GER1131 Course Syllabus

Instructor

Email

Office Hours

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 during the work week (M-F). Please allow for extra time for questions sent over the weekend.

Course Information

GER 1131 (Beginning German II) is the second course of the beginning German sequence. It concentrates on development of overall skill in language (speaking, listening, reading, writing, vocabulary, grammar) and cultural knowledge. The students will continue to learn grammar in the context of a variety of topics/issues that allow them to connect and compare their own cultural environment with that of their peers in German-speaking countries and regions.

Course Placement

- Prerequisite: GER 1130 or the equivalent.
- **If you have some previous experience learning German** in High School or other institution and are unsure about your placement in this course, please contact the Undergraduate Coordinator for German (Dr. Will Hasty) to enroll in the appropriate German language course.

Course Objectives

By the end of the semester, students can talk about occupations, jobs and services; they will be able to navigate German cities, search for apartments, book train tickets and order food at a restaurant. They will speak about transportation, the environment, and future plans; they will talk about cultural traditions pertaining to food, meals and other events. Finally, students will discuss childhood and youth as well as the financial situation for students. The course aims to bring students who successfully complete it to the A2 level on the Common European Framework of Reference for Languages.

Course Requirements

Required textbook and software

- *Kontakte* **9th edition** eBook by Tschirner et al. from McGraw-Hill through UFALLACCESS

- o Note: *Kontakte* will be used for 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): GER1131 sections are participating in the UF All Access program for the Fall 2020 semester.
  - o 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.
  - o 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.
  - o Note: McGraw-Hill offers a two-week free trial of Connect.
  - o Whenever you encounter issues with Connect, please always **first contact [McGraw-Hill Customer Service and Technical Support](#) .**

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

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.

Proctorio

Proctorio is McGraw-Hill's proctoring service that will be used for quizzes and tests. Learn about requirements **here. (Links to an external site.)** Proctored tests require full audio and video presence.

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/ (Links to an external site.).

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 CLAS Zoom Presence Policy stated below as well as the Zoom Etiquette Policies compiled by faculty of the Department of Languages, Literatures, and Cultures. You can find resources and help using Zoom at https://ufl.zoom.us (Links to an external site.).

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 (Links to an external site.)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 on Canvas.

- **Excessive, consistent tardiness or arriving more than 5 minutes late / departing early 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/ (Links to an external site.)
- 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. Zoom Presence Policy

As stipulated by the College of Liberal Arts and Sciences: "Participation in our class is fundamental since improving oral conversation skills is a key objective of the course. Thus, students are **required to have their cameras on from start to finish during our classes on Zoom**. A default setting for our sessions in Zoom is that participants will be muted when they enter, so you will **unmute yourself when you comment orally during our whole-group conversations and when you are in small groups**. Your instructor **may** also ask students to reply in the chat box for specific activities. Oral comments on camera and written comments in the chat box are considered activities for participation. If you have technical issues, please immediately consult UF IT Help to resolve them and then contact your instructor. **Zoom sessions will not be recorded** by the instructor and may not be recorded by students. As in all courses, unauthorized recording and unauthorized sharing of recorded material is prohibited."

3. HyFlex Presence Policy

HyFlex/in-person students are required to abide by UF guidelines posted at https://coronavirus.ufl.edu/forward-faculty-staff/forward-faculty-staff-health/ (Links to an external site.). When in class, students are **required to wear a face mask** and to **practice social distancing at all times**. They are also required to follow the indicated classroom seating arrangements. At the end of each class, in-person students are required to sanitize classroom objects they come into physical contact with. **In-person students are expected to bring a laptop computer** (or comparable device) to class so that they can join the Zoom class session for discussion and group work. Food and drink are not permitted. Use of electronics must be limited to class-related activities.

4. 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 and grammar topics in the "Blaue Seiten" of the textbook as well as the corresponding exercises (Übungen) – 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.

5. 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.

6. 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 your instructor if you would like to be addressed by a name other than that provided through the registrar.

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 a gender-inclusive pronoun exists. If there is a pronoun that you prefer for English and/or German communication, please inform your instructor.

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 (5)	30%
Chapter tests (5)	30%
Total	100%

Homework, Quizzes and Portfolio Tasks

In general, we will spend three weeks per chapter 5-9 of *Kontakte*. 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

Chapter tests 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.

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 (Links to an external site.) 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, https://disability.ufl.edu/ (Links to an external site.)) 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/ (Links to an external site.)) 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 of this class.

When beginning language learners use advanced vocabulary and structures that have not yet been introduced, it is a clear indicator that they have either relied on an online translator or a more advanced speaker of the language. **Both are forms of cheating and will not be tolerated.**

Netiquette and Communication Courtesy:

All members of the class are expected to follow rules of common courtesy (Links to an external site.) 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 (Links to an external site.)](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 (Links to an external site.)](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 (Links to an external site.)](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 (Links to an external site.)](http://shcc.ufl.edu).
- **University Police Department**: Visit [police.ufl.edu (Links to an external site.)](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 (Links to an external site.)](http://ufhealth.org/emergency-room-trauma-center).

Academic and Student Support

- **Career Connections Center:** 352-392-1601. Career assistance and counseling services [career.ufl.edu/ (Links to an external site.)](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 (Links to an external site.)](http://cms.uflib.ufl.edu/ask)
- **Teaching Center:** 352-392-2010 General study skills and tutoring: [teachingcenter.ufl.edu/ (Links to an external site.)](http://teachingcenter.ufl.edu/)
- **Writing Studio:** 352-846-1138. Help brainstorming, formatting, and writing papers: [writing.ufl.edu/writing-studio/ (Links to an external site.)](http://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/ (Links to an external site.)](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/ (Links to an external site.). Summaries of course evaluation results are available to students at https://gatorevals.aa.ufl.edu/public-results/ (Links to an external site.).

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
  - AccessibilityLinks to an external site.
- Sonic Foundry (Mediasite Streaming Video Player)
  - Privacy Policy (Links to an external site.)
  - Accessibility (Links to an external site.)
- Zoom
  - Privacy Policy (Links to an external site.)
  - Accessibility (Links to an external site.)
- YouTube (Google)

  - Privacy Policy (Links to an external site.)
  - Accessibility (Links to an external site.)
- Microsoft

- - Privacy Policy (Links to an external site.)
    - Accessibility (Links to an external site.)
- Adobe
    - Privacy Policy (Links to an external site.)
    - Accessibility (Links to an external site.)
- Voice Thread
    - Privacy Policy (Links to an external site.)
    - Accessibility (Links to an external site.)
- McGraw Hill Connect
    - Privacy Policy (Links to an external site.)
    - Accessibility