assignments, due: **25 July, 15 August, 7 September, 26 September**30%
3. End-of-semester oral examination20%

1) 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 may be arranged. (NB: In case of illness, a medical certificate is required.)

Each test will presuppose acquaintance with the material studied prior to that test in the lectures and the audio-visual classes.

2) Compulsory Written Assignments

To pass the course students must also complete all four assignments. It is up to the students unable to attend a particular class for any reason to find out from someone else what the assignment task 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. Please take careful note of the University's statement, "Academic Integrity and Plagiarism", on p. 5.

All assignments must include a cover sheet available from SAELC Reception or Blackboard. Assignments are to be handed in to the German assignment box located to the left of the SAELC Reception area on Level 6 of von Zedlitz.

3) **Oral Examination**

This is 15 minutes in length, and students will either be given a topic by the lecturers or be asked to choose a topic of their own on which to speak. They will be asked questions in German. The exam is designed to test the student's fluency, grammatical correctness and use of vocabulary in spoken German.

MANDATORY COURSE REQUIREMENTS

The minimum course requirements which must be satisfied in order to pass the course are: regular attendance at classes (a minimum of 80% of classes), and satisfactory completion of the tests, written assignments, and oral examination, as stipulated on p. 2. Unless notified to the contrary, students may assume they have been awarded Terms, i.e. have met the mandatory course requirements.

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% |
| E | 0 - 39% |

GENERAL ADVICE

We are interested in students' opinions. Please let us know any suggestions for improving the course. Students will find all the staff approachable and should feel able to discuss with them any problems they may have.

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. *Kaffeestunde*, the student play production, conversation with Germans, reading, German films, talks at the Goethe Society or the Goethe Institut, and so on. Students are also strongly encouraged to use the self-access materials provided by the Language Learning Centre, including several computer programmes which deal with all aspects of German grammar.

Remember too that the teachers are there to *help* you. Do not feel shy about asking questions in class if you have not understood something. Similarly, if you have difficulties in any area, or feel dissatisfied with your performance, please do not hesitate to discuss this with one of the teachers.

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 321

| | 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

School of Asian & European Languages & Cultures
GERMAN PROGRAMME COURSE OUTLINE GERM 321

IMPORTANT DATES FOR GERM 321

| | |
|---|---|
| Week 1 | 10 - 16 July First meeting, Tuesday 11 July, 9 am - No A/V classes in first week |
| Week 2 | 17 - 23 July |
| Week 3 | 24 - 30 July ASSIGNMENT 1 DUE (Tuesday 25 July) |
| Week 4 | 31 July - 6 August |
| Week 5 | 7 - 13 August TEST 1 (Wednesday, 9 August) |
| Week 6 | 14 - 20 August ASSIGNMENT 2 DUE (Tuesday 15 August) |
| Mid-trimester Break (21 August - 3 September 2006) | |
| Week 7 | 4 - 10 September ASSIGNMENT 3 DUE (Thursday 7 September) |
| Week 8 | 11 - 17 September |
| Week 9 | 18 - 24 September |
| Week 10 | 25 September - 1 October ASSIGNMENT 4 DUE (Tuesday 26 September) |
| Week 11 | 2 October - 8 October TEST 2 (Wednesday 4 October) |
| Week 12 | 9 October - 15 October ORAL EXAMS (dates and times to be confirmed) |