

**DEPARTMENT OF MODERN LANGUAGES
AND CULTURAL STUDIES**

<https://uofa.ualberta.ca/modern-languages-and-cultural-studies>

**2017-2018 German 111 A1-6: 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.

Learning outcomes:

By the end of this course, successful students will be able to:

- understand and use familiar everyday expressions and basic phrases
- engage in brief conversations on everyday topics
- read and understand simple short texts
- write short texts (dialogues, descriptive paragraphs)
- recognize and describe some cultural aspects of the German-speaking countries

Required Texts:

E. Tschirner & B. Nicolai, *Kontakte* 8th ed. (or *Kontakte* 8th ed. e-book), McGrawHill, NY, 2017.

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.

Grade Distribution:

Participation/Attendance	10%	
Homework	5%	
Journal Writing	10%	
Mini-Quizzes	15%	
Chapter Exams (3x10%)	30%	(tentative dates: Sept. 26; Oct. 24; Dec. 1, 2017)
Oral Final Exam	10%	(Nov. 29 – Dec. 8, 2017)
Written Final Exam (cumulative)	20%	(date set by the General Faculties Council; Dec. 16, 2017 at 2pm)

Explanatory Notes on Assignments:

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 find out what you missed. It is your responsibility to make up work and learn the material for classes you miss. For more detail, please consult the section *Attendance, Absences, and Missed Grade Components* below.

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 an electronic “journal”. 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.

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. 26
Chapter 1 + 2:	Oct. 24
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 Saturday, Dec. 16, 2017 at 2pm.

Grading:

Assessment of the individual course components may be in the form of numerical marks or letter grades. The final letter grade will be based on "a combination of absolute achievement and relative performance in a class" (University Calendar, [Evaluation Procedures and Grading System](#)). The University Grading Procedure mandates that "a student's level of achievement of the goals/outcomes of a course, their grade, and the descriptor of that grade must be aligned" (<https://policiesonline.ualberta.ca/>). The following guidelines have been adopted by the Department of Modern Languages and Cultural Studies:

MLCS Undergraduate Grading Scale

Descriptor	Letter Grade	Grade Point Value	%
Excellent. A+, A or A- is earned by work which is superior in content and form and demonstrates an exceptional grasp of the subject matter. The grade of A+ designates work that far exceeds course expectations. Grades in the A range are normally achieved by a small number of students.	A+	4.0	97-100
	A	4.0	93-96
	A-	3.7	90-92
Good. B+, B or B- is earned by work that demonstrates a thorough comprehension of the course material and a good command of relevant skills. Grades in the B range are normally achieved by the largest number of students.	B+	3.3	87-89
	B	3.0	83-86
	B-	2.7	80-82
Satisfactory. C+, C or C- is earned by work that demonstrates an adequate grasp of the course material and relevant skills. Grades in the C range designate work that has met the basic requirements of the course.	C+	2.3	77-79
	C	2.0	73-76
	C-	1.7	70-72
Poor/Minimal Pass. D+ or D is earned by work that demonstrates minimal familiarity with the course material. Grades in the D range generally indicate insufficient preparation for subsequent courses in the subject matter.	D+	1.3	65-69
	D	1.0	60-64
Failure.	F	0.0	0-59

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.

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?

Required Notes:

“Policy about course outlines can be found in the [Evaluation Procedures and Grading System](#) 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 www.governance.ualberta.ca) and avoid any behaviour that 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 that is safe and free from discrimination and harassment. It does not tolerate behaviour that undermines that environment. The Department urges anyone who feels that 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 [Office of the Student Ombuds](#). Information about the [University of Alberta Discrimination and Harassment Policy and Procedures](#) is described in [UAPPOL](#).

Academic Honesty:

All students should consult the information provided by the [Student Conduct & Accountability Office](#) 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 language 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, digital or otherwise, 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. Student or instructor content, digital or otherwise, created and/or used within the context of the course 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 [Attendance](#) and [Examinations](#) 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, GERM 111, students are expected to attend class daily, 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.

Absence from Term Work:

In cases of potentially excusable absences (emergency conditions, incapacitating mental and/or physical illness, severe domestic affliction, legitimate University-related business, or for circumstances as described in the University's Discrimination, Harassment and Duty to Accommodate Policy), students may apply for

an excused absence for missed term work (such as quizzes, presentations, or exams) to receive the opportunity to make-up the missed term work. 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)).
- 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.
- A student must inform the instructor within two working days following the term work 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.

Absence from Classes:

Regular daily attendance and active participation in class are essential for optimal performance in a foreign-language course. Attendance will be recorded on a daily basis. If you miss a class, it is your responsibility to make up the missed material. Students are encouraged to communicate with other students (or with the instructor by email or in office hours) to keep up with missed classes. Do not expect your instructor to go over material in class again because you were absent.

Participation will be evaluated several times during the semester. If you are not in class, you cannot participate. Please be aware that unexcused absences will negatively impact your participation grade.

Absence from Final Exams:

A student who has missed a final exam because of incapacitating mental and/or physical illness, severe domestic affliction or for circumstances as described in the University's Discrimination, Harassment and Duty to Accommodate Policy (including religious belief) may apply for a deferred exam. Students must present supporting documentation pertaining to the absence to their Faculty office within two working days following the scheduled date of the exam missed, or as soon as the student is able, having regard to the circumstances underlying the absence. Deferred examinations cannot be granted by instructors.

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 [Student Accessibility Services](#), contact their office immediately (1-80 SUB; email ssdsrec@ualberta.ca; phone 780-492-3381; WEB www.ssds.ualberta.ca).