**COURSE INFORMATION**

**Course Name: Elementary German Language and Civilization I**

**Course ID/Section: GER 1120-24218**

**Term/Year: Spring 2020**

**Modality:Fully Online**

**Length of Term: 12 weeks**

**Credit Hours: 4**

**INSTRUCTOR CONTACT INFORMATION**

**Instructor: Maria Grazia Spina**

**Email: mnovellispina@valenciacollege.edu**

**COURSE DESCRIPTION**

Elementary German Language and Civilization I introduces students to Germanic culture through the major language skills: listening, speaking, reading and writing. Open only to students with no experience in this language.

The communicative approach methodology is enhanced by a virtual lab (Sag Mal Supersite and WebSAM) where students will:

* practice their listening, writing and reading skills interactively
* watch real life videos
* complete homework multilayered activities with interactive guidelines
* take all the tests

**COURSE OUTCOMES**

**At the end of this course students will be able to**

* Understand and apply the grammar rules covered in the 12-weeks semester
* Read and understand passages in German that will gradually become more challenging
* Write short compositions in German in line with the acquisition of more vocabulary as the course progresses
* Listen to native speakers and understand the gist of what is being said , starting from very basic exchanges to more complexes speeches
* Communicate in German at a basic level, formulate their own presentations of different subjects presented in the textbook and answer elementary questions
* Show knowledge of the cultural aspects of the German way of life, as presented in the textbook

**TEXTBOOK & REQUIRED MATERIALS**

“SAG MAL” An introduction to German language and culture, Vista Higher Learning 2ND EDITION(either the loose-leaf version or  the hardcopy IF YOU PREFER THE PAPER VERSION) + **Supersite Plus+ WEBSAM Code.**

IN ALTERNATIVE, IF YOU WANT TO SAVE MONEY AND YOU DO NOT MIND ACCESSING THE E-BOOK INSTEAD OF THE PAPER TEXBOOK:

* Supersite Plus + WebSAM Code (Supersite Plus + WebSAM + vText)
* You can buy directly on the Vista Higher Learning site.

**COMPUTER/EQUIPMENT REQUIREMENTS**

* A reliable computer with up to date operational system capable of running the required browsers (only Firefox or Google Chrome) and required programs.
* A soundcard and speakers (or earphones)
* A high-speed modem (Cable or DSL strongly recommended to access audio and video without delays)
* A dependable Internet Service Provider (ISP)
* A working Valencia Email address
* Webcam/microphone: Most computers come with an integrated microphone, but it is better to purchase one to avoid audio background noise. You will need this to complete your projects and activities in the Supersite and on Canvas

**COURSE COMPETENCIES**

The course seeks to strengthen students’ skills applicable to Valencia’s Student Core Competencies: **Think**, **Value**, **Communicate**, and **Act**.

**IMPORTANT DATES**

**Start Date: January 6,2020**

**End Date: 27 April, 2020**

**College Calendar:**[http://valenciacollege.edu/calendarLinks to an external site.](http://www.valenciacollege.edu/calendar%22%20%5Co%20%22Link%20to%20Valencia%20academic%20calendar%22%20%5Ct%20%22_blank)

**COLLEGE POLICIES**

**No Show Policy**

Class attendance is required for face-to-face classes beginning with the first class meeting. If you do not attend the first class meeting, you may be withdrawn from the class as a “no show.”

**Class attendance is required for online classes**

This course is web-based, fully online and considered a "WWW" course. Students are expected to complete and participate in all online activities and assignments.  Participation in online discussions are similar to attendance in a face-to-face class and joining in group discussions is an absolute requirement. Therefore, try not to miss these asynchronous activities because once a discussion opportunity is missed, it is not possible to make it up. Assignments that are not turned in to Canvas or the Supersite will receive 0 points and missed exams cannot be retaken.  (See above for Supersite activities late deduction policy.) Be sure to provide pertinent documentation deemed acceptable by the instructor for any excused absence from a discussion group or delayed assignment.

For this course, the professor will not withdraw anyone.  In order to get a grade of “W” it is your responsibility (the student) to withdraw from the course before the withdrawal deadline.  After the deadline, you will receive a grade that will be calculated based on your progress until you stopped attending the course.  There is no incomplete grade “I” posted as final grade in this class.  Please do not ask.

For severe medical conditions that result in excessive absences, consult the Dean of Students concerning Valencia’s medical withdrawal policy.

Withdrawal from a Course Policy:

1. A student is permitted to withdraw from a class on or before the withdrawal deadline, as published in the College calendar. A student is not permitted to withdraw from a class after the withdrawal deadline.
2. A faculty member is permitted to withdraw a student from the faculty member’s class for violation of the faculty member’s attendance policy with written notification to the student prior to the beginning of the final exam period, as published in the faculty member’s syllabus. A faculty member is not permitted to withdraw a student from his or her class as a response to student conduct which falls under the jurisdiction of the Student Code of Conduct (6Hx28:10-03).
3. A student who withdraws from a class before the withdrawal deadline will receive a grade of "W." A student who is withdrawn by a professor will receive a grade of "W." A student who is withdrawn for administrative reasons at any time will receive a grade of "W" or other grade as determined in consultation with the professor. Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of "F". The grades of “WP” and “WF” are eliminated.
4. A student who receives a grade of “W” will not receive credit for the course, and the W will not be calculated in the student’s grade point average; however, the enrollment will count in the student’s total attempts in the specific course.
5. If a student withdraws from a class, the student may, upon request and only with the faculty member’s permission (which may be withheld at any time in the sole discretion of the faculty member), continue to attend the course. If a student is withdrawn by a faculty member or is administratively withdrawn, the student is not permitted to continue to attend the class.

International students, and students receiving financial aid, should be aware of how a “W” will affect their status.

 [http://international.valenciacollege.edu/current-students/maintaining-visa-status/Links to an external site.](http://international.valenciacollege.edu/current-students/maintaining-visa-status/%22%20%5Ct%20%22_blank)

 [http://valenciacollege.edu/finaid/satisfactory\_progress.cfmLinks to an external site.](http://valenciacollege.edu/finaid/satisfactory_progress.cfm%22%20%5Ct%20%22_blank)

**Withdrawal Policy**

Per [Valencia policyLinks to an external site.](http://catalog.valenciacollege.edu/academicpoliciesprocedures/courseattemptscoursewithdrawal/%22%20%5Co%20%22Link%20to%20Valencia%20withdrawal%20policy%22%20%5Ct%20%22_blank) a student who withdraws from class before the established deadline for a particular term will receive a grade of “W. A student is not permitted to withdraw after the withdrawal deadline.

A faculty member **will**withdraw a student up to the withdrawal deadline for violation of the class attendance policy. A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of “W”. After the withdrawal deadline, faculty will not withdraw a student and the student will receive the grade earned at the end of the course. Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of “F.” If you do not intend to complete the course, you must withdraw yourself prior to the withdrawal date.

**College Student Conduct Policy**

Valencia is dedicated not only to the advancement of knowledge and learning but also to the development of responsible personal and social conduct. As a registered student, you assume the responsibility for conducting yourself in a manner that contributes positively to Valencia’s learning community and that does not impair, interfere with, or obstruct the orderly conduct, processes, and functions of the college as described in the [Student Code of ConductLinks to an external site.](http://valenciacollege.edu/generalcounsel/policy/documents/Volume8/8-03-Student-Code-of-Conduct.pdf%22%20%5Co%20%22Link%20to%20Valencia%20Student%20Code%20of%20Conduct%22%20%5Ct%20%22_blank).

**Academic Honesty**

All forms of academic dishonesty are prohibited at Valencia College. [Academic dishonestyLinks to an external site.](http://valenciacollege.edu/generalcounsel/policy/documents/Volume8/8-11-Academic-Dishonesty.pdf%22%20%5Co%20%22Link%20to%20Valencia%20academic%20dishonesty%20policy%22%20%5Ct%20%22_blank) includes, but is not limited to, acts or attempted acts of plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, facilitating academic dishonesty, and misuse of identification with intent to defraud or deceive.

All work submitted by students is expected to be the result of the students' individual thoughts, research, and self-expression. Whenever a student uses ideas, wording, or organization from another source, the source shall be appropriately acknowledged. If a student is caught submitting plagiarized work a first offense will result in a zero score on the assignment, a second offense will result a class grade of F.

**Students with Disabilities**

Valencia is committed to ensuring that all of its programs and services are accessible to students with disabilities. [The Office for Students with Disabilities (OSD)Links to an external site.](http://valenciacollege.edu/osd/%22%20%5Co%20%22Link%20to%20the%20Valencia%20Office%20for%20Students%20with%20Disabilities%20%28OSD%29%22%20%5Ct%20%22_blank) determines reasonable and appropriate accommodations for qualified students with documented disabilities based upon the need and impact of the specific disability.

Any student requiring course accommodations due to physical, emotional or learning disability must contact the instructor and provide a *Notification to Instructor* form by the end of the second week of class. To obtain a letter of accommodation, contact OSD at 407-582-2229.

**Baycare Student Assistance Services**

Valencia College strives to ensure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. [BayCare Behavioral Health Student Assistance Program (SAP)Links to an external site.](http://catalog.valenciacollege.edu/studentservices/baycarestudentassistanceservices/%22%20%5Co%20%22Link%20to%20BayCare%20Behavioral%20Health%20Student%20Assistance%20Program%20%28SAP%29%22%20%5Ct%20%22_blank) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. If needed, the counselor may refer the student to appropriate resources or to speak face-to-face with a licensed counselor.

**Statement of support for students with food/housing/financial needs:**

*·*    Any student who has difficulty accessing sufficient food to eat, or who lacks a safe and stable place to live, and believes this may affect his or her performance in the course, is urged to meet with a Counselor in the Advising Center for information about resources that may be available from the college or community.

**COLLEGE LINKS**

**[College CatalogLinks to an external site.](http://valenciacollege.edu/catalog/%22%20%5Co%20%22Link%20to%20the%20Valencia%20College%20Catalog%22%20%5Ct%20%22_blank)**

**[Valencia Policy ManualLinks to an external site.](http://valenciacollege.edu/generalcounsel/policy/%22%20%5Co%20%22Link%20to%20the%20Valencia%20Policy%20Manual%22%20%5Ct%20%22_blank)**

**[Student HandbookLinks to an external site.](http://valenciacollege.edu/pdf/studenthandbook.pdf%22%20%5Co%20%22Link%20to%20the%20Valencia%20Student%20Handbook%22%20%5Ct%20%22_blank)**

**[Microsoft Office Instructions for free softwareLinks to an external site.](http://valenciacollege.edu/support/howto/documents/Valencia_Office-ProPlus-Instructions.pdf%22%20%5Co%20%22Link%20to%20Microsoft%20Office%20Instructions%20for%20free%20software%22%20%5Ct%20%22_blank)**

**[Course SupportLinks to an external site.](http://valenciacollege.edu/learning-support/%22%20%5Co%20%22Link%20to%20Course%20Support%22%20%5Ct%20%22_blank):** onsite, online tutoring, writing help, etc.

**COURSE POLICIES**

**Attendance Policy**

**Tardy Policy**

**Late Work/Makeup Policy**

**Extra Credit Policy**

**Copyright Policy**

**Third Party Software & FERPA Policy**

Valencia College has a firm commitment to protecting the privacy rights of its students.

**Final Exam Policy**

**Grading Scale**

90% -100% A

89.9%-80% B

79.9%-70% C

69.9%- 60% D

59.9%- 50%

and lower F

**Grading Breakdown**

Semester Grade:         20%     Homework on the Supersite

                                    10%     Cultural discussions

                                    10%     songs

                                    10%     Oral

                                    10%    Composition

                                    30%    chapter tests (3x 10%)

                                    10%    final exam

                                   100% final cumulative grade

**DISCLAIMER STATEMENT**

Changes to the course calendar may be made at the discretion of the professor, and students will be notified of any changes in class and/or via the Canvas Inbox conversations tool.