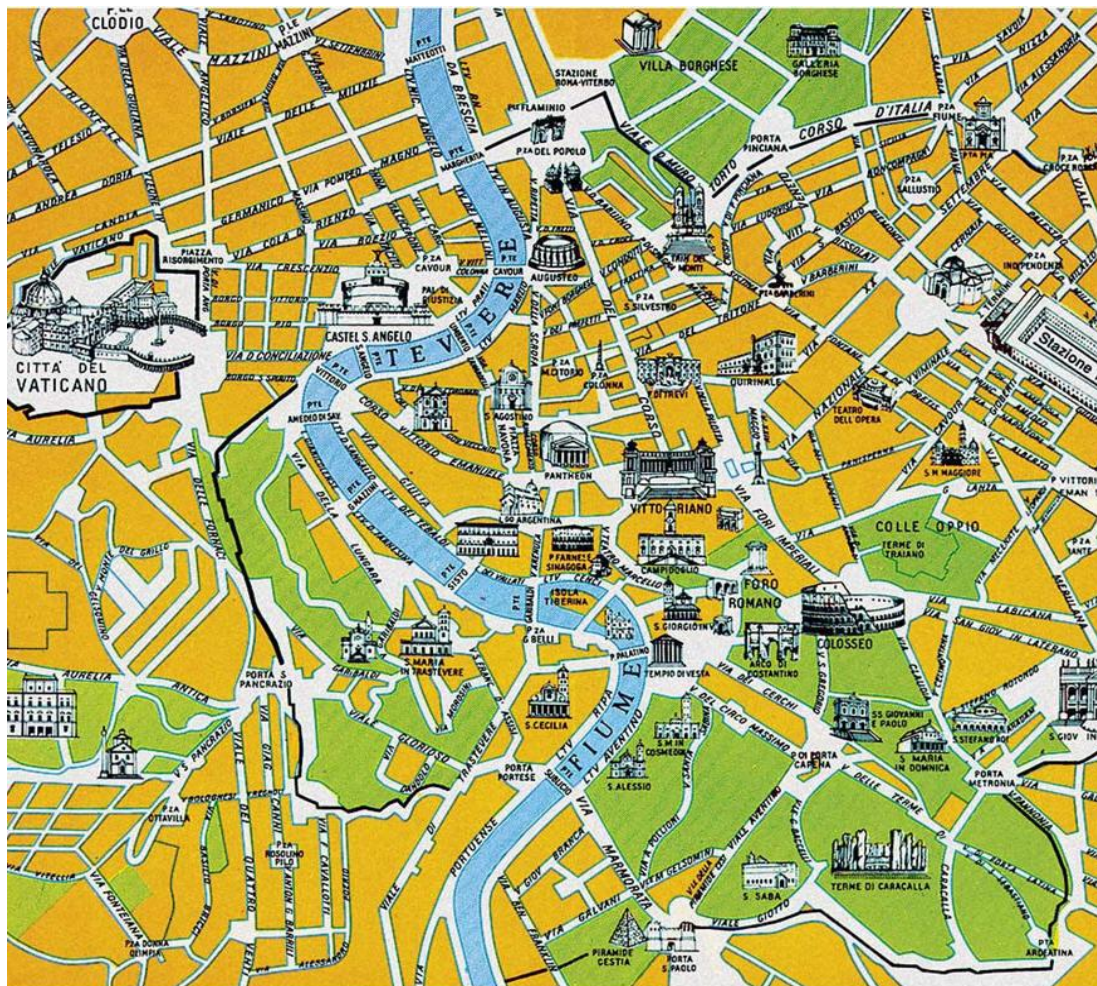


# SCHOOL OF ASIAN AND EUROPEAN LANGUAGES AND CULTURES

## ITALIAN PROGRAMME



### ITAL 115 – ELEMENTARY ITALIAN COURSE OUTLINE 2007

Course Co-ordinator & Lecturer: Sibilla Paparatti (VZ 607)  
Email: [sibilla.paparatti@vuw.ac.nz](mailto:sibilla.paparatti@vuw.ac.nz) – Tel: 463 5974

## 1 ITAL 115: ELEMENTARY ITALIAN

This is the course description and timetable for **ITAL 115 (CRN 3494)**, for the year 2007. 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 (SAELC) is located on the **5<sup>th</sup>** and **6<sup>th</sup>** Floor of the **Von Zedlitz (VZ) Building**, Kelburn Parade. Staff contact details in the Italian Programme are as follows:

VZ 610	<b>Nina Cuccurullo</b> (Nina is available from 8.15am to 4.15pm, Monday to Friday) <a href="mailto:nina.cuccurullo@vuw.ac.nz">nina.cuccurullo@vuw.ac.nz</a>	Administrator	ph. 463 5293
VZ 601	<b>Claudia Bernardi</b> <a href="mailto:claudia.bernardi@vuw.ac.nz">claudia.bernardi@vuw.ac.nz</a>	Programme Director & Lecturer	ph. 463 5646
VZ 602	<b>Dr Sarah (Sally) Hill</b> (on Research and Study Leave July 2007 – February 2008) <a href="mailto:sarah.hill@vuw.ac.nz">sarah.hill@vuw.ac.nz</a>	Lecturer	ph. 463 5298
VZ 504	<b>Dr Marco Sonzogni</b> <a href="mailto:marco.sonzogni@vuw.ac.nz">marco.sonzogni@vuw.ac.nz</a>	Lecturer	ph. 463 6284
VZ 607	<b>Palmiro Sportoletti</b> <a href="mailto:palmiro.sportoletti@vuw.ac.nz">palmiro.sportoletti@vuw.ac.nz</a>	Italian Government Lector	ph. 463 5974
VZ 607	<b>Sibilla Paparatti</b> <a href="mailto:sibilla.paparatti@vuw.ac.nz">sibilla.paparatti@vuw.ac.nz</a>	Lecturer & Senior Tutor	ph. 463 5974
SAELC VZ 705	<i>Co-ordinator for Students with Disabilities</i> <b>Dr Andrew Barke</b> <a href="mailto:andrew.barke@vuw.ac.nz">andrew.barke@vuw.ac.nz</a>		ph. 463 6467
SAELC VZ 514	<i>Co-ordinator for Maori and Pacific Students</i> <b>Dr Keren Smith</b> <a href="mailto:keren.smith@vuw.ac.nz">keren.smith@vuw.ac.nz</a>		ph. 463 5798

The Course Co-ordinator and Lecturer for ITAL 115 is Sibilla Paparatti. Oral classes (tutorials) and audio-visual classes (AV) are taught by Palmiro Sportoletti. Staff are available for student consultation at times indicated on the doors of their offices.

The **Italian notice board** is on **Level 5** of **Von Zedlitz (VZ)**. **Important information is posted on it: please check it regularly.**

### **3 ITAL 115 CLASSES**

#### Lectures

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

**Monday, Tuesday and Wednesday 9-10 am in Murphy (MY) LT101**

#### Oral classes (tutorials)

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

**Monday 10-10.50am in Murphy (MY) 402 or Tuesday 12-12.50 pm in Von Zedlitz (VZ) 509 or Tuesday 2.10-3pm Murphy (MY) 531**

#### Audio-visual (AV) classes

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

**Monday 11-11.50am Von Zedlitz (VZ) 515 or Tuesday 11-11.50am Von Zedlitz (VZ) 509 or Tuesday 3.10-4pm Von Zedlitz (VZ) 515**

**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. To prepare for the tutorial, students must spend 20 minutes during the week preceding the tutorial carrying out online vocabulary exercises via Blackboard.

Please also note that cellular phones 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 and 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 in Italian, 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. Larese Riga and C.M. Dal Martello, *Ciao!*, 6<sup>th</sup> edition (Thomson Heinle, 2007).** Students are required to purchase both the textbook and the student activities manual. These are available from the Vicbooks.

## 6 ASSESSMENT

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

- (i) 2 written tests (20% each)
- (ii) 2 assignments (10% each)
- (iii) 2 listening comprehension (AV) tests (10% each)
- (iv) 1 individual oral test (10%)
- (v) Communicative/oral assessment: based on tutorial tasks (5%) and preparation (online vocabulary tests) (5%).

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) and (iv). The individual oral test and the communicative/oral assessment relate to objectives (i), (ii), (iii) and (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.

All assignments must include a cover sheet available from the SAELC Reception on the sixth floor of Von Zedlitz (VZ 610). Assignments are to be handed into the Italian assignment slot located to the left of the SAELC Reception area (VZ 610). Corrected work will be handed out in class. If you do not collect your work in class, you will be able to collect it from the SAELC Reception (VZ 610). All work not collected will be destroyed three months after the date of the final written test.

## 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).

## 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 has been 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 Liaison for Students with Disabilities in the SAELC, 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 complete 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) prepare for and 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.

**To pass ITAL 115 students must meet the mandatory course requirements and achieve at least an average C over all assessment. Students who gain at least 50% of the course marks, but fail the course due to not satisfying a mandatory course requirement, will receive a K grade. Students who gain less than 50% will receive a D or an E grade, whether or not they have completed the mandatory course requirements.**

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 STUDENTS 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 AND STUDENTS FACILITIES**

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

The Italian seminar room for tutorials and small classes is usually Von Zedlitz (VZ) 509, unless otherwise stated. This room may be booked through the Administrator for Italian Club activities when not in use for teaching by the Italian Programme or other Departments.

**Room Von Zedlitz (VZ) 603 is a library and club room open to all students of Italian.**

A noticeboard for Italian Students' Club activities is inside the room. Italian newspapers and magazines are available in the room, along with a number of Italian books and dictionaries. You are welcome to consult materials from the library but please do not take them away.

## **16 THE LANGUAGE LEARNING CENTRE (LLC)**

**The Language Learning Centre (LLC)** on **floor 0** of the **Von Zedlitz (VZ)** building holds a large collection of cassette tapes, videotapes, audio-CDs and CD-Roms for all languages including Italian. You can work on any of these materials individually, by booking a time and ordering the material from the Language Learning Centre (LLC) staff. Individual study of materials chosen by yourself 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 taped material (audio and video tapes) 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. Students may use the tapes in the self-access area of the Language Learning Centre (LLC); alternatively, if students provide a blank tape, they can make their own copies of audio-materials to use at home.

## 17 ITAL 115: COURSE TIMETABLE 2007

Week	Starting	Class	Chapter of <i>Ciao!</i>	Assessment
1.	9 July	<b>Lecture 1:</b> Outline & Intro to ITAL115; Revision of imperfetto e passato prossimo <b>Lecture 2:</b> <i>Da quanto tempo? Da quando?</i> <b>Lecture 3:</b> Trapassato prossimo <b>NO Tutorial class this week</b> <b>NO AV class this week</b>	<b>Capitolo 9</b> – Mezzi di diffusione	
2.	16 July	<b>Lecture 1:</b> Imperativo <b>Lecture 2:</b> Aggettivi e pronomi dimostrativi <b>Lecture 3:</b> Pronomi diretti <b>Tutorial class:</b> Mesi, data, stagioni, tempo + oral ex Cap.9 <b>AV class:</b> CD + DVD (Cap.9)	<b>Capitolo 10</b> – La moda <b>Capitolo 11</b> – In cucina	
3.	23 July	<b>Lecture 1:</b> Pronomi indiretti <b>Lecture 2:</b> Pronomi con infinito e <i>Ecco!</i> <b>Lecture 3:</b> Imperativo con pronome <b>Tutorial class:</b> Esclamazioni comuni + oral ex Cap.10 <b>AV class:</b> CD + DVD (Cap.10)	<b>Capitolo 11</b> (cont.)	
4.	30 July	<b>Lecture 1:</b> Futuro <b>Lecture 2:</b> Pronomi tonici; <i>“Piacere”</i> <b>Lecture 3:</b> <i>“Sì”</i> impersonale <b>Tutorial class:</b> Plurali irregolari + oral ex Cap.11 <b>AV class:</b> CD (Cap.11)	<b>Capitolo 12</b> – Le vacanze	
5.	6 August	<b>Lecture 1:</b> <i>“Ne”</i> <b>Lecture 2:</b> <i>“Ci”</i> <b>Lecture 3:</b> Pronomi doppi <b>Tutorial class:</b> Numeri ordinali + oral ex Cap.12 <b>AV class:</b> AV Test 1	<b>Capitolo 13</b> – La casa	AV Test 1 in AV class
6.	13 August	<b>Lecture 1:</b> Revision <b>Lecture 2:</b> Revision <b>Lecture 3:</b> <b>Written Test 1</b> <b>Tutorial class:</b> oral ex Cap.12 <b>AV class:</b> CD (Cap. 12)		<b>Written Test 1:</b> <b>Wednesday 15 April, 9 am</b> <b>(MY LT 101)</b>

**MID – TRIMESTER BREAK**

<b>Week</b>	<b>Starting</b>	<b>Class</b>	<b>Chapter of <i>Ciao!</i></b>	<b>Assessment</b>
7.	3 September	<b>Lecture 1:</b> Condizionale presente <b>Lecture 2:</b> Condizionale passato <b>Lecture 3:</b> Condizionale con <i>dovere</i> , <i>potere</i> , <i>volere</i> ; Verbi e espressioni verbali + infinito <b>Tutorial class:</b> oral ex Cap.13 <b>AV class:</b> CD + DVD (Cap.13)	<b>Capitolo 14</b> – Il mondo del lavoro	<b>Assignment 1, due:</b> <b>Tuesday 4 September,</b> <b>11 am</b>
8.	10 September	<b>Lecture 1:</b> Comparativi <b>Lecture 2:</b> Superlativi <b>Lecture 3:</b> Comparativi e superlativi irregolari; Uso dell'articolo determinativo <b>Tutorial class:</b> oral ex Cap.14 <b>AV class:</b> CD + DVD (Cap.14)	<b>Capitolo 15</b> – Paesi e paesaggi	
9.	17 September	<b>Lecture 1:</b> Pronomi relativi e indefiniti <b>Lecture 2:</b> Espressioni negative <b>Lecture 3:</b> Passato remoto <b>Tutorial class:</b> oral ex Cap.15 <b>AV class:</b> CD + DVD (Cap.15)	<b>Capitolo 16</b> – Gli sport	
10.	24 September	<b>Lecture 1:</b> Passato remoto <b>Lecture 2:</b> Gerundio e forma progressiva <b>Lecture 3:</b> Revision of past tenses <b>Tutorial class:</b> oral ex Cap.16 <b>AV class:</b> CD + DVD (Cap.16)	<b>Capitolo 16</b> (cont.)	<b>Assignment 2, due:</b> <b>Thursday 27 September,</b> <b>11 am</b>
11.	1 October	<b>Lecture 1:</b> Revision <b>Lecture 2:</b> Revision <b>Lecture 3:</b> Revision <b>Tutorial class:</b> oral ex Cap.16 <b>AV class:</b> AV Test 2		<b>AV Test 2</b> in AV class
12.	8 October	<b>Lecture 1: Written Test 2</b>   <b>NO Tutorial class this week</b> <b>NO AV class this week</b>		<b>Written Test 2:</b> <b>Monday 8 October, 9 am</b> <b>(MY LT 101)</b>  <b>Individual Oral Test:</b> <b>Times to be advised</b>

**The Individual Oral Test is scheduled to be held during Week 12 (Monday 8 October – Friday 12 October), time and place to be advised.**



### **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.victoria.ac.nz](http://www.victoria.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.victoria.ac.nz/policy/studentconduct](http://www.victoria.ac.nz/policy/studentconduct)

The Policy on Staff Conduct can be found on the VUW website at: [www.victoria.ac.nz/policy/staffconduct](http://www.victoria.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.victoria.ac.nz/policy/academicgrievances](http://www.victoria.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.victoria.ac.nz/home/studying/plagiarism.html](http://www.victoria.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](mailto: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 contacts are **Dr Allison Kirkman, Murphy Building, room 407** and **Dr Stuart Brock, Murphy Building, room 312**. Assistance for specific groups is also available from the Kaiwawao Māori, Manaaki Pihipihinga or Victoria International.

### **Manaaki Pihipihinga Programme**

This programme offers:

- Academic mentoring for all Māori & Pacific students at all levels of undergraduate study for the faculties of Commerce & Administration and Humanities & Social Sciences. Contact [Manaaki-Pihipihinga-Programme@vuw.ac.nz](mailto:Manaaki-Pihipihinga-Programme@vuw.ac.nz) or phone 463 6015 to register for Humanities & Social Science mentoring and 463 8977 to register for mentoring for Commerce and Administration courses
- Postgraduate support network for the above faculties, which links students into all of the post grad activities and workshops on campus and networking opportunities
- Pacific Support Coordinator who can assist Pacific students with transitional issues, disseminate useful information and provide any assistance needed to help students achieve. Contact; [Pacific-Support-Coord@vuw.ac.nz](mailto:Pacific-Support-Coord@vuw.ac.nz) or phone 463 5842.

Manaaki Pihipihinga is located at: 14 Kelburn Parade, back court yard, Room 109 D (for Humanities mentoring & some first year Commerce mentoring) or Room 210 level 2 west

wing railway station Pipitea (commerce mentoring space). Māori Studies mentoring is done at the marae.

***Student Services***

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.victoria.ac.nz/st\\_services/](http://www.victoria.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](mailto:education@vuwsa.org.nz)) is located on the ground floor, Student Union Building.