

TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI



School of Asian & European Languages & Cultures

Italian Programme



ITAL 115 *ELEMENTARY ITALIAN*
COURSE OUTLINE 2006

1 COURSE TITLE, COURSE CODE, YEAR

This is the course description and timetable for Ital 115 (CRN 3494), for the year 2006. The course is worth 18 points and runs for the second trimester. Please read through this material carefully in the first week of the course, and refer to it regularly.

2 STAFF

The Italian Programme of the School of Asian and European Languages and Cultures (S.A.E.L.C.) is located on the 5th and 6th floors of the Von Zedlitz (VZ) Building, Kelburn Parade.

Staff offices in the Italian Section are as follows:

VZ602	Dr Sarah (Sally) Hill	Acting Director/Lecturer	ph. 463 5298
VZ504	Dr Marco Sonzogni	Lecturer	ph. 463 6284
VZ505	Gianni Atzeni	Italian Government Lecturer	ph. 463 5647
VZ505	Sibilla Paparatti	Tutor	ph. 463 5647
VZ610	Nina Cuccurullo	Administrator	ph. 463 5293
	<i>(Her hours are 8.15 am to 4.15 pm Monday to Friday)</i>		
	<i>On leave August 2006 - January 2007</i>		
VZ610	Alison Dixie	Administrator	ph. 463 2639
	<i>August 2006 - January 2007</i>		
	<i>(Her hours are 9 am to 4 pm Monday to Friday.)</i>		
	S.A.E.L.C. Co-ordinator for Students with Disabilities		
VZ705	Dr Andrew Barke		ph. 463 6467
	S.A.E.L.C. Co-ordinator for Maori and Pacific Students		
VZ514	Dr Keren Smith		ph. 463 5798

The Course Co-ordinator and Lecturer for Ital 115 is Dr Sally Hill. Oral classes (tutorials) and audio-visual (AV) classes will be taught by Gianni Atzeni until 18 August, and then by Sibilla Paparatti. Lecturers are available for student consultation at times indicated on their office doors.

The Italian noticeboard is in the corridor of Von Zedlitz (VZ), level 5. Important information is posted on it, so please check it regularly.

3 ITAL 115 CLASSES

Lectures

Students must attend THREE lectures per week, at the following times:

Monday, Tuesday and Wednesday 10.00-11.00 in Murphy (MY) LT220

Audio-visual (AV) classes

Students must attend ONE audio-visual (AV) class per week, at one of the following times:

Monday 3.00-4.00 pm *or* Thursday 1.00-2.00 pm *or* 3.00-4.00 pm. All AV classes are held in VZ 509.

Oral classes (tutorials)

Students must attend ONE oral class (tutorial) per week, at one of the following times:

Monday 2.00-3.00 pm *or* Tuesday 3.00-4.00 pm *or* Thursday 2.00-3.00 pm.

All tutorials are held in VZ 509.

Please note that audio-visual (AV) and oral classes (tutorials) start in the *SECOND* week of the trimester. Students must choose a tutorial and audio-visual class group by signing on the lists posted on the Italian Programme noticeboard during Week 1.

Students must remain in their allotted group for the whole course, unless a change is authorised by the Course Co-ordinator.

Please also note that cellphones and pagers should be switched off for the duration of all classes and tutorials.

4 ITAL 115 AIMS AND OBJECTIVES

Ital 115 is a second trimester 18-point beginner course for students in the Italian language. It is a course for continuing students, which aims at developing further the skills of oral comprehension, reading comprehension, speaking and writing. It extends the study of elementary grammar, including the forms and basic uses of past tenses.

Objectives - upon completing the course successfully students will be able to:

- (i) understand and reproduce in both written and spoken Italian a variety of grammatical structures using a basic vocabulary;
- (ii) express themselves, both orally and in writing, on their activities and interests, as well as on a range of situations connected with daily life;
- (iii) read basic Italian with relative ease;
- (iv) write simple Italian from dictation;
- (v) read aloud simple passages with correct pronunciation, fluency and reasonable speed.

5 TEXTS

C. Federici and C. Riga, *Ciao!*, 5th edition (Boston, Mass.: Heinle, 2003). Students are required to purchase both the textbook and the student activities manual. These are available from the Victoria Book Centre.

6 ASSESSMENT

Assessment for Ital 115 is by in-term assessment, as follows:

- (i) 2 tests (20% each);
- (ii) 2 assignments (10% each);
- (iii) 2 listening comprehension (AV) tests (10% each);
- (iv) 1 individual oral test (10%);
- (v) oral assessment: based on tutorial tasks (10%).

The relevant dates for assessed work are detailed in the Course Timetable (Section 17).

7 RELATION OF ASSESSMENT TO OBJECTIVES

The written tests and the assignments relate to objectives (i), (ii) and (iii) as specified in Section 4 (Ital 115 Aims and Objectives). The listening comprehension tests relate to objectives (i), (ii), (iv). The individual oral test and the oral assessment relate to objectives (i), (ii), (iii), (v).

8 PRESENTATION OF ASSIGNMENTS

Tidy presentation of assignments is essential. Work may be typed or neatly handwritten. Crossings-out indicate that a piece of work is still at draft stage. Allow space for correction: leave a 4-centimetre margin and write on alternate lines. Do not write in pencil.

When your work is completed, it should not be given to lecturers, but posted in the assignment box outside the Administrators' office, Von Zedlitz (VZ) 610.

9 PENALTIES

The due dates for the assignments given in the Course Timetable (Section 17) *must* be adhered to. Although work may be accepted late in special circumstances, the Course Co-ordinator 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*. In addition, please note that up to a *maximum of 5%* may be deducted for poorly presented assignments (see Section 8). If an assignment is illegible, it will not be marked.

10 TESTS AND IMPAIRMENT

The dates of the tests given in the Course Timetable (Section 17) *must* be adhered to. You should always sit a test if humanly possible, obtaining a medical certificate if you wish to claim impairment. If you sit a test but believe your performance was radically affected by some medical or other factor, inform the Course Co-ordinator *immediately*. If you fail the test, you may be able to claim impairment.

If you are unable to sit a test, for severe medical, personal or family reasons, you should do everything possible to notify the Course Co-ordinator, if necessary through the Administrator, *before* the test, or to get a friend or family member to do so on your behalf.

Only in cases of severe illness or other exceptionally difficult circumstances, which must normally be documented, can the Programme consider allowing students to sit a test at a different time from that indicated.

11 STUDENTS WITH DISABILITIES

The University has a policy of reasonable accommodation of the needs of students with disabilities in examinations and other assessment procedures. See the Course Co-ordinator if you have any special requirements or requests. For the room and telephone number of the Co-ordinator for Students with Disabilities in the S.A.E.L.C., see Section 2 above.

12 WORKLOAD

The Humanities and Social Sciences Faculty Committee on Workloads and Assessment 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 100-level, one trimester, 18-point course should work on average 12 hours per week, including the 5 contact hours – i.e., in the case of Ital 115, *7 hours of private study outside class time*.

13 MANDATORY COURSE REQUIREMENTS

In order to pass Ital 115, students are required to do the following, unless specific exemptions have been agreed to:

- (i) attend a minimum of **80%** of the audio-visual classes (AV);
- (ii) attend a minimum of **80%** of the oral classes (tutorials);
- (iii) submit the 2 written assignments by the date indicated;
- (iv) sit the two written tests on the dates indicated;
- (v) sit the individual oral test at the appointed time;
- (vi) sit the two listening comprehension (AV) tests at the appointed times;
- (vii) obtain an overall mark of at least 50%.

Students who have not fulfilled the mandatory course requirements will fail the course, whatever the marks they receive in pieces of work completed, and will be awarded a K grade.

The relation of grades to percentages, for any work and for the course as a whole, 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%).

14 STUDENT REPRESENTATIVES AND STUDENT EVALUATIONS

In the second week of lectures, staff will facilitate the election of a class representative for each lecture group. Student reps are a valuable means of communication between teaching staff and students. In addition, students can approach any member of staff individually to talk about the course as a whole, any particular aspect of it, or their own individual progress. At the end of the course students may be asked to fill out questionnaires prepared by the University's Teaching and Development Centre. These questionnaires relate either to the course, or to an individual lecturer's contribution. They are an important part of the University's accountability process, and the results are helpful in the University's attempts to maintain and raise the standards of the education it offers.

15 ITALIAN CLUB, STUDENT FACILITIES

All students of Italian are encouraged to join the students' Italian Club and to participate in the cultural and social events organised.

Room Von Zedlitz (VZ) 603 is a library and club room for Italian students, with a noticeboard for the Italian Students' Club. Italian books, newspapers and magazines are available for consultation, but please do not take them away.

16 THE LANGUAGE LEARNING CENTRE

The Language Learning Centre (Level 0, von Zedlitz Building) supports the teaching and learning of languages at Victoria. There are multimedia language learning resources and facilities, including computers and access to Italian television over the internet. An orientation programme for students is organised with language course coordinators for the first few weeks of each trimester so students can learn about how to use the centre effectively. Introduction to the LLC tours and computer classes are offered, plus sign-up computer workshops. Students are welcome to come to the centre for independent language learning at any time throughout the year, accessing a range of course and supplementary resources. Individual study of materials chosen by you is known as "self-access", and this study should be seen as an essential part of any language course

In the Ital 115 audio-visual (AV) classes, the basis for the work is the recorded material (audio and video) accompanying each unit of *Ciao!* Copies of this material are held in the Language Learning Centre (LLC) and students are encouraged to set aside a regular hour every week to complete the listening exercises on a self-access basis. Digitised recordings of this material are also available from any computer on campus, but students require their own earphones away from the LLC. If you have any problem accessing digital recordings, please see staff at the LLC. There are also cassette copies available at the LLC.

17 ITAL 115: COURSE TIMETABLE 2006

<i>Week</i>	<i>Starting</i>	<i>Class</i>	<i>Chapter of Ciao!</i>	<i>Topic</i>	<i>Assessment</i>	
1	July 10	Lect. 1		Outline and Introduction to the course		
			Chapter 9	Revision of imperfect and present perfect indicative (passato prossimo)		
		Lect. 2	Chapter 9	Past tenses (cont.); <i>da quando?</i> and <i>da quanto tempo?</i>		
		Lect. 3	Chapter 9	Pluperfect		
		(no tutorials or AV classes this week, but be sure to sign up)				
2	July 17	Lect. 1	Chapter 10	Imperative verbs		
		Lect. 2	Chapter 10	Adjectives and demonstrative pronouns		
		Lect. 3	Chapter 11	Direct pronouns		
		Tutorial		Oral communication activities		
		AV class		Audio-visual activities		
3	July 24	Lect. 1	Chapter 11	Indirect pronouns		
		Lect. 2	Chapter 11	Pronouns with infinitive and with <i>Ecco!</i>		
		Lect. 3	Chapter 11	Imperative verbs with pronouns		
		Tutorial		Oral communication activities		
		AV class		Audio-visual activities		
4	July 31	Lect. 1	Chapter 12	Future tense		
		Lect. 2	Chapter 12	Stressed pronouns/ "Piacere"		
		Lect. 3	Chapter 12	Impersonal "si"		
		Tutorial		Oral communication activities		
		AV class		Audio-visual activities		
5	August 7	Lect. 1	Chapter 13	"Ne" and "ci"		
		Lect. 2	Chapter 13	Combined pronouns		
		Lect. 3	Chapter 13	Combined pronouns		
		Tutorial		Oral communication activities		
		AV class		AV test 1 (with dictation)	AV Test 1 in AV class	
6	August 14	Lect. 1		Revision		
		Lect. 2		Revision		
		Lect. 3		Written test 1	Test 1: 10am, Wed 16 August	
		Tutorial		Oral communication activities		
		AV class		Audio-visual activities		
[MID-TRIMESTER BREAK]						

<i>Week Starting</i>	<i>Class Chapter of Ciao!</i>	<i>Topic</i>	<i>Assessment</i>	
7	Sept. 4	Lect. 1 Chapter 14 Lect. 2 Chapter 14 Lect. 3 Chapter 14 Tutorial AV class	Present conditional Past conditional Conditional of modal verbs (<i>dovere, potere, volere</i>) Oral communication activities Audio-visual activities	Assignment 1 due: 5pm Thu 7 Sept.
8	Sept. 11	Lect. 1 Chapter 15 Lect. 2 Chapter 15 Lect. 3 Chapter 15 Tutorial AV class	Comparative forms Superlative forms Irregular comparative and superlative forms/ Use of the definite article Oral communication activities Audio-visual activities	
9	Sept. 18	Lect. 1 Chapter 16 Lect. 2 Chapter 16 Lect. 3 Chapter 16 Tutorial AV class	Relative and indefinite pronouns Negative expressions Passato remoto Oral communication activities Audio-visual activities	
10	Sept. 25	Lect. 1 Chapter 16 Lect. 2 Chapter 16 Lect. 3 Chapters 9, 16 Tutorial AV class	Passato remoto Gerund/Progressive form Revision of past tenses Oral communication activities Audio-visual activities	Assignment 2 due: 5pm Thu 28 Sept.
11	Oct. 2	Lect. 1 Lect. 2 Lect. 3 Tutorial AV class	Revision Revision Revision Oral communication activities AV test 2 (with dictation)	
12	Oct. 9	Written test 2 and individual oral test		Test 2: 10am, Mon 9 Oct Individual oral test (time to be confirmed)

General University policies and statutes

Students should familiarise themselves with the University's policies and statutes, particularly the Assessment Statute, the Personal Courses of Study Statute, the Statute on Student Conduct and any statutes relating to the particular qualifications being studied; see the Victoria University Calendar available in hard copy or under 'About Victoria' on the VUW home page at www.vuw.ac.nz.

Student 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 are to be taken if there is a complaint. For information about complaint procedures under the Statute on Student Conduct, contact the Facilitator and Disputes Advisor or refer to the statute on the VUW policy 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; class representatives may be able to help you in this. If you are not satisfied with the result of that meeting, see the Head of School or the relevant Associate Dean; VUWSA Education Coordinators are available to assist in 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 at:

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. The University defines plagiarism as follows:

The presentation of the work of another person or other persons as if it were one's own, whether intended or not. This includes published or unpublished work, material on the Internet and the work of other students or staff.

It is still plagiarism even if you re-structure the material or present it in your own style or words.

Note: It is however, perfectly acceptable to include the work of others as long as that is acknowledged by appropriate referencing.

Plagiarism is prohibited at Victoria and is not worth the risk. Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute on Student

Conduct and may be penalized severely. Consequences of being found guilty of plagiarism can include:

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

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

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

Students with Impairments (see Appendix 3 of the Assessment Handbook)

The University has a policy of reasonable accommodation of the needs of students with disabilities. The policy aims to give students with disabilities the same opportunity as 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 coordinator as early in the course as possible. Alternatively, you may wish to approach a Student Adviser from Disability Support Services (DSS) to discuss your individual needs and the available options and support on a confidential basis. DSS are located on Level 1, Robert Stout Building:

telephone: 463-6070

email: disability@vuw.ac.nz

The name of your School's Disability Liaison Person is in the relevant prospectus or can be obtained from the School Office or DSS.

Student Support

Staff at Victoria want students to have positive learning experiences at the University. Each faculty has a designated staff member who can either help you directly if your academic progress is causing you concern, or quickly put you in contact with someone who can. In the Faculty of Humanities and Social Sciences the support contact is **Dr Allison Kirkman, Murphy Building, room 407**. Assistance for specific groups is also available from the Kaiwawao Maori, Manaaki Pihipihinga or Victoria International.

In addition, the Student Services Group (email: student-services@vuw.ac.nz) is available to provide a variety of support and services. Find out more at:

www.vuw.ac.nz/st_services/

VUWSA employs 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 (tel. 463-6983 or 463-6984, email at education@vuwsa.org.nz) is located on the ground floor, Student Union Building.