

GER1130 Course Syllabus

Instructor

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Email

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Office Hours

Mo & Th, 3-4 pm and by appointment

Credit Hours

5

For questions about course content, your grade or other personal issues, use the Canvas mail tool. Expect a response within 24 hours.

Course Information

GER 1130 (Beginning German I) is a five-credit course for beginning learners of German with **no prior experience** learning German. The course concentrates on development of overall skill in language (speaking, listening, reading, writing, vocabulary, grammar) and cultural knowledge.

Course Placement

- **No previous experience in German?** GER 1130 is the correct course.
- **Some previous experience learning German** in High School or other institution? Contact the Undergraduate Coordinator ([Will Hasty](#)) to enroll in the appropriate German language course.

Course Objectives

By the end of this course, you will be able to communicate in basic spoken and written German. Through daily homework, portfolio tasks, quizzes, and test, they will learn to describe themselves and others, discuss their likes and dislikes, talk about their cultural topics, and explain simple present and past events in German. Students who successfully complete the course will be at the A1 level on the Common European Framework of Reference for Languages.

Course Requirements

Required textbook and software

- *Kontakte* 8th edition eBook by Tschirner et al. from McGraw-Hill through [UFALLACCESS](#)
 - Note: *Kontakte* will be used for GER 1131 and GER 2200. Some students find it helpful to have a printed version of the textbook, which is available at additional cost as a loose-leaf.
- Connect (McGraw-Hill): GER1130 sections are participating in the UF All Access program for the Fall 2020 semester.
 - Students will have the option to “opt-in” to Connect access for a reduced price and pay for these materials through their student account. Opting-in by following the instructions provided will provide the most affordable option.
 - Please await instructions for when you will be able to purchase the required Connect access. The opt-in portal should be available a few days before start of term.
 - Note: McGraw-Hill offers a two-week free trial of Connect.

Recommended materials

- *English Grammar for Students of German* by Zorach et al. from Olivia & Hill Press (ISBN-13: 978-0934034388 / ISBN-10: 0934034389)

Minimum technology requirements

The University of Florida expects students entering an online program to acquire computer hardware and software appropriate to his or her degree program. Most computers are capable of meeting the following general requirements. A student’s computer configuration should include:

- Webcam
- Microphone
- Broadband connection to the Internet and related equipment (Cable/DSL modem)
- Microsoft Office Suite installed (provided by the university)

A **cell phone is not a recommended device** for viewing the eBook or acceptable for participating in daily Zoom classes. More recommendations and requirements can be found [here](#).

Individual colleges may have additional requirements or recommendations, which students should review prior to the start of their program: [CLAS requirements](#).

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.

Materials/Supply Fees

There is no supply fee for this course.

Tegrity

Tegrity is McGraw-Hill's proctoring service that will be used for quizzes and tests. Learn about requirements [Accessibility score: Low Click to improvehere.](#)
Actions

You may not use any aids on the quizzes or tests, including your textbook, class notes, assistance from other people, online materials, etc. Using unauthorized aids is a violation of UF's Honor Code. For more information on types of academic violations and the process should one be charged with committing an academic violation, see <https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>.

Zoom

We will meet daily at our regularly scheduled class time via Zoom. To create a productive and positive learning environment for yourself and your classmates, it is imperative that you follow the **same rules of respectful interaction during Zoom classes as you would in a face-to-face course.**

Please review and adhere to the [Accessibility score: High Click to improveZoom Etiquette Policies](#)
Actions

compiled by faculty of the Department of Languages, Literatures, and Cultures. During unrecorded group work sessions we expect students to interact with each other using audio and their webcam whenever possible. If you have a reason to keep your webcam and audio off, please communicate that reason with me or through the Dean of Students Office.

You can find resources and help using Zoom at <https://ufl.zoom.us>.

Course Policies

1. Attendance and Participation

Becoming fluent in 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**. A penalty will be imposed for excessive unexcused absences:

- After **4 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 [Accessibility score: Medium Click to improve here](#)

Actions

- **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 their instructor 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 dental appointments or car maintenance for the days of exams! Medical emergencies will be handled on a case by case basis but require appropriate documentation for consideration. No changes to the final exam day schedule will be made except for University sanctioned make-up exams (see University schedule for specific policies).

2. Classroom and Study Approach

We teach our classes primarily **in German**. Communicative contexts and grammatical guides are introduced in class through a variety of activities; acquisition is reinforced by interactive use of new structures and vocabulary. **Daily attendance, thorough preparation outside of class, and participation in class are of utmost importance.** Students normally 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 the course plan **prior to coming to class**, including vocabulary, grammar topics in the “Blaue Seiten” of the textbook, and corresponding homework exercises – to be completed on Connect (unlimited attempts).
- **Review** the content that was covered after each class, complete the corresponding electronic workbook/lab manual (eWBLM) homework on Connect (3 attempts), and listen to any of the audio and video segments that accompany the textbook for further listening practice.

There is a pronunciation & orthography program included with the eWBLM, which was designed to enhance your speaking and writing skills. Regularly making a serious effort in **preparing daily for class** as well as completing the eWBLM exercises throughout the semester will provide the best preparation for the tests and other tasks. As this is an online class, you are responsible for observing all posted due dates, and are encouraged to be self-directed and take responsibility for your learning.

3. Online Translators

When learning a language, using an online translation service can be tempting. However, **using translation services or online dictionaries to look up more than a single word or phrase is not acceptable** and a form of plagiarism. Instead of abusing the online resources available to you, **refer to the textbook, 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

Your instructor 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	10%
Homework – Textbook	10%
Homework – eWBLM	10%
Quizzes (4)	10%
Portfolio tasks (4)	20%
Chapter tests (3)	20%
Comprehensive final exam (written)	10%
Final oral task	10%
Total	100%

Homework, Quizzes and Portfolio Tasks

In general, we will spend three weeks per chapter, except for the introductory chapters. Homework will be assigned on Connect and should be completed on a **daily, regular basis** to better **prepare yourself for in-class participation**. LearnSmart tasks on Connect are a good review of course content and preparation for quizzes and tests. For

each chapter, there will be a quiz and a portfolio task. Timed quizzes will be completed online using either Connect or Canvas. Portfolio tasks will be written or oral tasks corresponding to themes of the chapter. These will be announced and submitted on Canvas. Activities submitted after the due date will not be accepted for full credit without appropriate documentation.

Chapter Tests and Final Exam

Chapter exams will test your skills in familiar ways if you attend class regularly and take your Connect homework seriously.

- **Chapter tests** will be timed and administered online in Connect using McGraw-Hill’s proctoring software that you will be required to install. Each chapter test will generally consist of (1) listening and (2) reading comprehension exercises; (3) culture, vocabulary and grammar sections; and (4) a speaking task.
- **Final Exam** is comprehensive and follows the format used for chapter tests. It also includes a **Final Oral Task**, which will be in the form of a presentation during class time. Details will be announced in class and on Canvas well in advance.

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

University Policy on Accommodating Students with Disabilities:

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, www.dso.ufl.edu/drc) 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

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, 352-392-1575, or visit 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 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.
- **University Police Department:** Visit 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.

Academic and Student Support

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

Course Evaluations

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/>.

Tips for Success

Taking a course online can be a lot of fun! Here are some tips that will help you get the most of this course while taking full advantage of the online format:

- Schedule "class times" for yourself. It is important to do the coursework on time each week. You will receive a reduction in points for work that is turned in late!
- Read ALL of the material contained on this site. There is a lot of helpful information that can save you time and help you meet the objectives of the course.
- Print out the Course Schedule located in the Course Syllabus and check things off as you go.
- Take full advantage of the online discussion boards. Ask for help or clarification of the material if you need it.
- Do not wait to ask questions! Waiting to ask a question might cause you to miss a due date.
- Do your work well before the due dates. Sometimes things happen. If your computer goes down when you are trying to submit an assignment, you'll need time to troubleshoot the problem.
- To be extra safe, back up your work to an external hard drive, thumb drive or through a cloud service.

Privacy and Accessibility Policies

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](#)
- Zoom
 - [Privacy Policy](#)
 - [Accessibility](#)
- YouTube (Google)
 - [Privacy Policy](#)
 - [Accessibility](#)
- Microsoft
 - [Privacy Policy](#)
 - [Accessibility](#)
- Adobe
 - [Privacy Policy](#)
 - [Accessibility](#)
- Voice Thread
 - [Privacy Policy](#)
 - [Accessibility](#)
- McGraw Hill Connect
 - [Privacy Policy](#)
 - [Accessibility](#)