



SCHOOL OF LANGUAGES AND CULTURES

**GERMAN PROGRAMME
GERM 103 INTRODUCTION TO THE GERMAN LANGUAGE**

**TRIMESTER 1 2012
5 March to 4 July 2012**

Trimester dates

Teaching dates: 5 March to 8 June 2012
Mid-trimester break: 6–22 April 2012
Study week: 11–15 June 2012
Examination/Assessment Period: 15 June to 4 July 2012

Withdrawal dates

Information on withdrawals and refunds may be found at
<http://www.victoria.ac.nz/home/admisenrol/payments/withdrawalsrefunds.aspx>

Names and contact details

**Course Coordinator
and Lecturer:** Dr Monica (Moni) Tempian
Office: vZ614
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Senior Tutor: Anke Szczepanski
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Tutor: Sally-Ann Spencer
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Reception Hours: 9.00am – 5.00pm Monday to Friday

Contact Person for Maori & Pasifika Students: Dr Ross Woods
Office: vZ504
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Contact Person for Students with Disabilities: Dr Carolina Miranda
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Monica and Anke are available for student consultation at times indicated on the doors of their offices. Sally-Ann will be available by appointment: please contact her to arrange date and time.

Class times and locations

Lectures				
Lecture 1	Mon	10.00am – 10.50am	MYLT220	Dr Monica Tempian
Lecture 2	Tues	10.00am – 10.50am	MYLT220	Dr Monica Tempian
Lecture 3	Wed	10.00am – 10.50am	MYLT220	Dr Monica Tempian

Language Tutorials				
Either	Fri	9.00am – 9.50am	vZ710	Anke Szczepanski
OR	Fri	10.00am – 10.50am	vZ710	Anke Szczepanski
OR	Fri	12noon – 12.50pm	vZ710	Sally-Ann Spencer
OR	Fri	2.10pm – 3.00pm	vZ710	Sally-Ann Spencer

Audio-Visual Classes				
Either	Mon	11.00am – 11.50am	vZ011	Anke Szczepanski
OR	Mon	12noon – 12.50pm	vZ011	Anke Szczepanski
OR	Mon	1.10pm – 2.00pm	vZ011	Anke Szczepanski
OR	Mon	2.10pm – 3.00pm	vZ011	Anke Szczepanski

Please note that tutorial and AV classes start in the **first** week of the trimester.

Students must choose tutorial and AV 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 Coordinator.

Course delivery

GERM 103 is a first trimester course of five hours per week, involving three lectures, one language tutorial and one audio-visual class. Students are expected to attend all classes.

Communication of additional information

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

Course prescription

A language course for complete beginners. It introduces students to the basics of the German language in speaking, listening, writing and reading through a communicative approach. This course is for absolute beginners. It may not be taken by students with prior knowledge of the language.

Course content

GERM 103 is based on a varied approach. Classes include textbook work, grammar exercises, computer software for interactive language learning, pronunciation drills, conversation practice and language games in the lectures as well as in the language tutorial and in the audio-visual class. In addition, students are expected to work in the Language Learning Centre without supervision. GERM 103 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 or with the GERM 103 PASS leader). Students who have completed GERM 103 with a good grade may enrol for GERM 104.

Learning objectives

GERM 103 presupposes no knowledge of German. Students may take this course as an end in itself if they are not planning to pursue their German language studies beyond an elementary level.

Students who pass the course will:

- be able to pronounce German correctly
- be able to conduct a simple conversation in German
- be familiar with basic German grammar (the cases and the main tenses, sentence construction).

It is important to note that throughout this course we will work on developing language learning skills and strategies that will allow students to improve their learning experience based on the style of learning they prefer.

Expected 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 100-level, one trimester, 20-point course should work on average 13 hours per week, including the 5 contact hours – i.e., in the case of GERM 103, 8 hours of private study outside class time.

Readings

Passwort Deutsch 1 Kursbuch (textbook, Edition Klett) and the *Supplementary Material to GERM 103* will be used in all classes. Students are encouraged to use the *Passwort Deutsch 1 Übungsbuch* (workbook with supplementary exercises, Edition Klett) for independent study. Students may also buy a dictionary and a grammar if they wish to, but this is not essential for this course. A recommended grammar is Jenny Russ, *German Grammar* (Teach yourself books) or Christine Stief & Christian Stang, *German Grammar in a Nutshell* available from vicbooks.

All undergraduate textbooks and student notes will be sold from the Memorial Theatre foyer from 13 February to 16 March 2012, while postgraduate textbooks and student notes will be available from the top floor of vicbooks in the Student Union Building, Kelburn Campus. After week two of the trimester all undergraduate textbooks and student notes will be sold from vicbooks on Level 4 of the Student Union Building.

Customers 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 customers or they can be picked up from nominated collection points at each campus. Customers will be contacted when they are available.

Opening hours 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 103 is internally assessed. Assessment is by:

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| (a) | Two in-term language tests, held on 2 April and 28 May
The purpose of these tests is to assess students' progress in German grammar and reading comprehension. | 40% |
| (b) | Two assignments, due on 28 March and 23 May
The purpose of these assignments is to assess students' reading and writing skills in German. | 30% |
| (c) | One listening assignment, due on 2 May
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).
The purpose of this test is to assess students' spoken German. | 10% |

Marking system

The 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)

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 Course Coordinator.

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

Tests, assignments, vocabulary quizzes and oral test

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 done.

Assignments

Assignments provide practice in reading and writing in German, as well as important grammar points. One assignment focuses mainly on listening comprehension. The assignments help to prepare for a test. They are made available through Blackboard.

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 103 Supplementary Material and by practising with the electronic vocabulary flashcards available through the Language Learning Centre. 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.

Oral test

The oral test is 5 minutes/student in length. You will prepare in advance a monologue (on your own) to introduce yourself and your family. The test is designed to test your fluency, grammatical correctness and use of vocabulary in basic oral German.

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 tutorials and AV-classes), and satisfactory performance in tests, including the final oral test (i.e. a final average of 50% or more).

Also, the three assignments and vocabulary quizzes must be completed and handed in on time. Failure to complete a vocabulary quiz, or to hand in an assignment results in a zero mark for that particular part. It is up to students unable to attend a particular class for any reason to find out from someone else what the assignments are. Such information is normally also available on Blackboard. In special circumstances such as illness or bereavement an extension may be granted, but only after timely consultation with the Course Coordinator. Unless informed to the contrary, students may assume they have met the mandatory course requirements.

Class representative

A class representative will be elected in the first class, 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.

Learning opportunities

We encourage you to take advantage of whatever opportunities occur outside class hours to practise your German: e.g. reading, German films, lectures at the Goethe Society or Goethe Institute, *Kaffeestunde*, the student play production, conversations with Germans, and so on. We also advise you to use self-access materials provided by the Language Learning Centre (situated on Level 0 of the

von Zedlitz Building), including several computer programmes, which deal with all aspects of German grammar and pronunciation.

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.

Language Learning Centre (LLC)

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

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

- select the materials or activities that you find interesting
- study with resources that match your language level and learning style
- find a welcoming environment with services and events, and onsite assistance and support for languages

Access a variety of multimedia language resources at the LLC: everything from print, audio materials, foreign language TV and DVDs to language-learning software.

The LLC provides access to your digital course material on a server, and instructions are given during LLC orientations. The Blackboard site for most language courses has an LLC content-page for your reference, with web links, LLC Guides, resource lists, etc.

Drop by the centre to find out more, or visit the website. LLC, Level 0 von Zedlitz Building, www.victoria.ac.nz/llc/

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>

Where to find more detailed information

Find key dates as well as explanations of grades and other useful information at www.victoria.ac.nz/home/study.

Find out how academic progress is monitored and how enrolment can be restricted at www.victoria.ac.nz/home/study/academic-progress.

Most statutes and policies are available at www.victoria.ac.nz/home/about/policy, except qualification statutes, which are available via the *Calendar* webpage at www.victoria.ac.nz/home/study/calendar.aspx (See Section C).

Other useful information for students may be found at the website of the Assistant Vice-Chancellor (Academic), at www.victoria.ac.nz/home/about_victoria/avcacademic.

IMPORTANT DATES FOR GERM 103	
Week 1	5 March <ul style="list-style-type: none"> • Lectures begin on Monday 5 March • A/V classes begin on Monday 5 March: No vocab quiz • Tutorials begin Friday 9 March
Week 2	12 March <ul style="list-style-type: none"> • No vocab quiz
Week 3	19 March <ul style="list-style-type: none"> • Vocab quiz in AV class
Week 4	26 March <ul style="list-style-type: none"> • Assignment 1 due – Wednesday 28 March at 1pm • Vocab quiz in AV class
Week 5	2 April <ul style="list-style-type: none"> • TEST 1 – Monday 2 April at 10am • Vocab quiz in AV class
Mid-trimester Break (6–22 April 2012)	
Week 6	23 April <ul style="list-style-type: none"> • Vocab quiz in AV class
Week 7	30 April <ul style="list-style-type: none"> • Assignment 2 due – Wednesday 2 May at 1pm • Vocab quiz in AV class
Week 8	7 May <ul style="list-style-type: none"> • Vocab quiz in AV class
Week 9	14 May <ul style="list-style-type: none"> • Vocab quiz in AV class
Week 10	21 May <ul style="list-style-type: none"> • Assignment 3 due – Wednesday 23 May at 1pm • Vocab quiz in AV class
Week 11	28 May <ul style="list-style-type: none"> • TEST 2 – Monday 28 May at 10am • Vocab quiz in AV class
Week 12	4 June ORAL TEST– tba. No vocab quiz