# Syllabus

## GERM 1101, version 3.0

### Effective: September 17, 2020

**GERM 1101—Elementary German**

**Course Description**:  Basic lexicon and structures of German; emphasis on communicative language use; supplementary work via your home computer.

## Textbooks and Other Materials

The required materials for this course are a textbook (*Auf geht's!* 4th ed.), and access to *Auf geht's* online website, the Interactive (IA). Please use the information below to make sure you purchase the correct materials. To register for your *Auf geht's* Interactive account, please follow the registration instructions below OR in the "Getting Started" module in Moodle.

*ODL is not responsible for student purchases that result in the receipt of the wrong materials. Courses are written to specific textbook editions, so edition substitutions are not allowed.*

### Textbook + Interactive Access

Your *Auf geht's* textbook website contains access to the Interactive online program that you will use to complete activities for your module assignments, as well as to use for tutorials and practice with the language. If you purchase your textbook at the LSU bookstore it will come with a code to access the Interactive (IA) online program that accommodates the book.  Every Student must register for this program to keep up with course material. **Temporary access to Unit 1 of the software is available at** https://evialearning.com/auf-gehts-store  (you should also be able to access this content here: www.aufgehts.com).

*Auf Geht's* 4th Edition, Interactive, ISBNs 978-1-886553-72-9 and 978-1-886553-68-2, Evia Learning: Available at LSU Bookstore OR www.aufgehts.com

**NOTE:** There are packages available that contain the textbook and access to the Interactive as a bundle for up to 24-months of access.  There are additional options as well.  Please see all options that best fit your needs at https://evialearning.com/auf-gehts-store

Once you have purchased both you must also "Join a class" (GERM 1101 v3.0.(1) which you will access  from the Interactive website for the 4th edition of the Auf geht's textbook. To access your course in the Interactive, you will need to enter the **course code: 20A-WG8-S22**.

## Ordering Information

Please review the following tips for ordering your course materials:

1.  Do not purchase your materials until your enrollment in the course GERM 1101 is approved. During the processing period, a new section may be opened that could require a different textbook or edition.
2.  *Always check the ISBN*. Publishers and vendors often offer the same textbook title under different ISBNs. You must have the correct ISBN to access your online website.
3.  If you are having problems locating a textbook, contact us at Answers@outreach.lsu.edu for assistance.

## Other Materials and Resources

To successfully complete this course, you are required to have access to voice recording software such as **Audacity**, which is free. If you have another method of creating a voice recording, such as an internal voice recorder on your laptop or smart phone, please feel free to use it. If using Audacity, first go to http://audacity.sourceforge.net/ for your free download. Simply follow the directions to download. This will only take a few moments to set up. If you need further assistance, please contact your instructor.

**Software:** Adobe Flash Player, Adobe Shockwave Player, Adobe Acrobat Reader, MS Word, MS PowerPoint, voice recording software (Audacity)

We recommend that you use Mozilla Firefox or Google Chrome as your web browser.

Adobe Flash and Adobe Shockwave player are required for online testing. Adobe Acrobat Reader is required to view PDF document files, and MS PowerPoint is required to view module PowerPoint presentations.

**Hardware:** *Web cam with a microphone (built-in or external), headphones or working speakers,* and *high-speed internet*

Exams are completed online and require the hardware listed above. Students are encouraged to review the technical requirements provided on the ProctorU website and to perform a test on their equipment prior to enrolling in this course to make sure they have the necessary resources available.

**Technical Requirements:** http://www.proctoru.com/tech.php

**Equipment Test:** http://www.proctoru.com/testitout/

## Nature and Purpose of the Course

**Course Outcomes:** Upon completion of this course, students are expected to be able to:

1. Learn basic elements of German language, including vocabulary and grammar structure
2. Learn basics of listening, reading, writing, and speaking in German
3. Become familiar with cultural aspects of the German language and German-speaking countries

In this course you will utilize the course textbook *Auf geht's!*, the *Auf geht's* Interactive, supplementary materials including PowerPoint presentations, video tutorials, publisher materials, and links to additional online dictionaries.  By reviewing the readings, accessing supplementary materials, and completing homework, you will be able to better familiarize yourself with the German language and meet the course objectives listed above.

This course is the first half of a two-course sequence to introductory German. In the fifteen modules that make up this course, you will be given multiple opportunities to practice grammatical structures, develop reading and aural comprehension skills, learn about important cultural aspects in German-speaking countries, and communicate clearly through grammar, written and speaking exercises in German. The language structures and skills presented in this course are designed to be useful for beginning students; by the end of the course, students should be able to communicate effectively in everyday, routine situations in the German language, as well as become more familiar with cultural aspects from multiple regions in the German-speaking countries. All assignments and exercises included in this course are essential for achieving competency in the German language.

Your grammar comprehension and learning of new vocabulary will be developed from the very beginning of the course. These key components to language learning will be guided through descriptive examples from the text as well as comprehensive activities that form an integral part of every assignment.  Additionally, this course will include authentic listening comprehension activities, which is essential for successful oral communication.  As such, you will have ample opportunity to enhance your aural skills in each lesson through both text-based listening exercises, and exercises based on the audio and video clips, accessible within the *Auf geht's!* Interactive.

Finally, as you go about the task of learning the German language, you will be exposed to various aspects of its rich cultural history.  The *Auf geht's!* text and Interactive program include thousands of images, over hundreds of hours of authentic audio and video clips, and cultural

tutorials on topics including but not limited to the following; university life, German holidays, living in German-speaking countries, typical foods and leisure activities in German-speaking countries, and thorough overviews of the various geographical makeup of the German-speaking areas.  In this way, the textbook and Interactive introduce you to some of the people, places and social trends that have contributed to significant cultural, geographical, historical, and societal developments in these German-speaking areas. This course will expose you to authentic cultural content and other resources including music and literature to make the language applications, such as grammar and vocabulary, enjoyable as well as educational.

The course components will also make your language-learning experience more enjoyable and less daunting. All course components are available within the textbook and the online Interactive, a program containing activities and exercises that include but are not limited to the following; vocabulary introduction and practice, listening activities (both audio and video), cultural information (mostly in English, sometimes in German), grammatical and structural explanations, videos and practice, and culturally authentic images from German-speaking countries.

For more specific information regarding the *Interactive* and other required course materials, see "Working with the Course Materials" below.

## Working with the Course Materials

Remember, this course covers an entire semester of work or the equivalent of a classroom course lasting 15 weeks.  That means that each module in this course equals nearly a week of course work and will require the same time and effort on your part.  *Do not expect to complete each module in a single study session.  Understand, too, that if you choose to submit assignments at a very high pace, your instructor may not be able to grade your work at the same rate.*

When working on each module you should do the following:

1. Read the directions for each module and assignment very carefully.

2. Access and view PowerPoint presentations and/or supplementary material before beginning your assignment (you can always access these materials after assignments for further review).

3. Access each assignment by signing into your Interactive account.

4. Complete each assigned task within your Interactive account.

5. Complete each textbook assignment within Moodle.

6. Complete assignment verifications for Interactive and Moodle assignments.

## Interactive and Moodle

Once you have registered and entered your username and password in the Interactive, you will be brought to a homepage where you will be able to access your *Dashboard* from where you can navigate through each chapter's sections. You will see each chapter is broken down into four sections, for example, **1.1 *Hallo!* 1.2 *Wer sind Sie?* 1.*3 Wie viel?* and 1.4 *Wie ist das Wetter?*** as examples from chapter one.  To access a module's contents, simply click on the image of a particular section, such as 1.1 *Hallo!*.  Doing so will bring you to the module's contents and activities, including a PDF of vocabulary from the unit, a PDF of cultural topics you will be required to know from the unit, and module activities for you to complete for homework.  These module activities include but are not limited to the following: 1) Vocabulary introduction and practice, 2) Listening activities (both audio and video), 3) Cultural information (mostly in English, sometimes in German), 4) Grammatical and structural explanations, videos and practice, and 5) Culturally authentic images from German-speaking countries.

Navigating through the modules (for example, 1.1 *Hallo!*) is rather simple and intuitive.  Once you click on the particular section of the chapter, for instance, 1.1 *Hallo!* you will be directed to the section's contents which are the module activities described above.  By scrolling down you can see the list of module activities to complete, and you can even click on the menu icon to the right of the screen (blue circle with three white horizontal lines), which allow you to see the various activities located within each module.  You can select any of these and start working in any order; however, it is recommended to simply go in the order from top to bottom, which will make the most sense as you progress through all of the activities.

Once you have started an activity, for example, **1.1 *Hallo!* activity 1 (1.1.1) *What is culture?*** you will notice you can advance once you have completed this activity by selecting **Next Page**.  In some cases, the activity will continue into a second (or even third) section and you will continue by selecting **Continue**.  Once you have gotten to the end of an activity within the module, you will be prompted to answer a single (or multiple) questions, when you can then select **Finish Activity**.  Not answering the question will not allow you to proceed and you will be prompted to answer.  At any time during an activity, you can navigate forward (**Next Page**) or backwards (**Previous Page**).  Just remember that doing so will result in an incomplete portion of an activity.  You can also do multiple attempts for additional practice of a particular activity once you have completed it by selecting **Restart Activity**.  Additionally, you can **View Results** to see how well you performed.

Completing your work within the Interactive is simply done by finishing all of the activities within the module.  You will see a green check mark next to each activity from the main menu of an individual section (**1.1 *Hallo!***).  To submit your finished Interactive activities into Moodle, you will: 1) first complete all activities within the module and 2) select PDF Transcript from the main page within the module, which generates a PDF Transcript indicating how much of the module was completed, for example: *Auf geht's!* 1.1 *Hallo!* Student: <u>Student Name</u>, Activities Completed 15/24, and Average Score: 98.18%.  You will then 3) save this PDF transcript and

upload into your Moodle "Assignment Completion Verification".  This will allow your instructor to enter your grade for the module into your gradebook.

After you have completed your Interactive assignment (Part 1 of your two Moodle assignments), go to Moodle and complete the assignment (Part 2 of your two Moodle assignments) posted to complete your textbook exercises (and/or language practice).  Should there be additional tasks beyond the textbook activities, these will consist of language application (for example, voice recording or written task) based on the contents learned and practiced within the Interactive portion.  Therefore, it is important to first complete all Interactive activities before completing the Moodle assignments, unless notified otherwise.  The Interactive serves as both a tutorial and practice guide to introduce you to new concepts of the language and culture.  These prepare you to then apply what you learned and practice more in the textbook.  Moodle Assignments will consist of grammar practice, written and/or spoken exercises, or a combination of all three, depending on the unit.

When all parts of the assignment are complete, be sure to complete your assignment verifications (and Module quiz) so that your instructor can check your work and enter a grade in the Moodle grade book.  This is your final score for the module, and it includes both your Interactive work and any separate Moodle assignments.  **If you do not submit your verifications, your instructor will not know that your module is ready for grading.**

For additional review, after the initial reading of each chapter question, it is recommended that you view any PowerPoint presentations, study guides, and study questions available in the Interactive or Moodle pertaining to that chapter.

## Textbook Overview

This may be your first time formally learning a foreign language at the introductory level and, therefore, may be a bit overwhelming at first.  This is particularly true given the amount of German used.  However, you need not be too worried as you will become accustomed to this style as you proceed through the textbook, which is designed to make your language-learning experience more natural.  You will notice as well that there are several portions of each chapter with some instructions in English, which will provide you with some easier clarifications on what to do and how to proceed.

As described above, the way the *Auf geht's!* program is designed, you will first complete your activities within the online Interactive program.  These module activities prepare you to then apply the language from activities within the textbook which acts both as a textbook and as a workbook.  Since this is an online course you will be working independently, so some of the activities from the textbook will not be necessary to complete as they are geared for a classroom of students (partner activities, interviews, etc.).  However, there will be multiple activities (fill-in, written, and grammar) within each chapter, with additional grammatical explanations, tables and charts, and specific verbs at the end of each section of the chapter you will need to know as you work through this book.  These will typically be assigned within

Moodle.  Once you have completed your Interactive and Moodle (textbook) assignments within, for example, Module 1, you will then be ready to take a short quiz.

One temptation you may have in an distance course is to rely too heavily on textbook material when preparing your quizzes as well as your Mid-Course and Final Examinations. If you give in to such a temptation, you may not realize until exam time that the perfect response you prepared was possible only because you repeatedly referred to the textbook without really learning or understanding the material. Therefore, you should attempt each assignment without referring to the textbook, and if "thumbing back" is necessary, be sure you have actually learned the point rather than merely reflected it in the answer.

Put yourself on a definite schedule. Set aside a certain block of hours per day or week for this course and work in a place where distractions are minimal. Try to submit an assignment each week or at least every two weeks. Delays in submitting assignments usually result in lagging interest and the inability to complete the course.

### Suggested Study Techniques

1.  Carefully review the module objectives to help you focus on the information that will be covered on the exams.
2.  Concentrate on the reading assignments, the module lecture material, and any additional resources provided. This review should include a detailed examination of any illustrative problems and examples. After an assignment has been completed, a rapid re-reading of the related text and other materials is strongly recommended.
3.  Put yourself on a definite schedule. Set aside a certain block of hours per day or week for this course and work in a place where distractions are minimal.
4.  Try to submit one assignment each week or at least every two weeks. Delays in submitting assignments usually result in lagging interest and the inability to complete the course. Remember that your instructor has **up to seven calendar days** to post a grade in Moodle for your activities.
5.  Review your module assignments after they have been graded, paying special attention to any instructor feedback provided. (We suggest that you wait for assignment feedback before you submit subsequent assignments.)
6.  Regardless of how you complete your graded assignments, keep in mind that module completion should not be your sole preparation for your exams. As with any college course, you should study for your exams.

### Reading Assignments

Each module will cover an average of 25-30 pages.  Since the majority of this textbook consists of language application (reading, writing, vocabulary identification) and grammar exercises, much of your reading will be to review grammatical models and explanations. Specific reading

assignments on cultural, geographical, historical, and societal aspects will be provided within each module.

**Topic Outline**

This course covers the following specific topics:

| Module | Topic |
|--------|-------|
| 1 | *Auf geht's! 1, Smalltalk*, Parts 1 & 2 |
| 2 | *Auf geht's! 1, Smalltalk*, Parts 3 & 4 |
| 3 | *Auf geht's! 2, Familie und Freunde*, Parts 1 & 2 |
| 4 | *Auf geht's! 2, Familie und Freunde*, Parts 3 & 4 |
| 5 | *Auf geht's! 3, Wohnen*, Part 1 |
| 6 | *Auf geht's! 3, Wohnen*, Part 2 |
| 7 | Mid-Course Review (Grammar & Culture) |

**Mid-Course Examination**

| | |
|--------|-------|
| 8 | *Auf geht's! 3, Wohnen*, Part 3 |
| 9 | *Auf geht's! 3, Wohnen*, Part 4 |
| 10 | *Auf geht's! 4, Ausgehen*, Parts 1 & 2 |
| 11 | *Auf geht's! 4, Ausgehen*, Parts 3 & 4 |
| 12 | *Auf geht's! 5, Quer durch Deutschland*, Parts 1 & 2 |
| 13 | *Auf geht's! 5, Quer durch Deutschland*, Parts 3 & 4 |
| 14 | Final Exam Review (Grammar) |
| 15 | Final Examination |

**Final Examination**

## Submission of Module Assignments

You are required to complete all assignments for each module within the *Auf geht's!* Interactive website, possibly including the reading, writing, and listening tasks. Since the nature of the textbook is reading and grammatical exercises, you will also be responsible for submitting voice recordings which will require you to have access to a microphone. Voice recording assignments will be uploaded into Moodle. These will include but will not be limited to the following: pronunciation drills on the alphabet, diphthongs, tongue-twisters, texts read aloud, and personal statements. Directions for creating and submitting voice files are provided in Moodle.

For listening comprehension exercises, it is recommended that you listen to each audio file at least two times to gain a proper understanding of the content. In some cases, and especially as you progress through the book, you will need to listen to these files more than two times. In instances when the content is difficult to comprehend due to tempo, accent, etc., it is most important to have an understanding of the overall content and to find the main point, rather than understanding absolutely every word spoken. You may experience this when listening to interviews in real time.  Should you have difficulty, please contact the instructor.

Use of any online translating tools, for example, Google Translate, is absolutely not permitted and is considered cheating. It will be clear if such a tool is utilized to assist you with your writing as such a tool will often reflect what you already know in English.  Keep in mind that you are in introductory German, so you will be expected to communicate at a very basic level (for example, express statements and questions in the present tense and with a somewhat limited vocabulary).  If you submit written tasks using complex language structures (for example, in complex past or future tenses and/or use complex clausal structures) it will be clear you are using an online translator which can result in a 0%.  In addition to the textbook vocabulary glossaries and dictionaries, there are a number of reliable online dictionaries which will be listed in Moodle.  Use these to your advantage and if you are uncertain how to express something in German, always ask your instructor for guidance should you need to.

Carefully study the textbook material before you begin to prepare the module assignments. This study should include a detailed examination of the examples provided pertaining to grammar, examples of dialogues between people, and examples of cultural elements from the text.

Detailed PowerPoint presentations, study guides, and tutorials are available in Moodle to supplement your study. After the initial reading of the chapter, it is recommended that you review the PowerPoint presentations and study guides for that chapter.

Once you submit an assignment, you cannot revise it, so be sure to check your work.  Your instructor will normally post a grade in Moodle for your assignment with in *seven calendar days*. Understand that occasional delays will occur, such as during holidays and semester

breaks or if you submit several module assignments within the same week. **Your grade is not official until it is posted in the Moodle grade book.**

## Academic Integrity

Students in Online Distance Learning (ODL) courses must comply with the *LSU Code of Student Conduct*. Suspected violations of the academic integrity policy may be referred to LSU Student Advocacy & Accountability (SAA), a unit of the Dean of Students. If found responsible of a violation, you will then be subject to whatever penalty SAA determines and will forfeit all course tuition and fees.

### Plagiarism

Students are responsible for completing and submitting their own course work and preparing their own modules. All work submitted in the course modules must be the student's own work unless outside work is appropriate to the assignment; all outside material must be properly acknowledged. It is also unacceptable to copy directly from your textbook or to use published answer keys or the teacher's edition of a textbook.

### Collaboration

Unauthorized collaboration constitutes plagiarism. Collaborative efforts that extend beyond the limits approved by the instructor are violations of the academic integrity policy. Students who study together are expected to prepare and write their own individual work for submission and grading.

For more information and links to the *LSU Code of Student Conduct* and the SAA website, go to the ODL Academic Integrity policy on our website.

## Examinations and Grading Policy

There will be two examinations consisting of listening, grammar, vocabulary, reading, and writing sections. The mid-course exam follows Module 7, and the final exam, which is comprehensive, follows Module 14. Your final exam will include an oral component that requires the use of recording software. You must use a headset with a microphone to make your recordings.

The grade for module assignments includes the module assignment within the Interactive and also the uploaded assignments in Moodle, including textbook exercises, or personal recordings. The exam reviews are counted as module assignments. The Mid-Course Exam is worth 120 points, and the Final Exam is worth 200 points.

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**YOU MUST PASS THE FINAL EXAMINATION
IN ORDER TO PASS THE COURSE.**

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If you pass the final examination, the course grade will be computed according to the following table:

| Component | Weight (%) |
|---|---|
| Module Assignments | 20% |
| Quizzes | 5% |
| Mid-Course Exam | 25% |
| Final Exam | 50% |

The following grading scale applies:

```
97%–100% = A+
 93%–96% = A
 90%–92% = A-
 87%–89% = B+
 83%–86% = B
 80%–82% = B-
 77%–79% = C+
 73%–76% = C
 70%–72% = C-
 67%–69% = D+
 63%–66% = D
 60%–62% = D-
  0%–59% = F
```

**IMPORTANT:** The final exam cannot be taken until you meet the following requirements. Under no circumstances may the final exam be taken earlier.

1. You must have been enrolled in the course for *at least eight weeks*, regardless of when the modules and other exams are completed.

2. You must have a grade posted in the Moodle grade book for the **Module 14 assignment** in order to unlock access to the final exam. Please allow at least seven days for the final assignment grade to be posted. During busy seasons, it may take longer for grades to be posted. *We recommend that you do not schedule your final exam until your grade has been posted.*

To read the full exam policy and other policy statements, visit http://cms.outreach.lsu.edu/cms/CEHomePage.aspx. Click on *Extended Campus*, select *Online Distance Learning*, and then click the link for *Policies*.

## Taking Your Examinations

You are *required* to create a Louisiana State University ODL ProctorU account and to take your examinations through ProctorU, a remote proctoring service that allows you to take exams anywhere with internet access. Information on creating your ProctorU account can be found in the Getting Started module in your Moodle course. You cannot use an account created through another university, so if you already have an account, you will still need to create an account associated with LSU Online Distance Learning (ODL).

The ProctorU website provides links you can use to find out how ProctorU works and to check your computer to see that it meets the technical requirements. In addition, to test using ProctorU, you need *access to a web cam with a microphone (built-in or external), headphones or working speakers*, and *high speed internet* to use this service. A complete list of technical requirements is available from the ProctorU website.

You should schedule your exams about a week before you are ready to take them in order to avoid any additional charges.

## Transcript Information

After you have completed this course, your grade will be filed with the Office of the University Registrar. If a transcript is needed, it is your responsibility to make a request to the registrar. If you would like to order a transcript, visit the Office of the University Registrar Transcript Requests page at http://sites01.lsu.edu/wp/registraroffice/student-services/transcript-request/ to view your options.

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