

# The University of Newcastle

School of Humanities and Social Science



**GRMN1502**

## German Language 1B - Elementary Course Information

**Semester 2, 2010**



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NEWCASTLE  
AUSTRALIA

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# Assessment Summary

## GRMN1502 German Language 1B

### Assignment 1:

**Written Task (Grammar Worksheet)**

**Length:** Approximately 200 – 250 words

**Weighting:** 10%

**DUE DATE:** Week 4 (Monday)

### Assignment 2:

**Written Task (Grammar Worksheet) and Speaking Task**

**Length:** 5 minutes for speaking task;

Approximately 200-250 words (grammar worksheet)

**Weighting:** 10%

**DUE DATE:** Week 7 (Monday)

### Assignment 3:

**Written Task (Grammar Worksheet) and Listening Comprehension Test**

**Length:** Approximately 500 - 750 words

**Weighting:** 30%

**DUE DATE:** Week 10 (Monday)

### Assignment 4:

**3 Online Quizzes**

**Length:** 10 questions each

**Weighting:** 10%

**DUE DATE:** Q 1 = Week 4; Q 2 = Week 7; Q 3 = Week 10

### Final Examination: Written Test

**Length:** 2 hours duration

**Weighting:** 40%

**DUE DATE:** Examination Period



# Course Information

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## Introduction

The central aim of GRMN1502 (UNE GRMN102 and JCU GR1002) – German Language 1B – is the consolidation and extension of basic oral/aural, reading and writing skills in German based on the introductory unit GRMN1501.

Your course coordinator is Dr Astrid Gesche. Astrid can be reached through UNE's GRMN102 online discussions board, or by contacting her via:

Email: [agesche@une.edu.au](mailto:agesche@une.edu.au)

Phone: +61 (0)2 6773 3068

Any general questions and problems should be directed to our administrative assistant:

### **Ms Joy Kirby**

Phone: +61 (0)2 6773 2494;

Email: [jkirby2@une.edu.au](mailto:jkirby2@une.edu.au) (and put German First Year in your subject line)

There is an answering machine for calls made after normal office hours.

You will have an on-site tutor to provide face-to-face teaching and support. Your tutor will help you with your questions and problems. You can also contact your course coordinator, who can be reached through the GRMN102 online discussions board for any matter relating to the academic content of this course from the first day of teaching.

Enquiries about administrative matters relating to Newcastle University should be addressed to Owen Jackson, Executive Officer, School of Humanities and Social Science, (McMullen Building top floor).



## How do the universities relate?

This course was developed by the University of New England and is taught by UNE staff to UNE internal and distance education students, and to internal students of the University of Newcastle and James Cook University. Students at Newcastle and James Cook will have an on-campus tutor for face-to-face teaching and will participate in online interaction with all students and the UNE staff.

## Learning in mixed mode

As a mixed-mode student you receive some face-to-face instruction, but not as much as fully on-campus students. This means you will be required to cover some of the materials on your own, that is, in 'distance education mode'. The online course homepage will help you do that. There is a program to follow which should ensure that you get through the required amount of material each week as you work your way through chapters five to eight of *Deutsch: Na klar!*. If you follow this program you will be fully prepared for the assignments, which have to be completed at regular intervals and submitted to your tutor for marking. In addition, your local tutor will also support you in your learning. Using the online discussions forum, you can ask questions, exchange ideas or work with other students on any problems you may have. In addition, there is an online grammar tutor available for you to use. This tutor is called *Deutsch e-rklärt*.

## What do I study next?

Students wishing to continue with their study of the German language after successful completion of GRMN1502, can enrol in GRMN2501 German Language 2A in 1st Semester and in GRMN2502 German Language 2B in 2nd Semester. Students may then progress to either GRMN3501 and GRMN3502 (Professional German) or GRMN3503 and 3504 (General German). Units GRMN3501 and GRMN3502 prepare students for professional and social environments that require advanced German and intercultural skills up to level B1+ of the Common European Reference Framework (CERF) for languages.

For detailed and updated information see our Website: <http://www.une.edu.au/arts>.

## Course outline

### Content

This course is designed for students who have completed GRMN1501 (German Language 1A) or have an equivalent language proficiency level. Students will learn to talk and write about their daily routine, about buying clothes and food, about going to a restaurant, and about hobbies, entertainment and the weather. Students will also expand their language and socio-cultural skills by extracting information from a variety of simple spoken and written texts and will begin to write short narratives.

### Course Objectives

On completion of this unit, you should be able to

1. Communicate in German in a variety of familiar situations (e.g. shopping, restaurant; entertainment) at an elementary level in a culturally appropriate manner
2. Demonstrate a knowledge of simple linguistic and grammatical structures



3. Demonstrate an understanding and appreciation of basic socio-cultural aspects of German life as presented in the course

### Additional Information

The course is based on *Deutsch: Na klar!*, a multimedia course consisting of a textbook and an accompanying activity book, called *Arbeitsbuch*. The learning material is used in conjunction with audio recordings on the publisher's (McGraw Hill) website. These audio files can be downloaded free of charge, or purchased in the form of CDs.

*Deutsch: Na klar!* also offers Computer Study Modules for the practice of German grammar and vocabulary with error correction and automatic scoring. The Computer Study Module is not a compulsory part of GRMN1502, but there are quizzes designed for each chapter which students can work through at their own pace. They are also an entertaining way of revising your German for the final exam. The quizzes and support materials are to be found on the following website:

[http://highered.mcgraw-hill.com/sites/007353532x/student\\_view0/](http://highered.mcgraw-hill.com/sites/007353532x/student_view0/)

After you have logged on, choose the relevant chapter from the drop-down menu to do the quizzes and other activities.

Click on 'Textbook Audio' to listen to the audio files attached to the textbook (see below).

The screenshot displays the 'Student Edition' interface for the 'Deutsch: Na klar!' course. At the top, there is a red banner with the course title. Below it, a navigation bar shows 'Home > Kapitel E'. A sidebar menu lists 'Course-wide Content' (with sub-links for 'Activity Pak' and 'Textbook Audio'), a dropdown menu for 'Kapitel E', 'Quizzes' (including Vocabulary Quizzes 1-4, Kulturtipps, and Kultur), and 'More Resources' (including 'Lab Audio Program'). A red arrow points to the 'Textbook Audio' link, and a white arrow points to the 'Einführung' section. At the bottom right, there is a copyright notice: '©2008 McGraw Any use is subject to the McGraw-Hill Higher Education is one of the r'.

Under the 'Your Learning' link, from the start of the semester onwards, you will find a number of useful resources. For example, a 'Study Guide' will advise you on study strategies and how to learn a foreign language. It will be strengthened by a 'Learning Table' – an overview of what to learn per session using the *Deutsch: Na klar!* resources. As you move through the semester, weekly learning objectives and useful weekly grammar summaries will also be uploaded on a regular basis to further support your learning.



## Compulsory textbooks and other materials

Please note that these are the same materials used as for GRMN1501 in first semester.

**Value Pack:** Robert di Donato et al. *Deutsch, Na klar!* 5<sup>th</sup> edition textbook. McGraw Hill, 2008 + workbook + online audio.

ISBN 9780073496184

If wish to work with CDs instead of the online audio, these are available from the bookshop.

## Scope of the course and learning skills

### Scope

*Deutsch: Na klar!* Chapters 5 - 8.

Use your online Study Guide for detailed instructions on how to proceed with your *Deutsch: Na klar!* course and for the assignments.

### General and specific skills regarding the study of German

Certain generic observations may be made in regard to skills that may be expected to result from university study of whatever nature and discipline.

The following comments relate to benefits expected to result from the study of German and of foreign languages in general, particularly in an Australian context:

- Learning another language contributes to the learner's global education process and assists in communication and socio-cultural understandings.
- The knowledge of a second language enhances career prospects: many industries are now global concerns.
- The study of a foreign language is interesting, challenging and develops awareness of English.
- Language acquisition fosters personal development.
- Language learning promotes cross-cultural competence.
- Language learning develops online literacy.

### GRMN102 Online

For this course, computer and internet access are essential to successfully complete the course, as major elements of the content and learning activities are delivered online. Some aspects of the online component may be assessable.





## Accessing UNEonline

If you are continuing from GRMN1501, your username and password will remain the same. If you are a new student, you will be allocated a user name and password by UNE. You will receive them once enrolments are finalised at Newcastle. Once you have received your UNE username and password you can access online units through UNEonline. GRMN1501 is coded GRMN102 at UNE. Notify your on-campus tutor, if you do not receive your username and password on your normal Newcastle email address **by the first week of semester**.

## To access your online courses

1. From the UNE Homepage type in the following URL: <http://olt.une.edu.au/>
2. Log on to the Blackboard Learning System.

Any problems with registration should be directed to Dr Astrid Gesche

Phone: (02) 6773 3068

Email: [agesche@une.edu.au](mailto:agesche@une.edu.au)

Any other online problems should be directed to the ITD Service Desk:

- **Phone:** (02) 6773 5000
- **Email:** [servicedesk@une.edu.au](mailto:servicedesk@une.edu.au)

## Your 'my units' page

At UNE, courses are called 'units'. After you log on, a page called '**my units**' will appear. This is a personalised page where all your current online courses are listed and links to important resources, such as the Library, are provided.

## List of usernames – disclaimer

Please note that your username within UNEonline appears as part of a list in some places. Only students enrolled in the course have access to this list. Please contact your unit coordinator if you have any concerns.

## Student help

The 'Student help' icon gives you access to instructions and information about the online tools, general Discussions board rules and ethics and other aspects of online study at UNE.

## Your online components

Your course has been designed to include a number of online tools and features to help you study the course, complete unit requirements, and communicate with your lecturer and fellow students.

## Unit information and assessment

This folder provides an overview of the course and associated administrative details.



## Course information

As mentioned above, courses are called *units* at UNE and your course has the “unit” code GRMN102. The GRMN102 'Unit information' folder provides an overview of the course and associated administrative details. It also contains all assessment details, including assessment tasks, marking criteria and due dates.

## Study guide

The ‘Study Guide’ provides detailed instructions to assist you in working through the chapters and activities in *Deutsch: Na klar!* and provides some supplementary information. We suggest that you work with the Study guide and *Deutsch: Na klar!* side-by-side.

## Assignments and Assessments

All assignment and assessment details, including assessment tasks, marking criteria and due dates are provided in this resource. All assignments are to be handed to your on-campus tutor at Newcastle University for correction. Oral assignments will be conducted live with him/her.

## Online quizzes

Online quizzes form part of the assessment for this unit. The quizzes are found on the UNEonline Homepage for GRMN102 under ‘Assessments’. Instructions for completing each quiz are provided when you click on the quiz link. Choose the quiz you want to do by clicking on it. Click the ‘Begin’ button. Please ensure that you read the instructions carefully before you proceed with answering the questions. Note that the quizzes are marked by the computer and that any spelling, punctuation or spacing error, no matter how minor, will result in the question being marked as incorrect. Please take great care in typing your answers in. The responsibility of ensuring your answers are correct is yours. When you have answered all questions, don’t forget to click the ‘Submit’ button. If you have any queries, contact your tutor or your course co-ordinator. If you need technical help, there is a help button in the grey menu at the top.

## Discussions board

The discussions board will be the principal means by which we will communicate with each other during the semester. The discussions board is where we all post our messages for everyone to read and where lively discussions take place. It is not to be used for confidential matters (see below).

## IMPORTANT NOTE!

The discussions board will also be used to communicate important information to you about the course. **We will assume that you check the discussions board on a regular basis (at least once a week) for administrative notices.**

In addition to this, we use emails to communicate with you on matters that may be urgent or confidential. All emails will be sent to your Newcastle University email account. It is important that you check this regularly, or set it to automatically forward all messages to your usual account.



## Virtual classroom

External UNE GRMN102 (German 1B) have access to a virtual classroom. We will use it once a week for an informal drop-in session (the day and time will be announced at the beginning of the semester). If the classroom is not full, please join us.

The virtual classroom is a computer-to-computer application that allows multiple users to talk to each other and/or send short text messages in real time – from anywhere in the world. It is a particular useful tool for external students to connect with each other, to practise speaking German and to revise learning content. Depending on your computer, you may need to purchase headphones and an external microphone.

You access the virtual classroom from the GRMN102 home site. Simply select the ‘Online Links and Resources’ link on our home site, click on the link “Virtual Classroom” > “Classes for Julia” > Enter. Log on with your first name (*not* your password), then follow the prompts.

Once inside the virtual classroom, press the control button on your computer’s keyboard to talk! As you do so, a blue speech bubble appears next to your first name. This indicates to other users that you are speaking. It also means that no other person can talk while you are speaking. In order to let another person talk, let go of the control button.

Repeat the process as required.

Please note that UNE external students will use the virtual classroom for their speaking exam (oral exam).

## How to study the course

Begin each learning session by linking on our homepage to “Your Learning“ > “Learning Objectives”. The ‘Learning Objectives’ (learning goals) present you with a brief overview of a lecture.

Consult your *Lernplan* (study overview). You will also find it under ‘Your Learning’. This overview provides you with some guidance on how the new learning material per lesson/week and the various exercises and activities in your textbook “fit together”.

Work through the content, vocabulary and grammar points introduced during lectures by using your textbook, workbook, and your online learning support tool *Deutsch e-klaert*.

You will be provided with an ‘Answer Guide’ for the textbook’s *Aktivitäten* (activities) and *Übungen* (exercises). The ‘Answer Guide’ is especially useful when you are studying as an external or mixed-mode student. The answers for the exercises in the workbook are at the back of each book.

When you have worked through all the material, go back to your ‘Learning Objectives’. At the bottom of the sheet, you’ll find your homework. Once you’ve completed it, please check your answers. When learning the “*Wortschatz*” (vocabulary), note that you are required to learn all words and phrases. We recommend that you get into the habit of learning all nouns with their grammatical gender. When travelling by public transport, why not use the time and learn vocabulary? Learning and revising a few new words or expressions each day will quickly add up!



Regular and active learning is essential if you want to develop your language proficiency. We suggest that *each day* you set aside a certain amount of time to practise your German. In general, 10-12 hours of study *per week* (which includes the lectures) are needed to learn the material well. ...and a word of caution: ‘cramming’ does not work when learning a language!

### **Virtual classroom**

The virtual classroom is reserved for external students. However, if the classroom is not full (less than 15 students per session), please join us. Teaching staff for this unit will be available for a drop-in session one hour a week at a scheduled time to be announced. Simply go to the homepage of this unit, click on ‘Virtual classroom’ and log on with your name, then press “control” on your keyboard to talk. Keep the ‘control’ button pressed during your time of speaking. To allow others to respond, let go of ‘control’. There is also a writing field above the speech function. A virtual whiteboard can be used, too.

### **How do the structure and organisation of the course assist my learning?**

In order to make it easy for you to learn, German 1B is tightly structured and organised. The course (structure and content) is based on your resources *Deutsch: Na klar!* and the online learning support tool *Deutsch e-rklaert*. The learning resources complement each other. You need to work through all the material to master the content of this course. The teaching material is based on a careful analysis of what linguistic, content-specific and cultural skills are required for everyday communication in real-life situations.

### **Do I receive helpful feedback on my learning?**

Yes. We endeavour to create a supportive, challenging and interesting learning environment for (and with) you. If you have any questions for your tutor, we suggest that you write an email at least two days before you meet him and indicate how or in which particular area we can assist you. Outside these contact hours, you can email your tutor or use the discussion board (Questions for Astrid) to obtain answers to *specific* questions. Together with your own learning in your own time, these measures are intended to support you as much as possible.

### **Student Consultations**

We would ask you to adhere to the following guidelines in contacting your tutor/course coordinator:

Your questions to teaching staff are welcome, but please first check your Course Information booklet and the on-line site (especially the discussion board and announcements), as the answer may already be there.

Emails should be brief and to the point. Please clearly indicate the unit name (German 1B) or code (GRMN1502) in the subject line of your message.

Phone calls and enquiries should be kept to student consultation hours wherever possible.

### **How do the assessment tasks relate to what I am expected to learn?**

Your assessment tasks are closely related to what you are expected to learn. One of the main requirements for you this semester is to acquaint yourself with an introductory knowledge of German. Past experience has shown that regular formative tests are the easiest way for you to learn the many new words, phrases and grammatical structures at a manageable pace. Learning how to use these words and phrases appropriately is essential in this course. The



assessment tasks are progressive and cover the material learnt during previous sessions. Each test provides you with an opportunity to revise your language skills. For example, if you notice that you make frequent errors in certain areas, e.g. using the personal pronouns, consult your textbook and quickly revise what you learnt previously. Frequent revision is a normal part of learning another language. You will find that it often helps to explain certain points to others. Finally, preparing for your final exams will round off your learning for this semester.

### **How much do I need to know?**

Ideally, you should learn all the vocabulary and the grammar covered in *Deutsch: Na klar!* and the online learning tool *Deutsch e-klaert*. However, if you have an active command of 50% of the vocabulary and know the basics of the grammar you will pass, while 65% of the vocabulary and a more extensive command of the grammar will earn you a credit, 75% a distinction and 85% and more a high distinction mark. It is advisable not to work towards a pass mark only – try to aim as high as you possibly can!

### **Last but not least....**

Studying another language and, by default, its society and culture can open doors that would otherwise have remained closed to you.

Is learning a language difficult? No, we all can learn a language. We have done so once – when we were infants. It did not happen overnight... it was not a sprint, but a ‘marathon’. It took a while. But we all accomplished it. It is similar when adding a second or any subsequent language.

Be patient with yourself. Enjoy your studies, keep learning and you will succeed.

## **Withdrawal from GRMN1502**

Students may see their on-campus tutor or contact their Course Coordinator any time to discuss difficulties and/or learning problems. We would urge you to consult your Course Coordinator or tutor by letter, email or telephone, if you are considering withdrawing at any stage of the course, as we are probably better placed to assess your situation within the broader scope of the course. There is nothing more disappointing for us than to see students withdraw, who would have passed the course, and passed well.

Remember, we are here to help you. No issue is too big or small to raise with us. Don't stress out. Contact us instead!

If you do need to withdraw, you will need to follow your university's procedure for withdrawing from a course. It is recommended that you do so before the census date, otherwise you may be charged HECS and awarded the grade of fail, incomplete (NI).

Note: Informing your tutor or course coordinator of your intention to withdraw **is not enough to withdraw you from the course!**

## **Student Exchange Programs**

Going on an exchange program to a German-speaking country is not only very exciting and rewarding on a personal level, it can also strengthen your German language and intercultural communication skills. If you are interested in participating in such programs, you should contact the International Office at your university.



## Weekly Program 2nd Semester 2010

Week	Topics/events	Assessment due
Week 1 26/07/2010	<b>Chapter 5</b>	
Week 2 2/08/2010	Chapter 5	
Week 3 9/08/2010	Chapter 5	
Week 4 16/08/2010	<b>Chapter 6</b>	<b>Assessment 1</b> Written Task (Grammar Worksheet) <b>Assessment 4, Quiz 1</b> <i>Deutsch: Na klar! Ch. 5</i>
Week 5 23/08/2010	Chapter 6	
Week 6 30/08/2010	Chapter 6	
Week 7 6/09/2010	<b>Chapter 7</b>	<b>Assessment 2</b> Written Task (Grammar Worksheet) and Speaking Task <b>Assessment 4, Quiz 2</b> <i>Deutsch: Na klar! Ch. 6</i>
Week 8 13/09/2010	Chapter 7	
Week 9 20/09/2010	Chapter 7	
	<b>Semester 2 recess</b>	<b>Monday 27 September to Friday 8 October 2010</b>
Week 10 11/10/2010	<b>Chapter 8</b>	<b>Assessment 3</b> Written Task (Grammar Worksheet) and Listening Comprehension Test <b>Assessment 4, Quiz 3</b> <i>Deutsch: Na klar! Ch. 7</i>
Week 11 18/10/2010	Chapter 8	
Week 12 25/10/2010	Chapter 8	<b>Assessment 4</b> Final day to submit quizzes 1, 2 and 3
Week 13 1/11/2010	<b>Revision</b>	
Week 14 8/11/2010	<b>End of Year Examination Period commences</b>	



## Frequently Asked Questions (FAQ)

### If this course is being run by UNE, am I still a Newcastle student?

Yes! Although the teaching materials have been chosen by UNE staff, and the assessment is set by them, this course is coded and run as a Newcastle course, you adhere to the rules of Newcastle University at all times. This means, for example, that requests for special consideration, special exams, are all conducted through Newcastle University channels using Newcastle University policy. The only difference is that you have access to the UNE unit website (at UNE, courses are called 'units') by means of a specially generated username and password. *UNE e-Submission and the myUNE portal will not work for you, because you are enrolled at the University of Newcastle.*

### What does 'mixed-mode' mean?

Mixed-mode students receive some face-to-face instruction, but not as much as fully on-campus students. This means you must pay special attention to the homework your course coordinator sets, as you will be required to cover a fair proportion of the materials in 'distance [online] education mode'. The course homepage (UNE's GRMN102 unit) is also there to help you do that. It will not be sufficient to only attend the tutorials. During tutorials, you can ask questions and work in groups on problems with other students. In addition to your tutorials, you should allow a further 10 or so hours per week to study the subject, using the UNE online resources provided for you. Please note that there is an online grammar tutor available to further support your learning. This tutor is called *Deutsch e-rklaert* (see below).

### Who marks my assignment and the exam?

Your assignments will be marked by the tutor appointed by UNE to conduct the face-to-face instruction. Hand your assignment to him and perform oral assessments live with the tutor. Your final exam will be marked at UNE by the German lecturers there. This is to ensure consistency across the three cohorts of students (UNE, JCU and Newcastle University).

### What is *Deutsch e-rklaert*?

*Deutsch e-rklaert* is an online grammar tutor designed specially with distance education/online students in mind. *Deutsch e-rklaert* offers you not just detailed explanations, examples and exercises, but also practises various language learning strategies with the student. It is available from the link on your course homepage or at <http://tlc.une.edu.au/deutsch-erklaert/>.

*Deutsch e-rklaert* can also be downloaded to your desktop, where you can use it without needing to be logged in to the Internet.

### What is GRMN102?

GRMN102 is the UNE equivalent of GRMN1502. You will see this code on the unit homepage (as already mentioned, at UNE, courses are called units). For technical reasons, the unit homepage has to remain GRMN102, but for you, it is GRMN1502.





# Assessment

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The assessment of GRMN1502 will comprise 4 Assignments and 1 Final Examination. Assignment 4 is comprised of three quizzes, which you should complete as you progress through the semester as indicated below:

Assignments/ Assessment	Tasks	Distribution of Marks/Due Dates	
Assignment 1	Written Task (Grammar worksheet)	10%	Due: <b>Week 4</b>
Assignment 4, Quiz 1		3%	Due: <b>Week 4</b>
Assignment 2	Written Task (Grammar worksheet and Live Speaking Test [Oral Test])	10%	Due: <b>Week 7</b>
Assignment 4, Quiz 2		3%	Due: <b>Week 7</b>
Assignment 3	Written Task (Grammar worksheet and listening comprehension test)	30%	Due: <b>Week 10</b>
Assignment 4, Quiz 3		4%	Due: <b>Week 10</b>
Final Examination	Written Task	40%	<b>Examination Period</b>
<b>Total</b>		<b>100%</b>	

## Due dates

As this course is being undertaken by groups of students from different universities, weeks vary according to your university's academic calendar. Please follow the weekly program for your university and note the weeks when your assessment is due. The assignments are due on the **Monday** of the week indicated.





## Assessment Details

This course assesses reading, writing, speaking and listening in a variety of ways. The written assignments assess grammar, composition and cultural knowledge. The oral (speaking) test is performed live with your tutor and examines your speaking proficiency. The listening test examines your listening comprehension skills. Online quizzes assist you in fine-tuning your grammar skills and your socio-cultural knowledge. The final examination tests primarily grammatical and written competence.

### Assignment 1: Written Task

Length: approximately 200 – 250 words (grammar worksheet)  
Weighting: 10%  
Due date: Week 4

#### Marking criteria for Assignment 1

Key criteria that will be used in marking this assignment include:

- Confident and correct use of a varied range of structures. No evidence of English syntax or vocabulary.

### Assignment 2: Written Task and Oral Test

Length: approximately 200-250 words grammar worksheet; 5 minutes live speaking task  
Weighting 10%  
Due date: Week 7

#### Marking criteria for Assignment 2

Key criteria that will be used in marking this assignment include:

- High and consistent level of accuracy in language use. Confident and correct use of a varied range of structures. No evidence of English syntax or vocabulary.
- In-depth knowledge of the topic evidenced by descriptions and/or evaluation of the topic.
- Extensive vocabulary used effectively and correctly; natural flow of speech and intonation.



### **Assignment 3: Written Task and Listening Comprehension**

Length: approximately 500 - 750 words

Weighting 30%

Due date: Week 10

#### **Marking criteria for Assignment 3**

Key criteria that will be used in marking this assignment include:

- High and consistent level of accuracy in language use. No evidence of English syntax or vocabulary.
- In-depth knowledge of the topic evidenced by correct comprehension of responses to questions.
- Extensive vocabulary used effectively, idiomatic style of writing.

### **Assignment 4: Three Online Quizzes**

Length: 10 questions per quiz

Weighting 10% (Quiz 1 = 3%; Quiz 2 = 3%; Quiz 3 = 4%)

Due dates: Quiz 1 = Week 4; Quiz 2 = Week 7; Quiz 3 = Week 10

#### **Marking criteria for Assignment 4**

- High and consistent level of accuracy in language use and comprehension.

### **Examination**

There will be a one two-hour supervised examination at the end of the semester. Weighting: 40%. The written examination is a compulsory part of the unit. The examination will be based on the material covered during the semester. For this examination, no dictionaries of any kind or textbooks or notes are permitted.

### **Submission of assignments:**

Students are to submit their written assignments to their on-campus tutor.

**Do Not Fax And Do Not Send Via Email**



## University of Newcastle policies on submission of assignments, extensions and plagiarism

Students are advised to familiarise themselves with the Faculty of Education and Arts Policies, as well as University Rules and Policies. Where a student has a query or concern about a particular policy they should consult with the Program Co-ordinator in the first instance. You can find links to many of the relevant University policies on the web at Policy Library For Students A- Z :

<http://search.newcastle.edu.au/policy/>

### Written Assignment Presentation and Submission Details

Students are required to submit assessment items by the due date. Late assignments will be subject to the penalties described below.

#### Hard copy submission:

**Type your assignments:** All work must be typewritten in 11 or 12 point black font. Leave a wide margin for marker's comments, use 1.5 or double spacing, and include page numbers.

**Word length:** The word limit of all assessment items should be strictly followed – 10% above or below is acceptable, otherwise penalties may apply.

**Proof read your work** because spelling, grammatical and referencing mistakes will be penalised.

**Staple the pages** of your assignment together (do not use pins or paper clips).

**University coversheet:** All assignments must be submitted with the University coversheet:

<http://www.newcastle.edu.au/school/hss/for-students/current.html>

**Do not fax or email assignments:** Only hard copies of assignments will be considered for assessment. Inability to physically submit a hard copy of an assignment by the deadline due to other commitments or distance from campus is an unacceptable excuse. Assignments mailed to Schools are accepted from the date posted.

**Keep a copy of all assignments:** All students must date stamp their own assignments using the machine provided. Mailed assignments to schools are date-stamped upon receipt. However, it is the student's responsibility to produce a copy of their work if the assignment goes astray after submission. Students are advised to keep updated back-ups in hard copy and on disk.

#### Penalties for Late Assignments:

Assignments submitted after the due date, without an approved extension of time, will be penalised by the reduction of 5% of the possible maximum mark for the assessment item for each day or part day that the item is late. Weekends count as one day in determining the penalty. Assessment items submitted more than ten days after the due



date will be awarded zero marks.

### **Special Consideration/Extension of Time Applications**

Students wishing to apply for Special Consideration or Extension of Time should obtain the appropriate form from the Student Focus.

<http://www.newcastle.edu.au/study/forms/index.html>

### **No Assignment Re-submission**

Students who have failed an assignment are not permitted to revise and resubmit it in this course. However, students are always welcome to contact their Tutor to make a consultation time to receive individual feedback on their assignments.

### **Remarks**

Students can request to have their work re-marked by the Course Coordinator or Discipline Convenor (or their delegate); three outcomes are possible: the same grade, a lower grade, or a higher grade being awarded. Students may also appeal against their final result for a course. Please consult the University policy at:

<http://search.newcastle.edu.au/policy/>

### **Return of Assignments**

Students can collect assignments from their on-campus tutor.

### **Student Communication**

Students should discuss any course related matters with their Tutor in the first instance and then the relevant Course Coordinator, then Discipline or Program Convenor. If this proves unsatisfactory, they should then contact the Head of School if required. Contact details can be found on the School's website.

### **Essential Online Information for Students**

Information on Class and Exam Timetables, Tutorial Online Registration, Learning Support, Campus Maps, Careers information, Counselling, the Health Service and a range of free Student Support Services can be found at:

<http://www.newcastle.edu.au/currentstudents/index.html>

### **Plagiarism**

Plagiarism - the passing off of someone else's ideas or language as one's own - is a serious academic offence. To help prevent it, students are advised to make themselves fully acquainted with the following policy:

#### **University policy on Plagiarism and Improper Conduct**

[\(http://search.newcastle.edu.au/policy/\)](http://search.newcastle.edu.au/policy/)



All students must complete and submit a Plagiarism Declaration Form with each and every assignment. **If a Plagiarism Declaration Form is not completed and signed, the assignment will not be marked.**

## Assignments

The details for each assignment are available from the first day of teaching.

## Written Component

You must not use all BLOCK LETTERS when doing assignments (or doing the final exam) as this makes it impossible to tell whether you are using capitalisation correctly. If typing: The 'Umlaute' ä, ü, ö, Ä, Ü, Ö and the letter 'ß' are all readily available in word processing programs! (see GRMN102 Online unit for instructions).

## Oral Tasks

Language study is learning a skill and students will be assessed on their spoken proficiency as part of their assignments. Students will do their oral task face-to-face with their tutor.

## Online Quizzes

During the course of the semester you will do three online quizzes on vocabulary, common expressions and the key grammar points of each chapter.

## Examination

There will be a one two-hour written examination at the end of the semester. An outline of the examination (types of questions, number of questions etc) will be made available in October.

The written examination is a compulsory part of the subject. The examination will be based on the material covered in *Deutsch: Na klar!* plus an unknown reading passage.

For this examination no dictionaries or electronic devices of any kind or textbooks are permitted.

## Access to examination scripts

Language papers are only made available to students when they are no longer being used.

