DISCOVER GERMAN 1, GER 1125 - 5 CREDIT HOURS – FALL 2018

INSTRUCTOR: *Aicha Ouzia*

OFFICE: *TBA*

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OFFICE HOURS*: Students can message the instructor using the Canvas Inbox to schedule office hours.*

COURSE WEBSITE*: https://ufl.instructure.com/, then navigate to GER1125*

COURSE COMMUNICATIONS: For any course-related questions, students should check the Start Here section. If a student has problems with the technology tools used in the Canvas course, he or she should contact the UF Computing Help Desk phone (352) 392 4357 or in the HUB.

Private questions should be sent to the instructor through the Canvas Inbox tool (this would include questions about grade, late work, etc.).

COURSE DESCRIPTION: This is the first semester of a two-semester sequence that includes GER 1126. Both courses are web-based and offered in a distance-learning format. There are no classroom meetings. The course provides instructional and practice materials in various forms that allow students to learn on their own. However, thanks to the collaborative tools in Canvas, students will do a considerable part of their course work in groups to which they will be assigned. These groups have weekly assignments and meet biweekly with their instructor for instructor for short feedback sessions in one of the Conference rooms in Canvas. Therefore, students have to keep the two periods as indicated in the Registrar's course listing page free for the meetings with the instructor.

COURSE GOALS AND OBJECTIVES: Students will acquire the basic skills of German as a language and culture. Upon completion of this course, students will be able to communicate with native speakers, exchange information on a basic level and perform routine tasks as a student or tourist in German speaking countries. They will reach a level of proficiency and cultural knowledge that corresponds to the A1 (Breakthrough or Beginner) Level of the Common European Framework of Reference for Languages. This proficiency level can be described in the following way:

• Students can introduce themselves and others and can ask and answer questions about personal topics.

• Students can communicate and exchange information with German native speakers and interact with them in a simple way provided the other person talks slowly and clearly and is prepared to help.

• Students can read simple and short information about familiar topics.

• Students can orient themselves in situations which occur in the everyday life of a student or tourist in a German speaking country.

TEACHING METHODS: By using a variety of teaching and learning tools of the course management system, students will be provided with the necessary information and opportunities to practice their linguistic skills within the cultural context of the modules. The materials and tools help students to develop speaking, reading, listening comprehension and writing skills. Cultural learning takes place through the use of authentic Web materials.

REQUIRED TEXTS AND EQUIPMENT: There is no required text for this course. However, you are STRONGLY urged to purchase this study guide:

English Grammar for Students of German by Cecile Zorach and Charlotte Melin. Published by the Olivia and Hill Press. It is available from Amazon.com

You MUST have a headset with microphone and a web camera for this course. The cost for such a microphone ranges from $10.00 - 50.00, and the cost of a web camera is similar. These can be purchased at most electronics stores, online, or at the UF Bookstore.

COURSE POLICIES:

This is a 15-week online course. In order to be successful in this course all students must participate fully in the activities listed below:

• View Mediasite lectures and Captivate introductions to dialogs, grammar and cultural topics.

• Take the Self-Tests following the lectures.

• Learn the vocabulary and study each grammar topic on the course grammar pages.

• Take all practice quizzes. You can only proceed in your course work if you have scored at least an 80% on each of the practice quizzes on each grammar topic page.

• Take all graded grammar, chapter, and Final tests. Each of these tests has an oral and written part. All written exams will be proctored.

• Prepare yourself for the weekly group activities, especially for the tasks assigned to you. Participate in all meetings with your group partners. It has been proven that the successful completion of this course depends to a very high degree on the collaboration of the groups. It is, therefore, very important that group members can rely on the constructive and timely cooperation of all others.

• Each week students will be required to complete a set of assignments. All assignments are listed in the Course Calendar with specific availability and due dates. You may view all deadlines in list format through the Syllabus tab in Canvas.

Late Work

As a rule, unless a student has a medical excuse or a confirmed family emergency with documentation from the Dean of Students Office, late assignments, quizzes and tests will not be accepted.

Any technical difficulties with assignments 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.

COURSE TECHNOLOGY: Access to and on-going use of a computer is required for all students. Competency in the basic use of a computer is required. Course work will require use of a computer and a broadband connection to the Internet.

For additional information on UF College of Liberal Arts and Sciences policy regarding computer requirements you can visit: http://it.clas.ufl.edu/policies/student-computer-requirement/

For additional information on UF Online policy regarding computer requirements you can visit: http://ufonline.ufl.edu/resources/computer-requirements/

Students are required to have speakers, a microphone, and a webcam to take the proctored exams and to participate in the group activities and instructor meetings.

GRADING POLICIES:

See https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx for general UF grading policies. Grades for the course will be based on the following:

Grammar Quizzes 15%

Chapter Tests 25%

Practice Quizzes 5%

Instructor Meetings 5%

Final Exam 20%

Group Activities 30%

GRADING GROUP ACTIVITIES:

Each Group Activity will earn each participant up to 50 points within the Group Activities category (30% of your overall grade). The individual components of the group activities will be assessed using a detailed rubric.

GRADING SCALE:

Grading Scale (& GPA equivalent):

A

100-93

(4.0)

A-

92-90

(3.67)

B+

89-87

(3.33)

B

86- 83

(3.0)

B-

82-80

(2.67)

C+

79-77

(2.33)

C

76- 73

(2.0)

C-

72-70

(1.67)

D+

69-67

(1.33)

D

63- 66

(1.0)

D-

62-60

(0.67)

E

59-

(0)

QUIZZES AND TESTS: There are practice-grammar quizzes and graded grammar quizzes. The practice-grammar quizzes can be taken as many times as necessary to reach 80% of the correct answers. Graded grammar quizzes can be taken only once. The correct answers will be available upon completion of the quiz.

The written parts of the Chapter Tests and of the Final Exam are proctored and are available for a specified time. Students are responsible to sign up for these six written tests via ProctorU, and

must sign up at least 4 days ahead of their testing date. Further details are available in the Start Here section of the course page in Canvas. It is the students' responsibility to begin the written tests early enough that they can finish the test within the scheduled time.

Oral tests will be recorded via web camera and will be submitted via an assignment page, and are not timed or proctored.

WEEKLY GROUP ASSIGNMENTS: These assignments have a variety of tasks. They include the recording of the dialogs of each chapter, asking questions about the dialogues, grammar explanations with sample sentences, short conversations between the group members, and cultural projects. Group members will use the Conferences tool within their Group Page to complete these tasks. All written parts of the weekly assignments have to be uploaded in the week's group activity assignment page. Since students will be heavily assessed for the group activities it is important that they finish all parts of the assignments on time.

BIWEEKLY INSTRUCTOR MEETINGS: Your group will meet with your instructor once every two weeks using the Conferences tool in Canvas. The meeting time will be set during the two hour block that has been assigned to your section.

PROCTORED EXAMS: Students will be informed about how to proceed in proctored exams. They will be reminded a week before the proctored exam takes place to contact the proctoring service and to sign up for the coming exam in time. For the proctoring of the exams:

• You will need a webcam and some type of speakers and microphone.

• You must register with ProctorU. If you already have an account, there is no need to register again.

• You must sign up for a test time prior to the 4 day deadline.

• If you are in need of a specific time, sign up for a time early.

• Once you sign up for a time, you should receive a confirmation email. If you do not receive the confirmation email, you should contact ProctorU immediately.

• If you make a last minute schedule change with ProctorU, you will incur a $5.00 fee.

• The video of the proctor will freeze while you are taking the exam, but the proctor is still watching.

• You will also be required to show picture identification to your proctor at the time of your exam. Approved forms of identification include, but are not limited to, a driver's license, military identification card, passport, or school-issued identification card.

• No breaks are allowed during your testing session and cell phones and other devices will not be permitted in the testing area.

• No other people are allowed in the area in which the test is being taken.

• Any unauthorized notes or other attempts to cheat will abort the test session and will be reported to your instructor.

UF POLICIES:

UNIVERSITY POLICY ON ACCOMMODATING STUDENTS WITH DISABILITIES: STUDENTS REQUESTING ACCOMMODATION FOR DISABILITIES MUST FIRST REGISTER WITH THE DEAN OF STUDENTS OFFICE (HTTP://WWW.DSO.UFL.EDU/DRC/). THE DEAN OF STUDENTS OFFICE WILL PROVIDE DOCUMENTATION TO THE STUDENT WHO MUST THEN PROVIDE THIS DOCUMENTATION TO THE INSTRUCTOR WHEN REQUESTING ACCOMMODATION. YOU MUST SUBMIT THIS DOCUMENTATION PRIOR TO SUBMITTING ASSIGNMENTS OR TAKING THE QUIZZES OR EXAMS. ACCOMMODATIONS ARE NOT RETROACTIVE, THEREFORE, STUDENTS SHOULD CONTACT THE OFFICE AS SOON AS POSSIBLE IN THE TERM FOR WHICH THEY ARE SEEKING ACCOMMODATIONS.

UNIVERSITY POLICY ON ACADEMIC MISCONDUCT: Academic honesty and integrity are fundamental values of the University community. Students should be sure that they understand the UF Student Honor Code at http://www.dso.ufl.edu/students.php.

NETIQUETTE: COMMUNICATION COURTESY: All members of the class are expected to follow rules of common courtesy in all meetings, group activities and email messages. http://teach.ufl.edu/docs/NetiquetteGuideforOnlineCourses.pdf

UF ONLINE HANDBOOK: Additional information can be found on http://handbook.ufonline.ufl.edu/

For issues with technical difficulties for E-learning, please contact the UF Help Desk at:

● helpdesk@ufl.edu

● (352) 392-HELP - select option 2

● http://helpdesk.ufl.edu/

Any requests for make-ups due to technical issues MUST 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 MUST email your instructor within 24 hours of the technical difficulty if you wish to request a make-up.

OTHER RESOURCES ARE AVAILABLE AT HTTP://WWW.DISTANCE.UFL.EDU/GETTING-HELP FOR:
• Counseling and Wellness resources

• Disability resources

• Resources for handling student concerns and complaints

• Library Help Desk support

Should you have any complaints with your experience in this course please visit http://www.distance.ufl.edu/student-complaints to submit a complaint.