

GER3413 Course Syllabus

Instructor

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Email

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Office Hours

every other Tuesday, 4:05-6:00 pm

Mondays & Thursdays, 3-4 pm and by appointment

Credit Hours

3

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

Course Information

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) or have equivalent experience. 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.

Course Structure and Goals

This course is largely asynchronous, meaning that it 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 interact with each other and their instructor a considerable amount. Students will 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. During Spring 2021 that is Tuesday, Period 9 - 10 (4:05 PM - 6:00 PM). Students will also meet with a native-speaker language coach using LinguaMeeting.

Goals: GER3413 consolidates and practices German listening comprehension and speaking at the B1 level of the Common European Framework of Reference for Languages ([CEFR \(Links to an external site.\)](#)) 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

Course Requirements

Required materials

LinguaMeeting: ISBN 978-1-64786-059-2 (7 30 minute small group sessions with a native-speaker language coach).

Prerequisites

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

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)

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.

Honorlock

Honorlock is an online proctoring service that allows students to take exams on-demand 24/7. There are no scheduling requirements or fees. Proctored tests administered by Honorlock require full audio and video presence.

You will need a laptop or desktop computer with a webcam, a microphone, and a photo ID. The webcam and microphone can be either integrated or external USB devices.

Honorlock requires that you use the [Google Chrome \(Links to an external site.\)](#) browser; furthermore, the [Honorlock extension \(Links to an external site.\)](#) must be added to Chrome.

For further information, FAQs, and technical support, please visit [Honorlock. \(Links to an external site.\)](#)

Zoom

Zoom is an easy-to-use video conferencing service available to all UF students, faculty, and staff that allows for meetings of up to 100 participants. We will meet every other week during 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 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. Participation

GER 3413 is a 3-credit course. **You must set aside at least 9 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 9 hours in one day. To be successful in this course, all students must participate fully in all the course activities.

Instructions are provided and these should be self-explanatory for the most part. 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.

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. 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.

4. 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 by "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

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
Instructor Meetings and LinguaMeeting	15
PlayPosit Comments	15
Collaborative Vocab Lists	10
Discussions	10
Speaking Tasks	10
Projects	20
Midterm	10
Final	10
Total	100

Course Components:

1) Module Topic Main Pages: Links on the main module pages each week take you to 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 Module Topic Main Pages -- and if necessary, do any further research you feel you may need to do independently before proceeding to the activities for the module.

2) Module Introductions and PlayPosit Comments: Most modules are introduced with a short presentation that will briefly discuss the main topic for that module. You will view and comment on these using [PlayPosit \(Links to an external site.\)](#). There may be various other videos throughout the course that you will view using PlayPosit, which will also include integrated speaking tasks.

3) Instructor Meetings and LinguaMeeting: You will meet biweekly with your instructor via [Zoom \(Links to an external site.\)](#) during a time frame specified by the registrar's office for the section you are in. You will also meet biweekly with a native-speaker language coach using [LinguaMeeting \(Links to an external site.\)](#).

4) Individual Assignments: For most modules you will participate in an asynchronous discussion using [FlipGrid \(Links to an external site.\)](#), submit an individual speaking task/reflection, and create a collaborative vocabulary list using [GoogleDocs \(Links to an external site.\)](#).

5) Projects: For most modules there will be a project. These may be completed individually or with a small group, depending on the task. You will generally create them using [VoiceThread \(Links to an external site.\)](#).

6) Midterm and Final Exam: The midterm and final exams will be proctored online using [HonorLock \(Links to an external site.\)](#) 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.

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 \(Links to an external site.\)](#) 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 or TAs in this class.

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.)
- (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.) 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.) 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.).
- **University Police Department:** Visit police.ufl.edu (Links to an external site.) 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.).

Academic and Student Support

- **Career Connections Center:** 352-392-1601. Career assistance and counseling services career.ufl.edu/ (Links to an external site.).
- **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.)
- **Teaching Center:** 352-392-2010 General study skills and tutoring: teachingcenter.ufl.edu/ (Links to an external site.)
- **Writing Studio:** 352-846-1138. Help brainstorming, formatting, and writing papers: writing.ufl.edu/writing-studio/ (Links to an external site.)

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.). 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](#)
 - [Accessibility](#) (Links to an external site.)
- Sonic Foundry (Mediasite Streaming Video Player)
 - [Privacy Policy](#) (Links to an external site.)
 - [Accessibility](#) (Links to an external site.)
- Vimeo
 - [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.)
- Honorlock
 - [Privacy Policy](#) (Links to an external site.)
 - [Accessibility](#)