



**FACULTY OF HUMANITIES AND SOCIAL SCIENCES
SCHOOL OF LANGUAGES AND CULTURES**

**GERMAN PROGRAMME
GERM 104 ELEMENTARY GERMAN**

20 POINTS

TRIMESTER 2 2014

Please read through this material very carefully in the first week of the course, and refer to it regularly.

Important dates

Trimester dates: 14 July to 16 November 2014

Teaching dates: 14 July to 17 October 2014

Mid-trimester break: 25 August to 7 September 2014

Study week: 20–24 October 2014

Withdrawal dates: Refer to www.victoria.ac.nz/students/study/withdrawals-refunds. If you cannot complete an assignment or sit a test or examination, refer to www.victoria.ac.nz/students/study/exams/aegrotats.

Names and contact details

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Teaching 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. Staff are available for student consultation at times indicated on their office doors or by contacting them via email to arrange a suitable time.

Class times and locations

Lectures	Mon	9.00am - 9.50am	HM LT001	Andrea Hepworth
	Wed	9.00am - 9.50am	HM LT001	

Language Tutorials (Choose <u>ONE</u> time from <u>EACH</u> of the <u>TWO</u> strands)				
I. Either	Thurs	10.00am - 10.50am	OK524	
	OR	Thurs	12noon - 12.50pm	MY301
II. Either	Fri	10.00am - 10.50am	MY806	
	OR	Fri	11.00am - 11.50am	vZ103

Audio Visual Classes (Choose ONE time)				
Either	Mon	10.00am - 10.50am	vZ011 (LLC*)	
	OR	Mon	12noon - 12.50pm	vZ011 (LLC*)
* Language Learning Centre (situated on Level 0, von Zedlitz building)				

Students must choose tutorial and audiovisual class groups by signing up using the S-cubed system, <https://signups.victoria.ac.nz>. You remain in your allotted group for the whole course, unless a change is authorised by the Course Co-ordinator.

Please note that audio-visual and tutorial classes start in the **second** week of the trimester.

Communication of additional information

Additional information will be provided in class and/or posted on Blackboard.

Prescription

This course builds on the skills acquired in GERM 103. It aims to further develop students' knowledge and understanding of the German language in an interactive way.

Course content

In GERM 104, you will:

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

Course learning objectives (CLOs)

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 Reference Framework for Language Learning.

Upon completing GERM 104 successfully students should:

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

Teaching format

GERM 104 is a second trimester course of FIVE hours per week, involving two lectures, two language tutorials and one audio-visual class. Students are expected to attend all classes.

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 lectures is to mainly introduce new grammar aspects in a communicative context and practise reading, whereas the language tutorials and the AV class are aimed at practising German grammar and using the German language in everyday life oriented 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 intern). Students who have completed GERM 104 with a good grade may enrol for GERM 217 in the following year.

Mandatory course requirements

In addition to achieving an overall pass mark of 50% students must, unless a specific exemption has been approved:

- I. attend both written tests;
- II. attend the oral test;
- III. attend a minimum of 80% of tutorials and AV-classes, and
- IV. submit 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 is due. This information is available on Blackboard.

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

Workload

The University Assessment Handbook 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 1-trimester 20-point course should work on average 13 hours per week including contact hours - i.e. you are expected to work an additional eight hours per week, you're your overall workload hours for the course would be 200 hours.

In addition to the four class hours, students are expected to use approximately 5 hours for revision, extra practice (e.g. using the *Arbeitsbuch*), skill development (e.g. in the LLC, with a language buddy or a book!), and approximately 4 hours for preparing and completing the assignments, and preparing for the written tests and the oral exam. Although the study time required to perform successfully in this course will vary according to the student's prior knowledge of German, please note that all language students benefit from maximum contact with the target language.

Assessment requirements

Assessment for GERM 104 consists of 100% in-term assessment as follows:

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| (a) | Two in-term language tests, held on Monday, 18 August and 6 October.
The purpose of these tests is to assess students' progress in German grammar and reading comprehension. | 40% |
| (b) | Two assignments, due on Monday, 4 August and 29 September.
The purpose of these assignments is to assess students' reading and writing skills in German. | 30% |
| (c) | One listening assignment, due on Wednesday, 10 September.
The purpose of this assignment is to assess students' listening skills in German. | 10% |
| (d) | Vocabulary quizzes, every Monday in the AV class (starting in Week 3)
The purpose of these quizzes is to assess students' vocabulary knowledge. | 10% |
| (e) | End-of-trimester oral test, held in Week 12 (5 minutes). | 10% |

The purpose of this test is to assess students' spoken German.

Assessment items and workload per item	%	CLO(s)	Due date
1 Test 1 (duration 50 minutes)	20 %	2, 3, 4	18 August
2 Test 2 (duration 50 minutes)	20 %	2, 3, 4	6 October
3 Assignment 1	15 %	2, 3, 4	4 August
4 Assignment 2	15 %	2, 3, 4	29 September
5 Listening assignment	10 %	1, 3	10 September
6 Vocabulary quizzes	10 %	1, 2, 4	28 July, 4 August, 11 August, 18 August, 8 September, 15 September, 22 September, 29 September, 6 October
7 Oral test	10 %	1, 2, 3	13-17 October

Submission and return of work

Assignments are to be submitted online via Blackboard. Full instructions for each task will be given in class and/or on Blackboard. Every effort will be made to return marked tests and assignments within two weeks.

Students will be able to collect marked work from the SLC Office on the 6th floor of von Zedlitz between the hours of 10am and 2pm each day. A Student ID card will need to be shown to collect work.

Extensions and penalties

Extensions

A short extension of 2 days will be provided automatically to any student requesting it with an email prior to the scheduled deadline (no supporting evidence is needed in that case). Longer extensions need to be discussed with the Course Coordinator and require supporting evidence.

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.

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 Übungsbuch* (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*.

Texts can be purchased from Vic Books, Ground Floor Easterfield Building, Kelburn Parade. They can also be ordered online at www.vicbooks.co.nz. Orders and enquiries can be emailed to enquiries@vicbooks.co.nz.

Class representative

A class representative will be elected in the first week, and that person's name and contact details will be available to VUWSA, the Course Coordinator and the class. The class representative provides a communication channel to liaise with the Course Coordinator on behalf of students. Class reps will attend a meeting with the Head of School to discuss how your courses are going and to raise any concerns or suggestions that they may have. You can find out more information on Class Representatives on the VUWSA website: www.vuwsa.org.nz.

Students may like to write the Class Rep's name and details in this box:

Class Rep name and contact details:

Student feedback

Response to feedback for this course will be discussed in class or delivered via Blackboard. Student feedback on University courses may be found at http://www.cad.vuw.ac.nz/feedback/feedback_display.php

Other important information

The information above is specific to this course. There is other important information that students must familiarise themselves with, including:

- Academic Integrity and Plagiarism: www.victoria.ac.nz/students/study/exams/integrity-plagiarism
- Aegrotats: www.victoria.ac.nz/students/study/exams/aegrotats
- Academic Progress: www.victoria.ac.nz/students/study/progress/academic-progress (including restrictions and non-engagement)
- Dates and deadlines: www.victoria.ac.nz/students/study/dates
- FHSS Student and Academic Services Office: www.victoria.ac.nz/fhss/student-admin
- Grades: www.victoria.ac.nz/students/study/progress/grades
- Resolving academic issues: www.victoria.ac.nz/about/governance/dvc-academic/publications
- Special passes: www.victoria.ac.nz/about/governance/dvc-academic/publications
- Statutes and policies including the Student Conduct Statute: www.victoria.ac.nz/about/governance/strategy
- Student support: www.victoria.ac.nz/students/support
- Students with disabilities: www.victoria.ac.nz/st_services/disability
- Student Charter: www.victoria.ac.nz/learning-teaching/learning-partnerships/student-charter
- Student Contract: www.victoria.ac.nz/study/apply-enrol/terms-conditions/student-contract
- Subject Librarians: <http://library.victoria.ac.nz/library-v2/find-your-subject-librarian>
- Turnitin: www.cad.vuw.ac.nz/wiki/index.php/Turnitin
- University structure: www.victoria.ac.nz/about/governance/structure
- Victoria graduate profile: www.victoria.ac.nz/learning-teaching/learning-partnerships/graduate-profile
- VUWSA: www.vuwsa.org.nz

Language Learning Centre (LLC)

The Language Learning Centre (LLC) is the University's technology-rich, multimedia centre supporting language learning.

At the LLC you can practise and extend your language learning. You can:

- Find materials to support your language studies, including dictionaries, textbooks and graded readers.
- Study independently using language learning software, audio material and DVDs.
- Find a welcoming environment with services and events, and onsite assistance and support for languages
- Become a Language Buddy or find a conversation group.

Visit the LLC on Level 0, von Zedlitz Building and take a look at our website www.victoria.ac.nz/llc/.

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 (BYKI) 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.

Course programme

Week 1	14 July Lectures begin on Monday 14 July
Week 2	21 July AV classes begin on Monday 21 July and tutorials on Thursday 24 July.
Week 3	28 July ASSIGNMENT 1 made available VOKABELQUIZ 1 in the AV class – Monday 21 July
Week 4	4 August ASSIGNMENT 1 DUE – Monday 4 August by 4pm VOKABELQUIZ 2 in the AV class – Monday 4 August
Week 5	11 August VOKABELQUIZ 3 in the AV class – Monday 11 August
Week 6	18 August TEST 1 – Monday 18 August, regular lecture times LISTENING ASSIGNMENT made available VOKABELQUIZ 4 in the AV class – Monday 18 August
Mid-trimester Break (25 August to 7 September 2014)	
Week 7	8 September VOKABELQUIZ 5 in the AV class – Monday 8 September LISTENING ASSIGNMENT DUE – Wednesday 10 September by 4pm
Week 8	15 September VOKABELQUIZ 6 in the AV class – Monday 15 September
Week 9	22 September ASSIGNMENT 2 made available VOKABELQUIZ 7 in the AV class – Monday 22 September
Week 10	29 September ASSIGNMENT 2 DUE – Thursday 02 October by 4pm VOKABELQUIZ 8 in the AV class – Monday 29 September
Week 11	6 October TEST 2 – Monday 6 October, regular lecture times VOKABELQUIZ 9 in the AV class – Monday 6 October
Week 12	13 October Oral Test – tba No lectures, AVs, tutorials