

BEYOND HIGH SCHOOL GERMAN I: Review and further acquisition of the principal elements of Modern German within a first-year university context.

Instructor:	C. Burian			Time	Dur	Day(s)	Loc
Office:	CH C108						
Telephone:	403-220-3577						
Consultation:	M 10:00-11:00 T 10:00-11:00 or via e-mail: cburian@ucalgary.ca	Lecture	14:00	50	MTWR	CH C110	

Distribution of Marks	Final Examination
Class Participation 15% Unit tests (3) 30% Writing projects (3) 15% Reading project 5% Oral project 10% Final Examination (NO AIDS PERMITTED) 25%	The Final Examination will be scheduled by the Registrar during December 12 - 21, 2011. Requests for preassignment of examinations to special dates for whatever cause or reason cannot be accommodated. Similarly, changes in the dates of scheduled examinations cannot be approved. No exceptions will be made to the Examinations Timetable.

TEXTBOOKS and/or CLASSROOM REQUIREMENTS

1. *Deutsch heute*. Moeller et al. **REQUIRED**

Note: Student Help for BLACKBOARD (online course management) can be found here:
<http://elearn.ucalgary.ca/blackboard/students>

Academic Accommodations	"Freedom of Information & Privacy" Act
It is the student's responsibility to request academic accommodations. If you are a student with a documented disability who may require academic accommodation and have not registered with the Disability Resource Centre, please contact their office at 220-8237. Students who have not registered with the Disability Resource Centre are not eligible for formal academic accommodation. You are also required to discuss your needs with your instructor no later than fourteen (14) days after the start of this course.	<u>Assignments and/or portfolios returned to a class:</u> those not picked up by students will be retained by G.S.E.A. for three months from the date of posting of final grades, and then confidentially shredded. <u>Final Examinations:</u> these will be retained by G.S.E.A. for one year from the end of the month in which the exam period falls, and then confidentially shredded.

Approved: 
 Dr. Florentine Strzelczyk, Head



A. UNIVERSITY INFORMATION

B. DEPARTMENTAL POLICIES

A. UNIVERSITY INFORMATION

- **PLAGIARISM** is a serious offense, the penalty for which is an F on the assignment and possibly also an F in the course, academic probation, or requirement to withdraw. The University Calendar states that "plagiarism exists when:
 - a. *the work submitted or presented was done, in whole or in part, by an individual other than the one submitting or presenting the work (this includes having another impersonate the student or otherwise substituting the work of another for one's own in an examination or test),*
 - b. *parts of the work are taken from another source without reference to the original author,*
 - c. *the whole work (e.g., an essay) is copied from another source, and/or*
 - d. *a student submits or presents work in one course which has also been submitted in another course (although it may be completely original with that student) without the knowledge of or prior agreement of the instructor involved. While it is recognized that scholarly work often involves reference to the ideas, data and conclusions of other scholars, intellectual honesty requires that such references be explicitly and clearly noted."*

Plagiarism occurs not only when direct quotations are taken from a source without specific acknowledgement but also when original ideas or data from the source are not acknowledged. A bibliography is insufficient to establish which portions of the student's work are taken from external sources; footnotes or other recognized forms of citation must be used for this purpose.

Plagiarism also occurs when work submitted is done in whole or in part by a tutor (see the Departmental policy on tutoring, below), or relies in any way on computerised translation programs.

- If you require an escort at any time, please call **SAFEWALK/Campus Security: 403-220-5333**
- Students with a disability or condition that may affect academic performance adversely are asked to meet with their instructor before the third week of term to discuss their particular needs. They are also advised to make an appointment in the first two weeks of term with the Disability Resource Centre (MSC 274, Tel: 403-220-8237, Fax: 403-289-4409) to discuss their situation.

B. DEPARTMENTAL POLICIES

- **Tutoring:** GSEA supports all avenues of learning in the study of foreign languages. Tutors may fulfill a useful role in this endeavour, however, they may not do, or assist with, assignments such as homework exercises, or editing and revising essays. The University of Calgary Calendar states that "*Plagiarism exists when: (a) the work submitted or presented was done, in whole or part, by an individual other than the one submitting or presenting the work. . .*" The Department does not assume any responsibility for any arrangements made between students and tutors. Before posting an advertisement, a tutor must consult with a staff member of the appropriate language area, and provide certain information for departmental files. Upon approval, the advertisement will be rubber-stamped by one of the secretaries in the Department Office (CH C205) and posted on the bulletin board. Advertisements which do not bear the official departmental stamp will be removed from the bulletin board without notice.
- **Access to language labs:** For the benefit of students who may wish to "drop in" to CH D428 OR CH E212, the Language Research Centre, GSEA and FIS shall continue with the protocol that leaving the door open during an instructor's session implies willingness to let students from other courses and/or sections to work at free stations while a class is doing its lab. **Students coming in should, of course, request permission. PLEASE NOTE, HOWEVER, THAT SHOULD STUDENTS WISH TO CONTINUE USING THE LAB ONCE THE INSTRUCTOR LEAVES, THEY MUST FIRST LEAVE THE ROOM AND THEN WAIT FOR THE NEXT INSTRUCTOR TO ARRIVE.**
- **Medical exemptions:** When a student is/was unable to attend a class/lab/examination and wishes to make alternate arrangements, the instructor may require prompt and current documentation from a medical practitioner confirming that a medical condition prevents/prevented attendance. Explanation of the absence should be provided on the same day, or at the student's earliest possible convenience. Only if a student observes these guidelines will instructors consider making alternate arrangements.



FACULTY OF ARTS

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C. ELECTRONIC DEVICES

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- Many students take notes on class discussions using laptops, which is fine. However, please do not use electronic devices in class for purposes unrelated to class, e.g., checking email, watching movies, Facebook, etc. Doing work unrelated to class disturbs others and should be done outside of class. Recording lectures is prohibited unless students seek the instructor's permission.