

# GER3330 Course Syllabus

## Instructor

Dr. Diane Richardson

## Email

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## Office Location

255 Dauer Hall

## Office Hours

dienstags, 14.00-15.30

donnerstags, 15.00-16.30

and by appointment

## Credit Hours

3

## Land Acknowledgement

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A Land Acknowledgement is a formal statement that recognizes and respects Indigenous Peoples as traditional stewards of this land and the enduring relationship that exists between Indigenous Peoples and their traditional territories. In particular, the University of Florida resides on land of the Timucua people and the Seminole Tribe of Florida. It is important to understand the long-standing history that has brought you to reside on the land, and to seek to understand your place within that history. Land acknowledgements do not exist in a past tense, or historical context: colonialism is a current ongoing process, and we need to build our mindfulness of our present participation. It is also worth noting that acknowledging the land is Indigenous protocol. For more information, visit <http://www.lspirg.org/knowtheland>

## Course Information

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GER3330 is an advanced three credit German course for learners of German who have successfully completed intermediate-level coursework in German (for example, at UF, GER 2200, 2225, or 2240) or have equivalent experience. To be successful, students participating in this course must take initiative in the learning process and work in a timely, effective, and courteous manner each week in the completion of individual and group assignments.

## Course Structure and Goals

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This course is conducted entirely in German and is largely interactive, not lecture-based. This means that your active participation in all partner, group and class discussions and activities is mandatory - and the best way for you to practice using German!

**Goals:** German Language and Culture 1 is a course for learners of German who are at the B1 level. German is the language of instruction of this course, which is intended to bring you toward the B2 level. While exploring various cultural aspects pertaining to the German-speaking world, we will analyze relevant grammatical structures and linguistic aspects of German. We will take a

communicative approach to the German language to enhance your interpretive, interpersonal, and presentational communication.

- The main goals of the course are for you to:
  - better understand longer German texts of all kinds (including literary and non-literary texts, films, music, and more);
  - interact with a degree of fluency and spontaneity with fluent speakers of German without strain for either party;
  - produce German more confidently and freely in extended speaking and writing on a wide range of subjects;
  - explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.

## Course Requirements

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### Required materials

*Handbuch zur Deutschen Grammatik* (2016) from Jamie Rankin. ISBN: 9780357778395 Available to rent as eBook or hardcopy: <https://www.cengage.com/c/handbuch-zur-deutschen-grammatik-6e-rankin/9781305078840/>

### Prerequisites

GER 2200, GER 2225, GER 2240, or instructor permission.

### Minimum technology requirements

The following is the official UF policy on the student computer requirement: "Access to and on-going use of a computer is required for all students." Please review all recommendations and requirements:

- UF Computing requirements: <https://it.ufl.edu/policies/student-computing-requirements/>
- College of Liberal Arts and Sciences computing requirements: <https://it.clas.ufl.edu/policies/student-computer-requirement/>

Please be aware of the Academic Technology and Learning Spaces available to you at the libraries and in other places across campus: <https://labs.at.ufl.edu/locations/>

Computers are also available for individual study in the Language Studio: <https://language-studio.clas.ufl.edu/>

### Minimum technical skills

To complete your tasks in this course, you will need a basic understanding of how to operate a computer, and how to use word processing software.

## Course Policies

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### 1. Classroom Etiquette

To create a productive and positive learning environment for yourself and your classmates, please abide by some **general rules of respectful interaction during classes, including:**

- Staying informed about and adhering to current UF Health Guidance, which is updated here: <https://coronavirus.ufl.edu/health-guidance/>
  - This currently includes the expectation that **everyone** will wear face coverings in **all** UF facilities.
- Raising your hand when you would like to contribute or have questions;

- Refraining from eating food during class;
- Refraining from using electronic devices other than to view your eBook/course materials or for tasks as specified by the instructor.

## 2. Addressing Each Other, Names and Personal Pronouns

German is a formal language, and it is common practice for students to address instructors and instructors to address students with the formal you (*Sie*). Students can use the informal you (*du*) amongst each other. Students should not address instructors with "*du*" or their first name unless it is offered. If an instructor has a title (e.g., Dr.), it should be used when addressing them in spoken and written correspondence. Please communicate with me if you would like to be addressed by a name other than that provided through the registrar. If there is a pronoun that you prefer for English communication, please inform me.

Please be aware that German is a gendered language, meaning that all nouns are designated as masculine, feminine or neuter. There are options for making some nouns that refer to people more inclusive, and gender-inclusive pronouns exist. In our course, we will use first names when speaking about each other in the third person instead of pronouns, and the term "die Person / diese Person", e.g. "Diese Person heißt Diane. Dianas Lieblingsfarbe ist Blau."

## 3. Attendance and Participation

Becoming familiar with a language requires extensive, repeated exposure to that language. For this reason, **attendance is essential** in this class, and is considered mandatory. Excused absences must be consistent with university policies in the undergraduate catalog, which can be found at <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx> and **require appropriate documentation**, such as a Verification of Visit Form from the UF Student Health Care Center (SHCC). It is the student's responsibility to submit documentation promptly and to contact the [DRC](#) and/or [DSO](#) if there are extenuating circumstances that will result in extended absences.

A penalty will be imposed for excessive unexcused absences:

- After **3 hours of class time missed, 1% per unexcused absence is deducted** from your overall course grade.
- **Be advised that attending class is not the same as participating.** Your instructor will not only record your attendance, but also make note of how well and how much you participate in classroom activities and respond to questions.
- **Repeatedly being unprepared to answer or take part in activities** will result in a reduction of your participation grade, which will be awarded according to the criteria found on the handout provided to you on Canvas.
- **Excessive, consistent tardiness or arriving more than 5 minutes late on 3 occasions will count as one missed class.**

Students experiencing difficulties that interfere with class attendance/performance are encouraged to speak with me immediately or contact a team member at <https://umatter.ufl.edu/>

- In general, there are **no make-up tests or exams**. This policy is strictly enforced; therefore, please do not schedule appointments of any kind for the days of quizzes, tests or exams. Medical emergencies will be handled on a case by case basis but require appropriate documentation to be submitted promptly for consideration.

## 4. Classroom and Study Approach

This course is taught entirely **in German**. Communicative contexts and grammatical guides are introduced in class through a variety of activities; acquisition is reinforced by interactive use of those structures and vocabulary. **Daily attendance, thorough preparation outside of class, and participation in class are of utmost importance.** You should expect to spend **two hours working outside of class (previewing and reviewing)** for each hour in class to keep up with the pace of the course. It is best to **work often for** short periods of time on a **daily, regular basis**. To actively participate in class and be prepared for exams and other tasks, it is imperative that you:

- **Preview** the topics of the day listed on Canvas / the course plan **prior to coming to class**, including any grammatical structures and exercises in the *Handbuch zur Deutschen Grammatik (HDG)*.
- **Review** the content that was covered after each class, completing any tasks that were assigned during class, and view any links posted on Canvas under "weiterführende Quellen".

Regularly making a serious effort in **preparing daily for class** as well as completing the *HDG* exercises throughout the semester will provide the best preparation for the writing assignments, tests and other tasks. You are responsible for observing all posted due dates, and are encouraged to be self-directed and take responsibility for your learning.

## 5. Online Translators

When learning a language, using an online translation service can be tempting. Only do so in a **responsible and ethical** manner, e.g., to look up individual words, phrases, grammatical gender, spelling or verb conjugation. **Blindly trusting and using translation services or online dictionaries to write an entire text is not acceptable.** It is a form of **plagiarism and will not be tolerated**. Instead of abusing the online resources available to you:

- refer to your **instructor**, materials provided by your instructor and the *Handbuch zur Deutschen Grammatik*;
- **simplify** the complex thoughts you are trying to communicate;
- use **cognates, synonyms, and circumlocution** with the words and structures that you know to convey what you are trying to say/write.

## Grading Policies

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I will make every effort to have each assignment graded and posted within two weeks of the due date.

### Course Grading Policy

Assignment	Percentage of Final Grade
Participation	15
Preparation (Homework and Grammar Tasks)	15
Writing Tasks and Revisions	30
Midterm	10
Final Exam	10
Final Presentation	20

Total	100
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## Course Components

A detailed course schedule of daily topics and assignments is available on Canvas.

- 1) Module Topic Main Pages: Links on the main module pages take you to the texts or videos that you need to read or watch in preparation of class as well as the PowerPoints (PPTs) and other materials that will be used in class. Make sure you familiarize yourself closely with the material on the Module Topic Main Pages -- and if necessary, do any further research you feel you may need to do independently. Be sure to have access to the course materials during class - either printed or electronic.
- 2) Preparation and Participation: This is not a lecture-based course, so your active participation in all partner, group and class discussions and activities is mandatory - and the best way for you to practice using German! Various mini-presentations will also be assigned throughout the semester. To best prepare to actively participate during each course session, your thorough preparation and review of course materials prior to each class is imperative. For many of the texts or videos that we discuss in class, you will post a few questions or comments prior to class. These may be in writing or audio recordings, depending on the prompt.
- 3) Grammar Exercises: You are expected to complete the announced exercises in the *Handbuch zur Deutschen Grammatik*. These will be collected periodically (TBD if on paper or electronically). Completing these assignments will improve your written and spoken German, as well as your comprehension of written and spoken German.
- 4) Writing Tasks: For each course topic, you will complete one individual writing task with one required revision. You are encouraged to speak with me during office hours to go over the corrections necessary for the revision. If you cannot attend office hours, please contact me to see about setting up an alternate appointment.
- 5) Midterm and Final Exam: The midterm and final exam will be completed during regularly scheduled class time.
- 6) Final Project Presentation: The semester will end with in-person presentations of group projects, which you will complete outside of class time.

Students are responsible to start all tasks at a time that allows them to finish them within their due date and time. Any technical difficulties must have a [Help Desk](#) ticket number if you plan to request an extension. The extension request must be submitted within 24 hours of the technical difficulty.

## Grading Scale

Percent	Grade	Grade Points
93.0 – 100.0	A	4.00
90.0 – 92.9	A-	3.67
87.0 – 89.9	B+	3.33

83.0 – 86.9	B	3.00
80.0 – 82.9	B-	2.67
77.0 – 79.9	C+	2.33
73.0 – 76.9	C	2.00
70.0 – 72.9	C-	1.67
67.0 – 69.9	D+	1.33
63.0 – 66.9	D	1.00
60.0 – 62.9	D-	0.67
0 – 59.9	E	0.00

See the [current UF grading policies](#) for more information.

## UF Policies

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### University Policy on Accommodating Students with Disabilities:

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, <https://disability.ufl.edu/>) by providing appropriate documentation. Once registered, students will receive an accommodation letter that must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

### University Policy on Academic Conduct:

UF students are bound by The Honor Pledge, which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Honor Code (<http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

### Netiquette and Communication Courtesy:

All members of the class are expected to follow [rules of common courtesy](#) in all email messages, threaded discussions, and chats.

## Getting Help

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### Technical Difficulties:

For issues with technical difficulties for Canvas, please contact the UF Help Desk at:

- <http://helpdesk.ufl.edu>
- (352) 392-HELP (4357)
- Walk-in: HUB 132

Any requests for make-ups due to technical issues should be accompanied by the ticket number received from the Help Desk when the problem was reported to them. The ticket number will document the time and date of the problem. You should e-mail your instructor within 24 hours of the technical difficulty if you wish to request a make-up.

### Health and Wellness

- **U Matter, We Care:** If you or someone you know is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu), 352-392-1575, or visit [umatter.ufl.edu](http://umatter.ufl.edu) to refer or report a concern and a team member will reach out to the student in distress.
- **Counseling and Wellness Center:** Visit [counseling.ufl.edu](http://counseling.ufl.edu) or call 352-392-1575 for information on crisis services as well as non-crisis services.
- **Student Health Care Center:** Call 352-392-1161 for 24/7 information to help you find the care you need, or visit [shcc.ufl.edu](http://shcc.ufl.edu).
- **University Police Department:** Visit [police.ufl.edu](http://police.ufl.edu) or call 352-392-1111 (or 9-1-1 for emergencies).
- **UF Health Shands Emergency Room/Trauma Center:** For immediate medical care in Gainesville, call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; [ufhealth.org/emergency-room-trauma-center](http://ufhealth.org/emergency-room-trauma-center).

## Academic and Student Support

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- **Career Connections Center:** 352-392-1601. Career assistance and counseling services [career.ufl.edu/](http://career.ufl.edu/).
- **Library Support:** Various ways to receive assistance with respect to using the libraries or finding resources. [cms.uflib.ufl.edu/ask](http://cms.uflib.ufl.edu/ask)
- **Teaching Center:** 352-392-2010 General study skills and tutoring: [teachingcenter.ufl.edu/](http://teachingcenter.ufl.edu/)
- **Writing Studio:** 352-846-1138. Help brainstorming, formatting, and writing papers: [writing.ufl.edu/writing-studio/](http://writing.ufl.edu/writing-studio/)

## Course Evaluations

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Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

## Privacy and Accessibility Policies

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For information about the privacy policies of the tools used in this course, see the links below:

- Instructure (Canvas)
  - [Privacy Policy](#)
  - [Accessibility](#)
- Sonic Foundry (Mediasite Streaming Video Player)
  - [Privacy Policy](#)
  - [Accessibility](#)
- Vimeo
  - [Privacy Policy](#)
  - [Accessibility](#)
- Zoom
  - [Privacy Policy](#)
  - [Accessibility](#)
- YouTube (Google)
  - [Privacy Policy](#)
  - [Accessibility](#)
- Microsoft
  - [Privacy Policy](#)
  - [Accessibility](#)
- Adobe
  - [Privacy Policy](#)
  - [Accessibility](#)