

**DEPARTMENT OF MODERN LANGUAGES
AND CULTURAL STUDIES**
www.mlcs.ualberta.ca

**2015-2016 German 111 A1-7, X01: Beginners' German I
(Fall Term)**

Instructor: _____
Office: _____
Office Hours: _____
E-Mail: _____

Time: _____
Place: _____

Course Prerequisite and Placement: This is an elementary German course intended for students who have **little or no** prior knowledge of German. Students who have taken German in high school (less than German 30) or have some native background may be admitted, but they need to consult the Coordinator of the German Language Program (Dr. Claudia Kost, 308-A Arts Building; email: ckost@ualberta.ca) about a placement test, since students with too strong a background will not be allowed to receive credit for this class. Native speakers may not enroll in this course.

Course-based Ethics Approval in place regarding all research projects that involve human testing, questionnaires, etc.? Yes No, not needed, no such projects approved

Community Service Learning component
 Required Optional None

Past or Representative Evaluative Course Material available

- Exam registry – Students' Union
<http://www.su.ualberta.ca/services/infolink/exam/>
- See explanations below
- Document distributed in class
- Other (*please specify*)
- NA

Additional mandatory Instructional fees (approved by Board of Governors)

- Yes No

Course Description and Objectives: *Willkommen!* German 111 is an introduction to the German language and German-speaking cultures. The main goal of this course is to help you develop basic communication skills in German. We will focus on listening comprehension, speaking, reading, writing, and cultural literacy. At the end of the semester you will be able to comprehend simple conversations and stories, read and understand short texts, engage in brief conversations on everyday topics, and write about life and culture in the German - speaking countries.

Required Texts:

1. *Beginners German (111 and 112)*. Custom Publication for the University of Alberta (selected materials from *Kontakte* 7th ed. by E. Tschirner, B. Nicolai, & T. Terrell) or *Kontakte* 7th ed. (McGrawHill) e-book.

Grading Policies and Required Work: Evaluation of your performance in this course will take several forms. The evaluation system is designed to reflect your ability to actively and effectively participate in a wide variety of language related activities, both in and out of the classroom. You are expected to come to class every day, be prepared to interact in German in a variety of situations, keep up with the material, complete and hand in assigned homework, and take exams and quizzes.

We believe that learning a foreign language is the development of a skill, not the acquisition of a body of knowledge. It can be compared with learning to play a musical instrument. You begin with the very basics and through study and practice you advance to ever more complex music. The key word is practice, or learning by doing, and therefore this course is designed to allow you to take an active part in each class, to hear, respond to, read, and speak a lot of German. As a result, the quality of the education you

receive in this class will depend on the amount and quality of your own effort, as well as that of the other students.

Required Notes:

“Policy about course outlines can be found in Section 23.4(2) of the University calendar.”

Academic Integrity:

“The University of Alberta is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the University in this respect. Students are particularly urged to familiarize themselves with the provisions of the Code of Student Behaviour (online at <http://www.governance.ualberta.ca/en/CodesofConductandResidenceCommunityStandards/CodeofStudentBehaviour.aspx>) and avoid any behaviour which could potentially result in suspicions of cheating, plagiarism, misrepresentation of facts and/or participation in an offence. Academic dishonesty is a serious offence and can result in suspension or expulsion from the University.”

Learning and Working Environment:

The Faculty of Arts is committed to ensuring all students, faculty and staff are able to study and work in an environment safe and free of discrimination and harassment. It does not tolerate behaviour that undermines that environment. The Department urges anyone who feels this policy has been or is being violated to:

- * Discuss the matter with the person whose behaviour is causing concern; or
- * If that discussion is unsatisfactory, or there is concern that direct discussion is inappropriate or threatening, discuss it with the Chair of the Department.

For additional advice or assistance regarding this policy you may contact the student ombudservice (<http://www.ombudservice.ualberta.ca/>).

Information about the University of Alberta Discrimination and Harassment Policy and Procedures is described in UAPPOL at <https://policiesonline.ualberta.ca/PoliciesProcedures/Pages/DispPol.aspx?PID=110>

Academic Honesty:

All students should consult the information provided by the [Office of Judicial Affairs](#) regarding avoiding cheating and plagiarism in particular and academic dishonesty in general (see the [Academic Integrity Undergraduate Handbook](#) and [Information for Students](#)). If in doubt about what is permitted in this class, ask the instructor.

Students involved in language courses and translation courses should be aware that on-line “translation engines” produce very dubious and unreliable “translations.” **Students in languages courses** should be aware that, while seeking the advice of native or expert speakers is often helpful, **excessive editorial and creative help** in assignments is considered a form of “cheating” that violates the code of student conduct with dire consequences.

An instructor or coordinator who is convinced that a student has handed in work that he or she could not possibly reproduce without outside assistance is obliged, out of consideration of fairness to other students, to report the case to the Associate Dean of the Faculty. See the [Academic Discipline Process](#).

Recording of Lectures:

Audio or video recording of lectures, labs, seminars or any other teaching environment by students is allowed only with the prior written consent of the instructor or as a part of an approved accommodation plan. Recorded material is to be used solely for personal study, and is not to be used or distributed for any other purpose without prior written consent from the content author(s).

Attendance, Absences, and Missed Grade Components:

Regular daily attendance is essential for optimal performance in any course. In cases of potentially excusable absences due to illness or domestic affliction, notify your instructor by e-mail within two days. Regarding absences that may be excusable and procedures for addressing course components missed as a result, consult sections 23.3(1) and 23.5.6 of the University Calendar. Be aware that unexcused absences will result in partial or total loss of the grade for the “attendance and participation” component(s) of a course, as well as for any assignments that are not handed-in or completed as a result.

In this course, participation is an essential component; therefore, it is **very important to attend class every day**. As part of this course, regular daily attendance is essential for optimal performance in a foreign-language course.

a. Excused absences are not automatic; therefore, in cases of potentially excusable absences (emergency conditions, incapacitating illness, religious convictions or legitimate University-related business), students may apply for an excused absence for missed classes, term work, or exams. Please note:

- For an absence to be considered excused, instructors will request adequate documentation to substantiate the reason for the absence (i.e. in the form of a “Medical Declaration Form for Students” (<https://uofa.ualberta.ca/arts/-/media/arts/student-services/documents/medicaldeclarationformforstudents.pdf>)). Please note that a “Statutory Declaration” submitted at the end of term covering multiple absences during the term will not be accepted.
- A student must inform the instructor within two working days following the class which was missed, or as soon as the student is able, having regard to the circumstances underlying the absence.
- For missed exams or term work, **no extension will be given after this deadline has elapsed and a grade of ZERO will be assigned.**
- For an excused absence where the cause is religious belief, a student must contact the instructor(s) within two weeks of the start of Fall or Winter classes; and within three days of the start of Spring or Summer classes.
- **No request for make-up for missed work or exams will be considered without proper documentation.**
- Providing any kind of document(s) does not imply an automatic approval; it will be at the discretion of the instructor to accept or decline a document and/or grant the student’s request for an excused absence.
- For further explanation regarding absences that may be excusable and procedures for addressing course components missed as a result, consult section 23.3 of the University Calendar.

b. Unexcused absences. Sections A1-7: Each student is **allowed four unexcused absences for the entire term.** This does not include days in which assignments are due or when an exam or test is given. **For any unexcused absence beyond the allotted four, 2% per unexcused absence will be taken off the final course grade.**

Section X01: Each student is **allowed two unexcused absences for the entire term.** This does not include days in which assignments are due or when an exam or test is given. **For any unexcused absence beyond the allotted four, 4% per unexcused absence will be taken off the final course grade.**

In addition, a **grade of ZERO** will be given for any exams, quizzes, assignments or participation grade sheets that are not handed in or completed as a result of an unexcused absence.

Policy for Late Assignments:

Assignments are normally due on the day originally announced. Your instructor, *if consulted in advance*, may consider extensions in special cases before deducting grades or refusing to give credit. Your instructor will spell out the details of how he or she deals with late assignments. In general, you can expect to receive a late assignment back *corrected* but with the mark diminished due to unacceptable lateness.

Student Accessibility Services:

If you have special needs that could affect your performance in this class, please inform your instructor during the first week of the term so that appropriate arrangements can be made. If you are not already registered with Specialized Support & Disability Services, contact their office immediately (2-800 SUB; email ssdsrec@ualberta.ca; phone 780-492-3381; WEB www.ssds.ualberta.ca).

Grading:

Marks for assignments, tests, and exams are given in percentages, to which letter grades are also assigned, according to the table below (“**MLCS Undergraduate Grading Scale**”). The percentage mark resulting from the entire term work and examination then produces the final letter grade for the course.

MLCS Undergraduate Grading Scale

Letter	%	Pts	Descriptor
A+	95-100%	4.0	Outstanding: Superior performance showing understanding and knowledge of the subject matter far exceeding expectations.
A	90-94%	4.0	Excellent: Superior performance showing comprehensive understanding of subject matter.
A-	86-89%	3.7	Very good: Clearly above average performance with complete knowledge of subject matter.
B+	82-85%	3.3	Very good
B	75-81%	3.0	Good: average performance with knowledge of subject matter generally complete.
B-	70-74%	2.7	Good
C+	66-69%	2.3	Satisfactory: Basic understanding of the subject matter
C	61-65%	2.0	Satisfactory
C-	58-60%	1.7	Satisfactory
D+	55-57%	1.3	Minimal Pass: Marginal performance; generally insufficient preparation for subsequent courses in the subject matter.
D	50-54%	1.0	Minimal Pass: Marginal performance; generally insufficient preparation for subsequent courses in the subject matter.
F	0-49%	0.0	Fail: Unsatisfactory performance or failure to meet course requirements.

Grade Distribution:

Participation/Attendance	10%	
Homework	5%	
Journal Writing	10%	
Mini-Quizzes	15%	
Chapter Exams (3x10%)	30%	(tentative dates: Sept. 22; Oct. 22; Dec. 1, 2015)
Oral Final Exam	10%	(Nov. 24 – Dec. 7, 2015)
Written Final Exam (cumulative)	20%	(date set by the General Faculties Council; Dec. 22, 2015 at 9am)

Participation/Attendance 10%: In-class participation is vital to your success in this course. It will be evaluated several times during the semester. In-class participation includes not only evidence of individual preparation and attention, but also contributing to group work. You are also expected to attend class regularly and punctually. If you must miss a class, contact another student (or the instructor) to get homework assignments. It is your responsibility to make up work and learn the material for classes you miss.

Homework 5%: Your instructor will assign homework on a daily basis. Homework consists mostly of written exercises, but may also be reading a text or studying for a quiz or some type of oral preparation. You cannot learn the material and make good use of class time without daily preparation. Plan to spend about half an hour every day on practicing German (doing homework, studying grammar, learning vocabulary, etc.). Your instructor will review your homework and provide you with feedback.

Journal Writing 10%: During the semester, you will practice your writing skills by keeping a “journal” on class. You will write one or several entries each week, increasing in length as the semester progresses. Your instructor will provide you with the exact due dates. Sometimes you will be assigned a topic, sometimes the choice of topics is yours. Your instructor will give you feedback on your writing.

Chapter Exams 30% and Mini-Quizzes 15%: There will be three chapter exams in this semester (each worth 10%). These exams are designed to assess a variety of skills, which are practiced during the course of study, including listening comprehension, reading comprehension, vocabulary, grammar structures, writing, and cultural information. In addition, instructors will administer quizzes with varying foci (grammar, vocabulary, etc.) at their discretion. Exams can only be made up if your instructor is informed prior to the test date and decided to excuse your absence.

Tentative dates for the chapter exams are:

Einführung A + B:	Sept. 22
Chapter 1 + 2:	Oct. 22
Chapter 3 + 4:	Dec. 1

Oral Final Exam 10%: This oral exam is designed to assess your communicative abilities in German. The exam takes ca. 10 minutes and will take place outside of class time. The exam will resemble the oral activities that you have done in class to that point. You will receive details about signing up and preparing as we approach the exam. The oral final exam will be done individually, and will be administered in the last weeks of classes.

Written Final Exam 20%: The final exam is cumulative, and similar in format to the chapter exams. It will assess listening comprehension, reading comprehension, vocabulary, grammar structures, writing, and familiarity with cultural topics. No exceptions will be made for “planned holidays” or “I bought my plane ticket long time ago”, etc. It is written on Tuesday, Dec. 22, 2015 at 9am.

Use of German

This is a German course, therefore it will be taught in German. However, the instructor may occasionally use English if it is deemed pedagogically appropriate. Furthermore, to benefit from this course and to acquire a greater understanding of the language, students are expected to speak German as much as possible in class.

If you have questions or concerns at any point during the semester, please contact your instructor or the coordinator. Plan on attending the office hours at least once during the semester just for an informal visit. We hope that your study of German will be stimulating, productive and enjoyable, and wish you a successful semester!

Viel Spaß!!!

Useful Expressions for the German Classroom

Ich habe eine Frage!	I have a question!
Ich verstehe das nicht!	I don't understand that!
Langsam, bitte!	Slowly, please!
Noch einmal, bitte!	Once again, please!
Entschuldigung, ...	Excuse me, ...
Was ist das?	What is that?
Wie sagt man ... auf Deutsch?	How do you say ... in German?
Wiederholen Sie, bitte!	Repeat, please!
Lesen Sie, bitte!	Read, please!
Schreiben Sie, bitte!	Write, please!
Bitte öffnen Sie Ihre Bücher!	Please open your books!
Hören Sie bitte zu!	Listen, please!
Wie schreibt man das?	How do you spell that?