

SCHOOL OF LANGUAGES AND CULTURES

**GERMAN PROGRAMME
GERM 104 ELEMENTARY GERMAN**

TRIMESTER 2 2009
13 July to 15 November 2009

Trimester dates

Teaching dates: 13 July to 16 October
Study week: 19 to 23 October

Names and contact details

Teaching Staff:	Ms Anke Szczepanski (AS) (Course Coordinator) Office: 22 KP 209 Phone: 463-7497 Email: anke.szczepanski@vuw.ac.nz Office hours: Mon 11-12noon, Wed 2-3pm
	Ms Monika Smith (MMS) Office: 22 KP 207 Phone: 463-7441 Email: monika.smith@vuw.ac.nz Office hours: tba
Administrator:	Alison Dixie Office: vZ 610 Phone: 463-5318 Email: alison.dixie@vuw.ac.nz
Disability Liaison Person: Maori & Pacific Islands Students liaison:	Dr Richard Millington Office: vZ 613 Phone: 463-5976 Email: richard.millington@vuw.ac.nz

All staff are happy to discuss your concerns with you, or to provide additional information about the course. Such information is also regularly provided through announcements in class and on Blackboard. Please see staff members during their designated office hours, or contact them or the German Programme Administrator to arrange a suitable time.

Class times and locations

GERM 104 is a second trimester course of FIVE hours per week, involving one lecture, three language tutorials and one audio-visual class.

Lecture (Choose ONE lecture time)				
Either	Mon	10am – 10.50am	vZ 506	AS
OR	Mon	12noon – 12.50pm	vZ 506	AS
OR	Mon	2.10pm – 3pm	vZ 506	AS

Language Tutorials (Choose ONE time from EACH of the THREE strands)				
I. Either	Tue	9.00am – 9.50am	vZ 506	AS
OR	Tue	10.00am – 10.50am	vZ 506	AS
OR	Tue	11.00am – 11.50am	vZ 506	AS
II. Either	Wed	1.10pm – 2pm	vZ 506	MMS
OR	Wed	2.10pm – 3pm	vZ 506	MMS
OR	Wed	4.10pm – 5pm	vZ 506	MMS
III. Either	Thu	10.00am – 10.50am	vZ 506	MMS
OR	Thu	1.10pm – 2pm	vZ 506	MMS
OR	Thu	2.10pm – 3pm	vZ 506	MMS

Audio Visual Classes (Choose ONE time)				
Either	Wed	10.00am – 10.50am	vZ 003 (LLC*)	AS
OR	Wed	11.00am – 11.50am	vZ 003 (LLC)	AS
OR	Wed	12noon – 12.50pm	vZ 003 (LLC)	AS

* Language Learning Centre (situated on Level 0, von Zedlitz building)

Course delivery

GERM 104 is based on a varied approach. Classes include textbook work, grammar exercises, conversation practice, pronunciation drills, interactive computer exercises and language games. The purpose of the lecture is to mainly introduce new grammar points, whereas the language tutorials and the AV class are aimed at practising German grammar and using the German language in realistic communicative situations.

You are expected to supplement classroom learning with additional work on your own in the LLC or in study groups (to be organised by the students themselves or with the help of the German teaching assistant).

Students who have completed GERM 104 with a good grade may enrol for GERM 217 in the following year.

Communication of additional information

You can find further information about the course on Blackboard, and on the German Programme notice board (situated on Level 6 von Zedlitz building, opposite the German library). From time to time, staff may also circulate emails to all students in the class.

Course content

In GERM 104, you will:

- read texts in German and learn about a variety of cultural and social aspects of the German-speaking countries.
- expand your vocabulary in context and learn to recognize German word formation patterns.
- improve your listening comprehension skills and your pronunciation.
- learn to build complex sentences in German correctly.
- practise describing objects and events, expressing future plans, reporting about past events, and expressing wishes and requests.

Learning objectives

GERM 104 presupposes a successful completion of GERM 103 *Introduction to the German Language* (or equivalent comparable to NCEA Level 1 or Level A1 of the European Framework for Language Learning) and teaches the four skills of reading, writing, listening and speaking in an interactive way.

This course will enable students to reach a level comparable to NCEA Level 2-3 or Level A2 of the European Framework for Language Learning.

Students who pass the course should:

- be able to hold a basic conversation in German
- be able to write and talk about present, past and future events or situations at an elementary level
- be familiar with elementary German grammar (cases, tenses, moods, voices, sentence construction), and
- be able to read a range of German texts with the help of a dictionary.

Expected workload

In addition to the five class hours, you are expected to work for this course five to eight additional hours per week. This additional work includes:

- completing assignments and progress tasks
- studying vocabulary
- reviewing class content and preparing for classes, and
- practising reading, writing, listening and speaking German in your own time, for example by using material provided in the LLC.

NB: The additional work will naturally vary according to the prior knowledge of German and the general language aptitude that a student brings to the course.

Course materials

Set Texts

Passwort Deutsch 2 Kursbuch (textbook, Edition Klett) and the *GERM 104 Supplementary Material* (Student Notes) will be used in all classes. You are also strongly encouraged to use the *Passwort*

Deutsch 2 Arbeitsbuch (workbook with supplementary exercises, Edition Klett) for independent study. You may also buy a dictionary and a grammar if you wish to, but this is not essential for this course. We recommend Christine Stief & Christian Stang, *German Grammar in a Nutshell*.

For the first two weeks of the trimester all undergraduate textbooks and student notes will be sold from the Memorial Theatre foyer. After week two all undergraduate textbooks will be sold from VicBooks and student notes from the Student Notes Distribution Centre on the ground floor of the Student Union Building.

You can order textbooks and student notes online at www.vicbooks.co.nz or can email an order or enquiry to enquiries@vicbooks.co.nz. Books can be couriered to you or they can be picked up from the shop. You will be contacted when they are available.

Opening hours for VicBooks are 8.00 am – 6.00 pm, Monday – Friday during term time (closing at 5.00 pm in the holidays). Phone: 463 5515.

Assessment requirements

GERM 104 is internally assessed. Assessment is by:

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| (a) | Two in-term language tests , held on 20 August and 12 October
The purpose of these tests is to assess students' progress in German grammar. | 40% |
| (b) | Three assignments , due on 27 July , 7 September and 21 September
The purpose of these assignments is to assess students' reading, writing and listening skills in German. | 30% |
| (c) | Vocabulary quizzes , every Wednesday in the AV class (starting in Week 3)
The purpose of these quizzes is to assess students' vocabulary knowledge. | 10% |
| (d) | Two progress tasks , due on 14 August and 7 October
The purpose of these progress tasks is to assess students' grammar progress prior to each test. This helps them to review their performance and focus on problem areas when preparing for each test. | 10% |
| (e) | End-of-trimester oral test , held in Week 12 (5 minutes).
The purpose of this test is to assess students' spoken German. | 10% |

All paper-based assignments must include a cover sheet available from SLC Reception or Blackboard. You must submit paper-based assignments through the German assignment box located to the left of the SLC Reception area on Level 6, von Zedlitz.

Penalties

Tests

If you are unable to attend a written test or the final oral test 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 or date may be arranged.

Assignments

If you submit an assignment after the due date, you will incur a 5% penalty for each weekday late. In special circumstances such as accident, illness or bereavement, an extension may be granted, but only after you consult with the staff member concerned.

NB: In case of illness, you must supply a medical certificate.

Tests, Assignments, Vocabulary Quizzes, Progress Tasks and Oral Exam

In any language course it is essential that you work steadily and consistently throughout. It is not possible to understand and apply the grammar well enough if it is learned by last-minute “cramming”. That is why assessment is by a number of tests and assignments rather than by one major test at the end of the course.

Tests

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

Assignments

Assignments provide practice in reading and writing in German, as well as important grammar points. They may also include listening comprehension.

Vocabulary quizzes

Vocabulary quizzes test your vocabulary knowledge on a weekly basis. You can prepare yourself for these quizzes by working with the vocabulary lists included in the *GERM 104 Supplementary Material* and by practising with the electronic vocabulary flashcards available through the LLC. Vocabulary quizzes will be completed in the AV classes using Blackboard. Failure to complete a vocabulary quiz results in a zero mark for that quiz.

Progress tasks

Progress tasks provide additional practice in grammar and help to prepare for a test. They are made available through Blackboard. Failure to complete a progress task by the due date and time, results in a zero mark for that task.

Oral test

The oral test is 5 minutes/student in length. You will prepare in advance a monologue (on your own) or a role play (as a group) related to the conversation topics covered in class. The test is designed to test your fluency, grammatical correctness and use of vocabulary in basic oral German.

FHSS Marking system

The FHSS 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

To gain a pass in this course, you must:

- attend both written tests
- attend the oral test
- attend a minimum of 80% of each lecture, tutorials and AV-class, and
- attempt and hand in all three assignments.

If you are unable to attend a particular class for any reason, it is up to you to review what has been covered in this class, and to check when the next assignment or progress task is due. This information is available on Blackboard.

Unless informed to the contrary, you may assume that you have met the mandatory course requirements.

Learning Opportunities

We encourage you to take advantage of whatever opportunities occur outside class hours to practise your German, for example:

- reading German articles or books
- watching German films
- attending lectures at the Goethe Society or Goethe Institute
- coming along to *Kaffeestunde*
- participating in the student play production
- having conversations with Germans
- chatting in German online, etc.

We also advise you to use self-access material provided by the LLC, including:

- several computer programmes, which deal with all aspects of German grammar and pronunciation, and
- electronic vocabulary flashcards created specifically for this course.

Remember too that 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 most (or least) interesting or useful in the course.

Student Representatives and Student Evaluations

In the second week of lectures, staff will facilitate the election of a class representative. Student reps are a valuable means of communication between teaching staff and students.

At the end of the course, students may be asked to fill out questionnaires prepared by the University's Teaching and Development Centre in order to evaluate individual lecturers' performance and/or the course as a whole.

Language Learning Centre (LLC)

The LLC has a variety of additional resources that you can use to practise German in your own time. During term time, they are open:

- Monday to Thursday: 8.45am to 7.00pm
- Friday: 8.45am to 5.15pm.

Find out more about their resources for German on their website:

<http://www.victoria.ac.nz/llc/languages/european/germ.aspx>

Academic Integrity and Plagiarism

Academic integrity means that university staff and students, in their teaching and learning are expected to treat others honestly, fairly and with respect at all times. It is not acceptable to mistreat academic, intellectual or creative work that has been done by other people by representing it as your own original work.

Academic integrity is important because it is the core value on which the University's learning, teaching and research activities are based. Victoria University's reputation for academic integrity adds value to your qualification.

The University defines plagiarism as 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, you must acknowledge your sources fully and appropriately. This includes:

- Material from books, journals or any other printed source
- The work of other students or staff
- Information from the internet
- Software programs and other electronic material
- Designs and ideas
- The organisation or structuring of any such material

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

<http://www.victoria.ac.nz/home/study/plagiarism.aspx>

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* or go to the Academic Policy and Student Policy sections on:

<http://www.victoria.ac.nz/home/about/policy>

The AVC (Academic) website also provides information for students in a number of areas including Academic Grievances, Student and Staff conduct, Meeting the needs of students with impairments, and student support/VUWSA student advocates. This website can be accessed at:

<http://www.victoria.ac.nz/home/about/avcademic/Publications.aspx>

I M P O R T A N T D A T E S F O R G E R M 1 0 4	
Week 1	13 July – 17 July Lectures begin on Monday 13 July Tutorials and A/V classes begin on Tuesday 14 July.
Week 2	20 July – 24 July ASSIGNMENT 1 made available
Week 3	27 July – 31 July ASSIGNMENT 1 DUE – Monday 27 July by 4pm VOKABELQUIZ 1 in the AV class
Week 4	3 August – 7 August VOKABELQUIZ 2 in the AV class
Week 5	10 August – 14 August PROGRESS TASK 1 made available VOKABELQUIZ 3 in the AV class PROGRESS TASK 1 DUE – Friday 14 August by 4pm
Week 6	17 August – 21 August ASSIGNMENT 2 made available VOKABELQUIZ 4 in the AV class TEST 1 – Thursday 20 August, regular tutorial times
M i d - t r i m e s t e r B r e a k (2 4 A u g u s t – 6 S e p t e m b e r)	
Week 7	7 September – 11 September ASSIGNMENT 2 DUE – Monday 7 September by 4pm VOKABELQUIZ 5 in the AV class
Week 8	14 September – 18 September ASSIGNMENT 3 made available VOKABELQUIZ 6 in the AV class
Week 9	21 September – 25 September ASSIGNMENT 3 DUE – Monday 21 September by 4pm VOKABELQUIZ 7 in the AV class
Week 10	28 September – 2 October PROGRESS TASK 2 made available VOKABELQUIZ 8 in the AV class
Week 11	5 October – 9 October VOKABELQUIZ 9 in the AV class PROGRESS TASK 2 DUE – Wednesday 7 October by 4pm
Week 12	12 October – 16 October TEST 2 – Monday 12 October, regular lecture times Oral Test - tba