CASPER COLLEGE COURSE SYLLABUS  
(First Year German II, GERM 1020-02)

Semester/Year:  Fall, 2006
Lecture Hours: 4  Lab Hours: approx. 1/class period  Credit Hours: 4

Class Time:   Days:   Room:

Instructor’s Name:  Lora Hittle
Instructor Contact Information:  Kathy Coe @ 307-268-2533 or 1-800-442-2963 x2533 or kcoe@caspercollege.edu

Office Hours:

Course Description: Emphasizes conversational German using the natural approach. Listening, reading, writing, and speaking skills are developed. The student is introduced to German culture, the purposes and values of the study of German, and its influence on modern civilization. The second semester is a continuation of these objectives.

Statement of Prerequisites: GERM 1010, CLEP test results, one-two years of high school German, or the instructor’s permission

Goals: To enable students to understand, speak, read, and write simple German; to give students an appreciation of the German-speaking world and its culture; to facilitate oral proficiency by learning approximately 2000 German words as the basis for communication in the language.

Outcomes: ACTFL Novice Mid. Students learn the dative and genitive cases, relative clauses and pronouns, reflexive verbs and pronouns, narrating using the simple past tense, the passive voice, the present and past subjunctive; talking about buying and giving gifts, purchasing and returning merchandise, possessions and relationships, grocery shopping, careers and family obligations, and dreams for the future; describing people, places, and things; telling stories; expressing feelings and emotions; giving opinions; and discussing recent German history and current events. Students will be able to use visual and contextual clues to assist in comprehension and to use such simple texts as advertisements, simple notes and messages, menus, labels, and to-do lists. Students will sometimes recognize previously learned material when presented in new contexts.

Methodology: lecture; communicative individual, pair, and group work

Evaluation Criteria: The grading scale is 90-100=A, 80-89=B, 70-79=C, 60-69=D; 59 and below=F. The semester average will be calculated to tenths of a percent; 0.5 – 0.9% will be rounded up to the next whole number while 0.1 – 0.4% will be rounded down. Tests compose 80% of the grade and cover reading, vocabulary, aural comprehension, and grammar; tests receive a percent score. The lab manual and homework form 20% of the grade and are graded as follows: a √ means all of the expected work was completed, a √- means approximately 75% of the expected work was completed, a √-- means approximately 50% of the expected work was completed, a √--- means approximately 25% of the work was completed, and 0 means the work was not done. Occasionally the same scale of checks and minuses is used for work that was completed but is of inferior quality.

Students are expected to arrive on-time, be prepared for each daily lesson, participate in class, and attend class regularly. Each unexcused absence will result in a 0.5% deduction from the total grade. Students who habitually arrive late will be counted as receiving an unexcused absence.
GERM 1020 syllabus, p. 2

An unexcused absence is defined as not notifying the instructor in advance or not having written documentation of an absence due to an emergency. If the absence is unexcused no make-up is offered, and a grade of 0 is given for classroom participation, homework, assignments, and tests. Late homework and assignments are accepted only for excused absences.

To avoid receiving an unexcused absence, please call my office BEFORE the start of class and leave a message. Calling after the start of class will result in an unexcused absence. If you are absent on consecutive days, you must call each day BEFORE the start of class. If you want the assignment(s) for the class(es) you are missing, leave a phone number where I can either reach you or leave a message. You may not email or text message me to inform me of an absence; you must phone me.

Any student who misses a test will not be allowed to make up that test unless one of the following situations applies. Be aware that a proctor rather than the instructor may administer the make-up test.

1. Medical emergency: The student must bring a written release (from a doctor, Casper College nurse, emergency room, Instacare, etc) to the instructor on the same day the student returns to class. The student must take the missed test(s) within two days of returning to class at a time that is convenient to the instructor. Failure to comply will result in a grade of 0 for each test missed.

2. Jury duty: The student must bring a copy of the summons to the instructor on the same day the student returns to class. The student must take the missed test(s) within two days of returning to class at a time that is convenient to the instructor. Failure to comply will result in a grade of 0 for each test missed.

3. Funeral leave: The student must bring some written evidence (the memorial card from the service, a copy of the obituary, a letter from the funeral home director, etc) to the instructor on the same day the student returns to class. The student must take the missed test(s) within two days of returning to class at a time that is convenient to the instructor. Failure to comply will result in a grade of 0 for each test missed.

4. Military duty: The student must bring a copy of the written orders to the instructor on the same day the student returns to class. The student must take the missed test(s) within two days of returning to class at a time that is convenient to the instructor. Failure to comply will result in a grade of 0 for each test missed.

5. Religious holidays & school functions: Please make arrangements in advance with the instructor.


Website—http://www.prenhall.com/treffpunkt

Class Policies: Last Date to Change to Audit Status or to Withdraw with a W Grade: Please refer to the latest Casper College catalog. Any student who audits will abide by the agreement made between her/him and the instructor. If the student does not follow the terms of the agreement, the instructor will initiate the student’s withdrawal from the course. Any student who audits is expected to attend every class, complete all assignments, participate in class, and take the tests.

Cell phones must be kept in backpacks, purses, pockets, etc., at all times. If you are expecting a call dealing only with an emergency situation that has arisen, you must inform the instructor before class begins.

Student Rights and Responsibilities: Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

Chain of Command: If you have any problems with this class, you should first contact the instructor in order to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take your problem through the appropriate chain of command starting with the department head, then the division chair, and lastly the vice president for academic affairs.
Academic Dishonesty - Cheating & Plagiarism: Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct.

ADA Accommodations Policy: It is the policy of Casper College to provide appropriate accommodations to any student with a documented disability. If you have a need for accommodation in this course, please make an appointment to see me at your earliest convenience.

Assignments are subject to revision and/or deletion based upon the instructor’s assessment of needs and progress of the class working from this syllabus.

Please retain this syllabus at least until you have graduated. It is your copy of the course requirements and material that you may need to document when transferring to other schools or applying for graduate school or employment.

Calendar or schedule indicating course content: See attached. Also, the language lab (AD 291) is open M - F. The hours are posted on the language lab door. Be aware that the language lab is often closed for aural tests; check the language lab door for notices, because you will not be allowed to enter to complete your homework during tests.