

## Course Syllabus: GER 3413 Spring 2020

**INSTRUCTOR:** Dr. Diane Richardson

**OFFICE:** 263c Dauer Hall

**OFFICE HOURS:** Tu/Tu 3-4pm and by appointment (via Zoom)

**EMAIL:** [diane.richardson@ufl.edu](mailto:diane.richardson@ufl.edu) or use the Canvas Inbox

**COURSE WEBSITE:** <https://ufl.instructure.com/>, then navigate to GER3413

**Reserved Time for Online Instructor Meetings:** Tuesday 9<sup>th</sup>/10<sup>th</sup> periods (4:05- 6:00 pm)

**Course Description:** GER3413 is an advanced three credit German course for students who have successfully completed intermediate-level coursework in German (for example, at UF, GER 2200, 2225, or 2240). To be successful, students participating in this online 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.

This course is web-based and offered in a distance-learning format. Please be aware of the following:

- [UF Student Computing Requirements](#)
- [UF Online Student Handbook](#)

There are no classroom meetings. The course provides instructional and practice materials in various online formats that allow students to learn on their own. Thanks to the collaborative tools in Canvas, students will do a considerable part of their course work in groups. These groups have weekly assignments and meet bi-weekly with their instructor online using Zoom conferences. Therefore, students must keep the two periods indicated in the Registrar's course listing page free for meetings with the instructor.

**Course Goals:** GER3413 is an Online German course that consolidates and practices listening comprehension and speaking at the B1 level of the Common European Framework of Reference for Languages ([CEFR](#)) and makes initial steps in the direction of B2 level competence. At the B2 proficiency level, students can:

- understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in their field of specialization.
- interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party.
- produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.

More specifically:

### Listening

- understand extended speech and lectures;
- follow even complex lines of argument provided the topic is reasonably familiar;
- understand most TV news and current affairs programs;
- understand the majority of films in standard dialect.

### Spoken Interaction

- interact with a degree of fluency and spontaneity that makes regular interaction;
- with native speakers quite possible;
- take an active part in discussion in familiar contexts, accounting for and sustaining personal views.

### Spoken Production

- present clear, detailed descriptions on a wide range of subjects related to personal fields of interest;
- explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.

**Teaching Methods:** By using a variety of teaching and learning tools in the Canvas course management system, students will be provided with the necessary information and opportunities to practice their language skills in modules focusing on topics related to the course goals. The materials and tools help students to consolidate and further develop their multilingual and multicultural awareness through speaking and listening comprehension tasks.

### **Participation**

GER 3413 is a 3-credit course. **You must set aside at least 12 hours per week for this course.** For your language learning and in general, you will find that spending a couple of hours each day will be much more effective than spending 12 hours in one day. In order to be successful in this course, **all** students must participate fully in all the course activities that are set forth in the module pages each week. For the most part, instructions are provided and these should be self-explanatory. All assignments are listed in the course calendar by week with specific availability and due dates. You may access this through the Syllabus tab in Canvas.

### **Course Components**

1) Lesson Topic Pages: Links on the main module pages each week take you to Lesson Topic pages that contain learning resources that will help you prepare for your individual assessments and your Group Activities. Make sure you familiarize yourself closely with the material on the Lesson Topics pages -- and if necessary, do any further research you feel you may need to do independently before proceeding to the individual and Group Activities in a given week.

2) Weekly Introduction: Each week is introduced with a short presentation that will briefly discuss the content of the work in that week and, as needed, place it in the broader context of the course.

3) Individual Assignments: You will answer questions related to the introduction using the Canvas quiz tool as well as complete other individual tasks that will prepare you for the group activities and instructor meetings.

3) Group Activities: Cooperative learning is an essential component in the concept of this course. Each student will be assigned to a small group. Every week there are special group assignment.

4) Instructor Meetings: You will meet biweekly with your instructor during a time frame specified by the registrar's office for the section you are in.

5) Midterm and Final Exam: The midterm and final exams will be proctored online and available for a specified time. Students are responsible to start these tests at a time that allows them to finish them within their due date and time.

Any technical difficulties with quizzes and tests 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.

**Grade Breakdown:** See the Undergraduate Catalog for general [UF Grading Policies](#). Grades for this course will be based on the following:

| <b>Assignment</b>      | <b>Percentage</b> |
|------------------------|-------------------|
| Individual Assignments | 30%               |
| Group Activities       | 30%               |
| Instructor Meetings    | 20%               |
| Midterm                | 10%               |
| Final                  | 10%               |

### **Grading Scale**

| <b>A</b> | <b>A-</b> | <b>B+</b> | <b>B</b> | <b>B-</b> | <b>C+</b> | <b>C</b> | <b>C-</b> | <b>D+</b> | <b>D</b> | <b>D-</b> | <b>E</b> |
|----------|-----------|-----------|----------|-----------|-----------|----------|-----------|-----------|----------|-----------|----------|
| 100-93   | 92-90     | 89-87     | 86-83    | 82-80     | 79-77     | 76-73    | 72-70     | 69-67     | 63-66    | 62-60     | 59-      |
| (4.0)    | (3.67)    | (3.33)    | (3.0)    | (2.67)    | (2.33)    | (2.0)    | (1.67)    | (1.33)    | (1.0)    | (0.67)    | (0)      |

**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 must have a Helpdesk ticket number if you plan to request an extension. The extension request MUST be submitted within 24 hours of the technical difficulty.

**Honor Code:** All students enrolled in GER3413 are expected to follow the University of Florida [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."

**In an online learning context, responsible use of online dictionaries and translation tools is of utmost importance.** The instructors of this course fully support the intent of the above statement and **will not tolerate academic dishonesty**, such as plagiarism, cheating, prohibited collaboration or use of online translation tools to produce your work. Prohibited collaboration in the language learning context includes having someone other than your instructor correct your work prior to submission.

Student guidelines for ethical behavior can be found in the Undergraduate Catalog under [Conduct](#).

### Contact and Help

Technical Help: In the event that you have technical difficulties with Canvas, please contact the UF Help Desk at [learning-support@ufl.edu](mailto:learning-support@ufl.edu), or (352) 392-4357 - select option 2. Walk-ins are also welcome on the ground floor of the Hub if you are on campus. Alternately, you may file a support ticket with the [Help Desk](#). If your technical difficulties will cause you to miss a due date, you **MUST** report the problem to the Help Desk. Include the ticket number that you are given in an e-mail to the instructor to explain the late assignment, quiz, or test. Types of questions that should be directed to the Help Desk:

1. I can't log into Canvas
2. I have clicked on the "submit" button for my quiz and nothing is happening
3. I can't upload an assignment
4. Canvas has given me an error message and I can't submit my assignment.

Late work that involves technical difficulties with e-Learning **MUST** be accompanied by a ticket number from the Help Desk. Make ups due to technical difficulties will be handled by your instructor, not the Help Desk.

### Course Questions

1. **DO NOT** e-mail your instructor with general course questions. If you have a question about the course, check in the Start Here section first.
2. If you can't find the answer to your question there, check the Course Questions Discussion Board to see if anyone else had the same question.
3. If your question has not already been asked, post the question to the Course Questions Discussion Board.

*Please allow 24 hours for a response. Questions posted over the weekend will not receive a response until the beginning of the following week.*

Personal Questions: Questions of a private nature should be e-mailed to the course instructor using the Inbox tool in Canvas. In all cases, please allow 24 hours for a response. Questions posted over the weekend will not receive a response until Monday. Examples:

- I think there is an error in my grade for the oral assignment in Modul 1 Woche 3 (be sure to explain exactly why you think there is an error and provide documentation).
- I have a family emergency and will not be able to complete my work in time for the due dates next week (in such a case, be sure to contact the Dean of Students).
- I am behind in the course and I would like to know how I may catch up (in such a case, your instructor may ask you to come in for a meeting, or in the case of a distance student, talk on Zoom).

*Please allow 24 hours for a response. Questions emailed over the weekend may not receive a response until the beginning of the following week.*

### **UF Policies & Services**

**Disability Accommodations:** Students requesting classroom accommodations must first register with the Dean of Students Office. The DOS will provide documentation to the student who must then provide this documentation to the course coordinator, when requesting accommodation. You should contact the Disability Resource Center as early in the semester as possible. Complete instructions for requesting accommodation can be found here: <http://www.distance.ufl.edu/drc>

- Disability Resource Center  
001 Building 0020 (Reid Hall)  
(352) 392-8565  
accessuf@dso.ufl.edu

**Campus Helping Resources:** Students experiencing crises or personal problems that interfere with their general well-being are encouraged to utilize the university's counseling resources. The Counseling & Wellness Center provide confidential counseling services at no cost for currently enrolled students. Resources are available on campus for students having personal problems or lacking clear career or academic goals, which interfere with their academic performance.

- [Counseling & Wellness Center](#), 3190 Radio Road, 352-392-1575
- [Student Health / Mental Health Care Center](#), 352-392-1161
- [U Matter We Care](#)
- [Veterans and Active Duty Military](#)
- [Career Resource Center](#)

### **Complaints**

Should you have any complaints with your experience in this course please visit the [Distance Learning website](#) to submit your grievance.