

The textbook is available at the campus bookstore. A copy of *Auf geht's* is also available in the reserve section of the Undergraduate Library. To purchase *Auf geht's* at cost directly from the publisher, please visit <http://www.aufgehts.com>

For technical problems with the software, try the following website first:
<https://evialearning.freshdesk.com/support/home>

ADDITIONAL RESOURCES/DICTIONARIES

It is a good idea to begin familiarizing yourself with online German dictionaries. Examples of reliable online dictionaries include:

<https://dict.leo.org/>
<http://www.dict.cc>
<http://en.pons.com/translate>

Please know that using Google Translate for homework assignments is considered plagiarism and is therefore a violation of the honor code.

If you are interested in purchasing a paper dictionary (not a bad investment, especially if you plan to continue learning German) the following is recommended:

Heinz Messinger et al. *Langenscheidt Compact Dictionary; German-English, English-German*. Berlin: Langenscheidt Publishers, 2003. ISBN: 9781585733514

For additional grammar explanations and exercises I recommend the following website:

<http://www.dartmouth.edu/~deutsch/Grammatik/Grammatik.html>

ATTENDANCE

German 102 meets four times a week, Mondays through Thursdays. According to the UNC Undergraduate Bulletin, it is your obligation to attend classes. The class attendance policy states: “Regular class attendance is a student obligation, and a student is responsible for all the work, including tests and written work, of all class meetings. No right or privilege exists that permits a student to be absent from any class meetings except for excused absences for authorized University activities or religious observances required by the student’s faith. If a student misses three consecutive class meetings, or misses more classes than the course instructor deems advisable, the course instructor may report the facts to the student’s academic dean.”

For more information about your rights and obligations please see the following:

<http://www.catalog.unc.edu/policies-procedures/attendance-grading-examination>

The Department of Germanic and Slavic Languages and Literatures takes this university policy extremely seriously. Acquiring proficiency in a foreign language necessitates interaction with

other people in the target language and you simply cannot do that on your own. Therefore, the German 102 attendance policy allows you a total of **only two unexcused absences** during each semester without a grade deduction. After the second absence, your final grade will be lowered by one-third of a letter, i.e. an A drops to an A-, a C- to a D+. From that point on every other subsequent absence will result in another one-third drop in your final grade.

Any absence—whether excused or unexcused (outside of authorized University activities or due to religious observances required by your faith)—will result in a zero for that day’s participation grade. This means that you may fail this course if you accumulate too many absences, even if your test scores and your homework grades are satisfactory.

If you do miss a class, please contact me to arrange a meeting and hand in your late homework the very next time you attend class. Failure to do so will negatively affect your grade. A prolonged absence from class due to medical reasons and/or circumstances beyond your control should be brought to my attention and to the attention of the Language Program Director, Dr. Tin Wegel (wegel@email.unc.edu).

HOMEWORK/ASSIGNMENTS

You will be responsible for all material included in the syllabus as well as any additional homework assignments given. **Be prepared to put in at least one and one-half hours outside of class for every hour spent in class.** Completing the assigned interactive, textbook and grammar homework prior to every class will increase your comprehension of the material and leave more time to practice speaking German during class. This regular practice is designed to help prepare you for class and to increase your retention of the culture, vocabulary, and grammar we are covering.

You will be asked to complete four basic types of homework assignments for German 102.

1. **Interactive Software:** In these assignments you will have to work through different modules containing grammar, vocabulary, and listening comprehension exercises. For example, you may be asked to listen to an audio interview and respond to questions about what you heard. After completing each subunit (e.g. 7.1, 7.2, 7.3), you are required to upload a PDF of your responses to the Assignments/Aufgabe section in Sakai. The due dates for each PDF are listed in the syllabus.
2. **Textbook Exercises:** These must to be written in your book. I will check this portion of the homework for completion at regular intervals throughout the semester.
3. **Grammar Worksheets:** These must be downloaded from Sakai, printed out, and completed by hand. You are expected to **correct your own work** with a contrasting ink color and by using the answer keys provided on Sakai. This homework must be turned in during class for each subunit, as indicated on the syllabus.

4. **100-Word Essays:** You will be assigned one short essay per textbook unit, which must be typed, double-spaced, and turned in during class, as listed in the syllabus. Essays will be graded both for content and for language/grammar.

You are expected to complete all assignments carefully. However, part of learning a language means making mistakes. If you complete your interactive, grammar, and textbook homework in a timely manner you will receive a high homework grade. Late or incomplete assignments will receive a lower grade. If you do not understand the expectations for a specific assignment, it is your responsibility to ask for clarification before the due date.

SAKAI

The German 102 syllabus is subject to change. If that is the case, the updated syllabus will be posted on Sakai. Every student enrolled in German 102 is required to use the course Sakai site on a regular basis to upload Interactive Software homework, access grammar answer keys, and check for important announcements pertaining to this course. Information on events sponsored by the department including *Kaffeestunde*, *Filmabende*, and *Feiern in der Deutschabteilung* will also be advertised on Sakai.

TESTS AND QUIZZES

Exams

Unit Tests: There will be four tests during the semester, at the end of units 7, 8, 10, and 11.

Midterm: There will be a midterm covering materials from units 7-9 with an emphasis on unit 9.

Final Exam: The final exam (Monday, December 11 from 8:00 AM – 11:00 AM; room TBA) will be cumulative, but will emphasize unit 12.

Oral Proficiency Exams: Two oral proficiency exams will be given during the semester (October 18 and December 5). You will receive detailed information about the oral exams prior to each exam.

Vocabulary Quizzes

Short, unannounced vocabulary quizzes will be given throughout the semester. There will be no make-up options due to an unexcused absence or for arriving late. Vocabulary lists for each textbook unit are available in the software portion of your textbook.

Make-up exams for unit tests, the midterm, the final exam, and the oral exams, will be permitted only in exceptional cases and only with prior notice. A make-up exam for the final exam will be offered the day after the regularly scheduled final exam date, but requires specific steps to be taken by you. For more information about eligibility for the make-up exam see:

<http://www.catalog.unc.edu/policies-procedures/attendance-grading-examination/>

GRADE BREAKDOWN

28%	Unit Tests (4)
7%	Midterm Exam (October 9)
15%	Final Exam: (December 11)
10%	Oral Exams (2): (October 11 and December 5)
5%	Vocabulary Quizzes
10%	Class Participation
15%	Written Homework (grammar sheets, interactive, textbook exercises)
10%	100-word Essays (6)

GRADING SCALE

A	100%-93%	C+	79% - 77%
A-	92% - 90%	C	76% - 73%
B+	89% - 87%	C-	72% - 70%
B	86% - 83%	D+	69% - 67%
B-	82% - 80%	D	66% - 63%
As stipulated in the Undergraduate Bulletin, no grades of A+ or D- are awarded at UNC.		F	62% - 0%

GRADE DEFINITIONS

A: Mastery of course content at the highest level of attainment that can reasonably be expected of students at a given stage of development. The A grade states clearly that the student has shown such outstanding promise in the aspect of the discipline under study that they may be strongly encouraged to continue.

B: Strong performance demonstrating a high level of attainment for a student at a given stage of development. The B grade states that the student has shown solid promise in the aspect of the discipline under study.

C: A totally acceptable performance demonstrating an adequate level of attainment for a student at a given stage of development. The C grade states that while not yet showing any unusual promise, the student may continue to study in the discipline with reasonable hope of intellectual development.

D: A marginal performance in the required exercises demonstrating a minimal passing level of attainment for a student at a given state of development. The D grade states that the student has given no evidence of prospective growth in the discipline; an accumulation of D grades should be taken to mean that the student would be well advised to not continue in the academic field.

F: For whatever reason, an unacceptable performance. The F grade indicates that the student's performance in the required exercises has revealed almost no understanding of the course content. A grade of F should warrant questioning whether the student may suitably register for further study in the discipline before remedial work is undertaken.

EMAIL POLICY

I will check email daily Monday through Friday and will make every effort to answer you within 24 hours (often my response time will be much shorter than that). On the weekends, however, I might not be able to answer you as quickly. Please make sure that your emails are clear, concise, and proofread. Please address me as “Dr. Scott” and sign your name to all email correspondence.

NAME/PRONOUN POLICY

Learning a foreign language requires an interactive classroom environment. Therefore, it is important to me that we strive to make the classroom a respectful and inclusive place. If you feel comfortable doing so, you are encouraged to let me know during the first week of class what name you prefer to be called and if you prefer the use of masculine, feminine, or gender neutral pronouns. These preferences can be applied just to our interactions or to all of your in-class interactions with your peers.

TECHNOLOGY POLICY

One of the most important skills in learning a foreign language is the ability to improvise when you cannot remember a specific word or phrase. In order to build this skill and avoid distraction, I ask that you refrain from using electronic devices during class time. Unless you have spoken with me about a specific situation regarding the use of technology in the classroom, I will deduct points from your participation grade if I see you using laptops, cell phones etc. during class. On the rare occasion that such devices are required for class, I will notify you in advance.

HONOR CODE

The Honor System forms a bond of trust among students, faculty, and administrators. The University of North Carolina at Chapel Hill operates under a system of self-governance, as students are responsible for governing themselves. As such, our University is transformed into a powerful community of inquiry and learning. The Honor Code embodies the ideals of academic honesty, integrity, and responsible citizenship, and governs the performance of all academic work a student conducts at the University. Acceptance of an offer of admission to Carolina presupposes a commitment to the principles embodied in our century-old tradition of honor and integrity.

RESOURCES

If you are experiencing a situation or life event that is negatively affecting your performance in class, I encourage you to take advantage of the appropriate campus resources:

<https://studentaffairs.unc.edu/departments/office-dean-students>

<https://campushealth.unc.edu/services/counseling-and-psychological-services>

<http://safe.unc.edu/learn-more/policies-regulations/>

<http://carolinacupboard.strikingly.com>

<http://diversity.unc.edu/campus-resources/>