

# GERM 115 : INTERMEDIATE GERMAN

## 3/3 2006/2007

GERM 115 is a Third Trimester course of six hours per week. It will be taught in two blocks of four weeks each, with 6 contact hours per week in three two-hour slots at the beginning and end of the trimester. Those blocks will be separated by a self-study period in which students prepare a portfolio of assignments, based on reading and listening to German materials.

### COURSE AIMS AND OBJECTIVES

This course is designed primarily to meet the needs of students who have completed our beginners' courses, GERM 103 and GERM 104, and wish to continue to GERM 217 and GERM 218, the courses normally taken by students coming from school with Bursary (NCEA level 3) German. The course will acquaint students with language learning strategies, and provide them with intensive vocabulary building activities and practice in listening and speaking. The course will also enable such students to activate and extend their knowledge of German over the long summer break.

Students who pass the course should

- have consolidated their knowledge of basic German grammar
- have greatly increased their vocabulary base
- have become confident in conducting a conversation in German on everyday topics
- have become competent in reading standard German texts
- be able to produce standard texts in German

### COURSE CONTENT

GERM 115 is based on a varied approach. Classes include reading and listening comprehension exercises, writing and speaking, vocabulary building exercises and language games. In addition, students are expected to complete a portfolio of 5 assignments, 2 of which will have to be handed in, in the self-study period, and to work in the Language Learning Centre without supervision.

GERM 115 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).

### TEACHERS

Dr Margaret Sutherland (Course Coordinator)	Room vZ 615	463-5975
Ms Anke Szczepanski (Course Teacher)	22 KP Room 209	463-7497

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 opposite room 604). 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.

### FIRST MEETING

For **ALL GERM 115** students on Monday, 13 November 2006, at 12noon, in vZ 506.

At this meeting the course will be introduced and the timetable finalised.

### CLASS TIMES AND ROOMS

Class times and rooms will be discussed with all students in the first meeting. The course will consist of two contact periods divided by a self-study period, dates as follows:

<i>Contact Period 1:</i>	13 Nov – 8 Dec 2006	→ 6 hrs/ week
<i>Self-study Period:</i>	9 Dec 2006 – 14 Jan 2007	→ NO contact hours
<i>Contact Period 2:</i>	15 Jan – 9 Feb 2007	→ 6 hrs/ week

Contact periods 1 & 2 will have six contact hours per week in three two-hour slots; at least one of these slots will take place in the computer class room in the Language Learning Centre.

There are no formal classes during the self-study period. Students are expected to complete assignments 2, 3 and 4 at home.

### TEXTS

The set text for this course is a graded reader: *Der Hundetraum und andere Verwirrungen*, Leonhard Thoma (Hueber) available from the Victoria Book Centre.

### ESTIMATED WORKLOAD

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

### ASSESSMENT

GERM 115 is internally assessed. Assessment is by: one portfolio (60%) consisting of 5 written assignments; aural (listening) test (20%); oral (speaking) exam (20%).

a. Five assignments Due 30 Nov, 18 Dec 2006, 12 Jan, 22 Jan, 9 Feb 2007	60%
b. Aural (listening) test in the last week of term	20%
c. 10-minute oral (speaking) exam on Monday, 12 February 2007	20%

#### a. Assignments for the portfolio

Assignment 1	Listening comprehension
Assignment 2	Film review

Assignment 3	Book review
Assignment 4	Vocabulary exercise PLUS weekly vocabulary tests
Assignment 5	Learning Journal with a minimum of 18 entries

Exact details and assignment sheets will be handed to students well in advance to the due date.

During the self-study period assignments must be submitted by email. Assignments 1, 2 and 3 can be resubmitted **once** to improve marks. The final resubmission date for these assignments is 9 February 2007 which is also the submission date for the whole portfolio, including all five assignments.

### **b. Aural (Listening) Test**

The listening test will be 45 minutes and take place during class time. It will involve a listening comprehension exercise.

### **c. Oral Exam**

The final oral exam will be 10 minutes long and consist of a short prepared speech and a conversation with a native German speaker.

## **SELF-STUDY PERIOD**

The self-study period is an essential part of this course. During this time students are expected to work on and complete three of the five assignments. Vocabulary lists will also be provided each week, as well as *Denkanstöße* for the learning journal. These tasks are the minimum of study suggested for this period, mere guidelines for your personal self-study, & therefore must be supplemented by your own ideas, exercises etc.

## **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 three classes), attendance of aural (listening) test and oral (speaking) exam, and the completion of ALL five assignments.

In special circumstances such as illness or bereavement an extension to the scheduled assignments may be granted, but only after consultation with the teacher concerned. 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. 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, Goethe Institute, 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 von Zedlitz), including several computer programmes, which deal with all aspects of the German language.

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 interesting or useful in the course.

**STUDENT PROBLEMS AND CONCERNS: 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.

If you have any academic problems with your course you should talk to the lecturer concerned or, if you are not satisfied with the result of that meeting, see the Head of the School or the Associate Dean (Students) of the Faculty of Humanities and Social Sciences. Class representatives are available to help you with this process.

## 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](http://www.vuw.ac.nz).

**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 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](http://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](http://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](http://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](http://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.

Disability Support Services are located on:

Level 1, Robert Stout Bldg      Telephone: 463-6070      Email: [disability@vuw.ac.nz](mailto: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](mailto:andrew.barke@vuw.ac.nz)

## 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](mailto: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/](http://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 is located on the ground floor, Student Union Building:

Telephone: 463 6983 or 463 6984

Email: [education@vuwsa.org.nz](mailto:education@vuwsa.org.nz)

Contact Person for Maori and Pacific Students

Dr Keren Smith (vZ 514) Telephone: 463-5789

E-mail: [keren.smith@vuw.ac.nz](mailto:keren.smith@vuw.ac.nz)