
German 178: Introduction to German Language and Culture (24 credits)

Module Coordinator: Mrs Renate du Toit

Lecturers:

Mrs Renate du Toit (module coordinator, Moodle),

Mrs Dagmar Dekker

Ms Laura Hoff (course administrator)

Mrs Marianne Friedman

(For contact details, see section 3 above)

Admission:

This module is for students who have no previous knowledge of German. Mother tongue speakers and students who passed German in grade 12 enrol for German 188.

Course structure

5 periods per week: 3 seminar classes, 1 tutorial and 1 practical

- a) Seminar classes: in these 3 classes teaching is based on the prescribed textbook. Students are divided into six groups.
- b) Tutorial class: in the tutorial tests are written, the work of the seminar classes is practised and on the basis of multimedia the four skills listening, speaking, reading and writing are further developed. Students attend one of six tutorials per week.
- c) Practical class: in the practical class texts based on themes covered in the seminar classes are read, cultural background is provided and the topics of the texts are discussed. Students attend one of six practicals per week.
- d) In addition to the 5 periods, students have to do work on Moodle.

a) Seminar classes (starting Monday 3 February)

Group 1A (surnames A-M): Room 551		Group 1B (surnames N-Z): Room 545	
Monday	14:00	Monday	14:00
Tuesday	11:00	Tuesday	11:00
Thursday	16:00	Thursday	16:00

OR

Group 2A (surnames A-M): Room 551		Group 2B (surnames N-Z): Room 545	
Monday	09:00	Monday	09:00
Wednesday	12:00	Wednesday	12:00
Thursday	08:00	Thursday	08:00

OR

Group 3A (surnames A-M): Room 551		Group 3B (surnames N-Z): Room 545	
Monday	12:00	Monday	12:00
Wednesday	08:00	Wednesday	08:00
Friday	09:00	Friday	09:00

AND**b) Tutorial classes: Room 551 (starting 17 February) (Ms Laura Hoff) (attend ONE of these)**

Tuesday	12:00	(T2.2)
Wednesday	13:00	(T5.2)
Thursday	09:00	(T6.2)
Thursday	11:00	(T1.2)
Thursday	12:00	(T4.2)
Thursday	15:00	(T3.2)

Keep to your allocated timeslots. If there is a problem, contact the lecturer.

AND**c) Practical classes: Room 551 (starting 17 February) (Mrs D Dekker) (attend ONE)**

Monday	15:00	(P2.1)
Tuesday	10:00	(P3.1)
Tuesday	13:00	(P5.1)
Wednesday	09:00	(P4.1)
Wednesday	14:00	(P6.1)
Wednesday	15:00	(P1.1)

Keep to your allocated timeslots. If there is a problem, contact the lecturer.

Should your tutorial or practical class fall on a public holiday, as far as possible attend a class at a different time slot in that week. If you join another tutorial or practical group, even if briefly, please inform the lecturer. Although they are called tutorials and practicals, these classes are strictly compulsory and form an integral part of the entire course.

d) Work on Moodle: <http://learn.sun.ac.za>.

Students choose the time that they want to do the work, approx. one hour per week.

Outcomes

The module is designed to provide *basic* intercultural communication skills up to level A1 of the Common European Framework of Reference for Languages. It enables students to understand, speak, read and write contemporary German in everyday situations which includes a basic knowledge of the present day situation in the German speaking countries.

Assessment

In German 178 the system of **continuous assessment** is applicable. This system is applied as follows: there are a number of assessment opportunities throughout the year (see below). Students will only be able to succeed in this module by regular class attendance and regularly doing all work required. No final exams are written and there is therefore no “predicate” and no second opportunity.

Students’ communicative skills (listening, speaking, reading and writing) as well as their class participation, are evaluated on a regular basis. As stated, there are no final examinations only a year end test, but remember, this implies that a student who has performed poorly during the year can do nothing to significantly improve his/her mark towards the end of the year and in the final test.

a) Homework

- All homework assignments and tasks must be submitted by the due date and time, as well as at the correct place. *It is your responsibility to ensure that you know exactly where and when your written homework must be handed in. Should you miss a class, then it is also your responsibility to find out whether you missed any homework assignments, and if necessary, whether you need to obtain any material from a fellow student.* After the due date and time (usually in class), 10% will be deducted per day for two days. Thereafter homework will not be accepted to be marked anymore.
- Students must do all their assignments unaided; they may not receive help from other people.
- Homework has to be handed in by the student concerned, not a friend or class mate.
- Homework that has been pushed under office doors or that has been handed in to a person other than the lecturer concerned will not be accepted.
- Under no circumstances will homework be accepted after corrected tasks have been returned to students.

b) Oral presentations in class

- Four oral presentations are done during the year. The seminar lecturer will supply the topics.
- If you do not present a presentation on the specified date a mark of 0 is given. In case of illness, the seminar lecturer must be informed and a doctor’s certificate presented. Only in this case can the presentation be done at a later date.

c) Listening comprehension tests

- During the year four listening comprehension tests are done.

- If you are not in class for the listening comprehension test on the specified date a mark of 0 is given. In case of illness, the seminar lecturer must be informed and a doctor's certificate presented. Only in this case can the listening comprehension be done at a later date.

d) Work on Moodle

- It is a student's responsibility to remember to complete the work on Moodle.

e) Semester tests and oral

Official written tests (as indicated on the test and examination timetable):

Wed 26/03, Fri 06/06 (9:00), Sat 27/09, Tues 04/11 (14:00)

Oral examination: a 10 minute oral (students come in pairs) in the week of 20 – 24 October.

Sickness

If a student is unable to come to a compulsory test/oral due to sickness, the Department needs to be informed within 24 hours (by e-mail to the module coordinator Mrs. Renate du Toit (rdt@sun.ac.za) or by phone to the secretary (021-808 2133) and an alternative opportunity will be given. Please note that in such cases the original medical certificate has to be presented before the alternative opportunity is taken up. No other exceptions – apart from official test clashes - will be made. This also applies to the listening comprehension tests.

Test clashes

Should your German 178 test dates clash with another subject's test date, do inform your group lecturer well in advance and alternative arrangements will be made. Your lecturer will need your official test roster or a statement from the lecturer of the other subject in this regard. No alternative arrangement will be made if a student fails to show up for a test because of a clash of which his/her lecturer had not been informed about in advance.

Test venues

Test venues are announced on the notice board opposite room 548 and on Moodle, unless assessments are done in class.

Test etiquette

Be punctual for written tests, arriving at least 10 minutes before starting time for compulsory tests. When writing in large venues make sure to sit in straight rows from top to bottom of the room, with an empty seat either side (look behind you to make sure the row is straight!). No bags or notes are allowed next to students, and cell phones must be switched off. The handling of cell phones during a test is not allowed. Remember to bring your student card. Make sure you know to which seminar group you belong and who your group lecturer is.

Further information on assessment in the form of homework, tutorial tests and Moodle quizzes will be provided in the relevant classes.

In order to pass the module it is essential to attend all classes, to hand in all tasks, write the tutorial tests and do the homework assignments on Moodle. Students who stay away from classes without an official excuse and don't submit homework can expect an incomplete mark.

Attendance and submitted work shape a student's profile and come into play when the final marks are determined. If a student is failing at 48% or 49%, he/she might benefit from a good profile while a student who has attended classes irregularly will not. Please note that "a few percent" missing

towards the desired pass of 50% means that the student has underperformed throughout, not just in a major test and marks cannot be “adjusted”. It is therefore of the utmost importance to perform well above 50% throughout the whole year and submit all work in order not to jeopardize the module.

You will be informed about your **progress** regularly (watch the notice board for German outside the secretary's office, room 548!)

For further information about the system of continuous assessment, consult the calendar of the University for 2014, part 1.

Weighting of final mark for German 178

German 178 is a **year course** (24 credits) and the final mark is calculated as follows:

Written work (reading and writing)

March test	50 min	5%
June test	90 min	15%
Sep. test	50 min	6%
Nov. test	90 min	15%
Homework, Moodle work & class tests		24%

Oral (listening and speaking)

Oral class presentations (4x2%)		8%
Oct. oral		15%
Listening comprehension (4 x3%)		12%

Overview of assessment opportunities

Assessment opportunities	where	Weight of 100%
<u>SEMESTER 1</u>		
<u>Term 1</u>		
Work on Moodle	weekly	} 6%
Tutorial tests	in tutorial class	
Homework tasks	determined by group lecturer	
Oral class presentations	in seminar class	2%
HV 1 (Listening Comprehension 1)	in tutorial class	3%
TEST 1 (1st term)		5%
<u>Term 2</u>		
Work on Moodle	weekly	} 6%
Tutorial tests	in tutorial class	
Homework tasks	determined by group lecturer	
Oral class presentations	in seminar class	2%
HV 2 (Listening Comprehension 2)	in tutorial class	3%
TEST 2 (1st semester)		15%
<u>SEMESTER 2</u>		
<u>Term 3</u>		
Work on Moodle	weekly	} 6%
Tutorial tests	in tutorial class	
Homework tasks	determined by group lecturer	
Oral class presentations	in seminar class	2%
HV 3 (Listening Comprehension 3)	in tutorial class	3%
TEST 3 (3rd term)		6%
<u>Term 4</u>		
Work on Moodle	weekly	} 6%
Tutorial tests	in tutorial class	
Homework tasks	determined by group lecturer	
Oral class presentations	in seminar class	2%
HV 4 (Listening Comprehension 4)	in tutorial class	3%
Oral exam	Final week of classes, 20 - 24 October	15%
TEST 4 (1st & 2nd semester)		15%
All bolded assessment opportunities are <u>compulsory</u>.		

All four term written tests and the oral exam are compulsory. Should you miss one of these assessment opportunities, your course will be considered **incomplete**. This means that you will not pass the course even if your average is higher than 50%. This rule is applied very strictly within the Department.

- HV (*Hörverstehen* = listening comprehension) are done in the tutorial class. Should a student miss the test, no alternative opportunity can be arranged unless an original medical certificate is presented.
- Tutorial tests cannot be rescheduled. In case of sickness (proven by a medical certificate) the students' current average will be taken as a mark.
- Only sickness (medical certificate) and / or an official test clash are acceptable reasons for missing an assessment opportunity. No other exceptions will be made. Please diarize all assessment dates and remember them when planning long weekends, so you don't miss an assessment opportunity.

Class attendance

Class attendance is of the greatest importance when learning a language and is monitored strictly. Progress and the lack thereof clearly indicate that poor class attendance is the major reason for poor student performance. Should you have to miss a class and it is beyond your control, please remember that it is **your**, not your lecturer's responsibility to obtain the information and notes, and to catch up the missed work. Work will not be repeated for your sole benefit. Informing your lecturer via e-mail that you were or will be absent is simply an act of courtesy.

Validity of sick notes

If you should be so sick that you cannot come to class, do homework or write a test, please consult a doctor in order to get a sick note, and have your lecturer informed immediately, within 24 hours. No pre- or post-dated medical certificates, and only originals, will be accepted. Should you also need the certificate in other Departments, please bring along the original with a photocopy which you can leave with us and ask the lecturer concerned to sign the photocopy after he/she has seen the original. The certificate needs to indicate clearly whether you are booked off for classes and/or tests and has to be legible! *Please be assured that you can always count on the lecturers' understanding, discretion and support in the case of medical problems.*

Problems

Should you feel you have a problem that needs to be addressed, the procedure to follow would be: First discuss the matter with your group lecturer. If unresolved, contact the course coordinator (Mrs Renate du Toit). If you are still not satisfied, you are welcome to take the matter up with the Head of German, Prof Carlotta von Maltzan, (make an appointment via our secretary, Ms Engelbrecht, at 021 808 2133 or lizellee@sun.ac.za). You can also contact your class representative.

Prescribed books

Menschen A1. 2012. Kursbuch und Arbeitsbuch. Ismaning: Hueber.

(The books can be bought from the secretary of the Department of Modern Foreign Languages, room 548, Arts Building)

Recommended books

A good bilingual dictionary (Collins, Langenscheidt, Oxford, Pons) is strongly recommended or the competent use of an online dictionary like Pons is required.

Duits 178: Inleiding tot Duitse Taal en Kultuur (24 krediete)

Modulekördineerder: Mev Renate du Toit

Dosente:

Mev Renate du Toit (kursuskoördinator, Moodle

Mev Dagmar Dekker

Me Laura Hoff (studentesake)

Mev Marianne Friedman

(Vir kontakbesonderhede sien 3. Personal/Academic staff hierbo.)

Toelating:

Hierdie module is bedoel vir studente sonder enige kennis van Duits. Studente wat reeds Duits in graad 12 geslaag het asook moedertaalsprekers, skryf in vir Duits 188.

Struktuur van die kursus:

5 periodes per week: 3 seminaarklasse, 1 tutoriaal en 1 prakties

- a) Seminaarklas: in hierdie 3 klasse is onderig op die voorgeskrewe boek gebaseer. Studente word in 6 seminaargroepe ingedeel.
- b) Tutoriaal: in die tutoriaal word toetse geskryf, die werk van die seminaarklasse word geoefen en op die basis van multimedia word die vier vaardighede luister, praat, lees en skryf verder ontwikkel. Studente woon een van ses tutoriale per week by.
- c) Prakties: in die praktiese klas word tekste gelees wat gebaseer is op temas van die seminaarklas, kulturele agtergrond gegee en die onderwerpe van die tekste bespreek. Studente woon een van ses praktiese per week by.
- d) Bykomend tot die vyf periodes doen studente weekliks werk op Moodle.

a) Seminaarklasse (begin Maandag 3 Februarie)

Groep 1A (vanne A-M): Lokaal 551		Groep 1B (vanne N-Z): Lokaal 545	
Maandag	14:00	Maandag	14:00
Dinsdag	11:00	Dinsdag	11:00
Donderdag	16:00	Donderdag	16:00

OF

Groep 2A (vanne A-M): Lokaal 551		Groep 2B (vanne N-Z): Lokaal 545	
Maandag	09:00	Maandag	09:00
Woensdag	12:00	Woensdag	12:00
Donderdag	08:00	Donderdag	08:00

OF

Groep 3A (vanne A-M): Lokaal 551		Groep 3B (vanne N-Z): Lokaal 545	
Maandag	12:00	Maandag	12:00
Woensdag	08:00	Woensdag	08:00
Vrydag	09:00	Vrydag	09:00

EN

b) Tutoriaalklasse: Lokaal 551 (begin 17 Februarie) (Me Laura Hoff) (woon EEN by)

Dinsdag	12:00	(T2.2)
Woensdag	13:00	(T5.2)
Donderdag	09:00	(T6.2)
Donderdag	11:00	(T1.2)
Donderdag	12:00	(T4.2)
Donderdag	15:00	(T3.2)

Hou by die tye op u rooster. As daar 'n probleem is, praat met die betrokke dosent.

EN

c) Praktiese klasse: Lokaal 551 (begin 17 Februarie) (Mev D Dekker) (woon EEN by)

Maandag	15:00	(P2.1)
Dinsdag	10:00	(P3.1)
Dinsdag	13:00	(P5.1)
Woensdag	09:00	(P4.1)
Woensdag	14:00	(P6.1)
Woensdag	15:00	(P1.1)

Hou by die tye op u rooster. As daar 'n probleem is, praat met die betrokke dosent.

Indien u tutoriaal of praktiese klas op 'n vakansiedag val, probeer so ver as moontlik 'n klas in 'n ander tydgleuf by te woon. Indien u na 'n ander tyd skuif, lig asb. die dosent daarvoor in. Alhoewel hierdie klasse tutoriale en praktiese klasse genoem word, is die bywoning verplichtend en vorm 'n integrale deel van die hele module.

d) Werk op Moodle: <http://learn.sun.ac.za>.

Studente kies self die tyd wanneer hulle die werk wil doen, ongeveer een uur per week.

Uitkomst

Die module is bedoel om studente 'n *basiese* interkulturele kommunikasievermoë tot op vlak A1 van die Algemene Europese Verwysingsraamwerk vir Tale te gee. Dit poog m.a.w. om studente in staat te stel om hedendaagse Duits in alledaagse situasies te verstaan, te praat, te lees en te skryf; en wél met 'n basiese kennis van die hedendaagse leefwêreld in die Duitssprekende lande.

Evaluering

In Duits 178 word van **deurlopende evaluering** gebruik gemaak. Hierdie sisteem behels die volgende: daar is 'n hele aantal assesseringsgeleenthede reg deur die jaar (sien hieronder). Studente sal net sukselvol in hierdie module kan wees, in dien hulle klasse gereeld bywoon en al die verlangde werk doen. Daar word geen eindeksamen geskryf nie, net 'n toets. Daar is dus geen "predikaat" nie en geen tweede geleentheid nie.

Studente se kommunikatiewe vaardighede (verstaan, praat, lees en skryf) en hulle deelname in die klas word deurlopend beoordeel. Soos gesê, daar is geen eindeksamen nie, net 'n finale toets. Dit beteken onder meer dat iemand wat gedurende die loop van die jaar swak presteer, *nie* aan die einde van die jaar en in die finale toets meer sy/haar punt beduidend kan verbeter nie.

a) Huiswerk

- Alle huiswerk en take moet op die aangekondigde datums en tye ingegee word asook op die korrekte plek. *Dit is u verantwoordelikheid dat u presies weet waar en wanneer u geskrewe huiswerk ingegee moet word. Indien u 'n klas mis, dan is dit ook u verantwoordelikheid om uit te vind of u enige huiswerktake gemis het en indien nodig, of u materiaal van 'n medestudent moet kry.* Na die ingeeditatum en -tyd (gewoonlik in die klas) sal 10% per dag vir twee dae afgetrek word. Daarna sal geen huiswerk meer aanvaar word om gemerk te word nie.
- Studente moet al hulle take op hulle eie doen, hulle mag nie hulp van ander persone kry nie.
- Huiswerk moet deur die student self ingegee word en nie deur 'n vriend of klasmaat nie.
- Huiswerk wat onder die kantoordeur ingestoot is of wat vir 'n persoon gegee word wat nie die dosent is nie, sal nie aanvaar word nie.
- Onder geen omstandighede sal huiswerk nog aanvaar word nadat gemerkte huiswerktake al aan studente teruggegee is nie.

b) Mondelinge aanbiedings in die klas

- Vier mondelinge word gedurende die jaar gedoen. Die seminaardosent sal die onderwerpe bekend maak.
- Indien u nie die mondeling op die aangekondigde datum doen u, sal 'n punt van 0 gegee word. In geval van siekte, moet die seminaardosent ingelig word en 'n dokterssertifikaat ingehandig word. Net in hierdie gevalle kan die mondeling op 'n later tydstip gedoen word.

c) Luistervaardigheidstoetse

- Gedurende die jaar word vier luistervaardigheidstoetse gedoen.
- Indien u nie die luistervaardigheidstoets op die aangekondigde datum doen u, sal 'n punt van 0 gegee word. In geval van siekte, moet die seminaardosent ingelig word en 'n dokterssertifikaat ingehandig word. Net in hierdie gevalle kan die luistervaardigheidstoets op 'n later tydstip gedoen word.

d) Werk op Moodle

- Dit is die student se verantwoordelikheid om te onthou om die werk te doen.

e) Semestertoetse and mondelinge eksamen

Amptelike toetse (aangedui op die toets- en eksamenrooster):

Woe 26/03, Vry 06/06 (9:00), Sat 27/09, Di 04/11 (14:00)

Mondelinge eksamen: 'n 10 minute mondeling (studente kom in pare) in die week van 20 – 24 Oktober.

Siekte

Indien 'n student weens siekte nie na 'n verpligte toets/mondeling kan kom nie, moet die departement binne 24 uur daarvan in kennis gestel word (per e-pos of per telefoon) en 'n alternatiewe geleentheid sal gegee word. Neem asb. kennis dat in sulke gevalle die oorspronklike mediese sertifikaat aan die departement getoon moet word, voordat die alternatiewe geleentheid gebruik kan word. Geen ander uitsonderings – behalwe amptelike toetsdatumbotsings – sal gemaak word nie. Dit geld ook vir die luistervaardigheidstoetse.

Toetsroosterbotsings

Indien die toetsdatums vir Duits 178 met 'n ander vak se toetsdatums bots, laat weet die groepsdosent betyds en alternatiewe reëlins sal gemaak word. U dosent moet die amptelike toetsrooster of 'n verklaring van die dosent van die ander vak oor die botsing sien. Geen alternatiewe reëlins sal getref word nie, indien 'n student nalaat om vir 'n toets op te daag as gevolg van 'n botsing waarvoor sy groepsdosent nie vooraf ingelig is nie.

Toetslokale

Toetslokale word op die kennisgewingbord oorkant lokaal 548 aangekondig en op Webstudies, behalwe as assessering in die klas plaasvind.

Toetsreëls

Wees betyds vir toetse, kom verkieslik 10 minute voor die begin van die verpligte toetse. Wanneer u in groot lesinglokale skryf, maak seker dat u in reguit rye van bo tot onder sit met 'n leë sitplek aan beide kante (kyk agter u om seker te maak die ry is reguit). Geen sakke of notas word tydens die toetse by studente toegelaat nie en selfone moet afgeskakel wees. Die gebruik of hantering van selfone gedurende 'n toets word nie toegelaat nie. Onthou om u studentekaart te bring en te toon. Maak seker dat u weet in watter seminaargroep u is en wie u groepsdosent is.

Verdere inligting oor evaluering in die vorm van huiswerk, tutoriale toetse en Moodle toetse sal in die toepaslike klasse verskaf word.

Om die module te slaag, is dit absoluut noodsaaklik om alle klasse by te woon en om werksopdragte stiptelik in te handig en die toetse op Moodle te doen. Klastoetse word nie voor die tyd aangekondig nie. Studente wat sonder verskoning van klasse afwesig is en take nie inhandig nie, kan verwag dat hulle 'n punt van onvoltooid sal kry.

Klasbywoning en werk wat ingegee word, vorm 'n student se studieprofiel en word in ag geneem wanneer finale punte bepaal word. Indien 'n student met 'n punt van 48% of 49% nie slaag nie, mag hy/sy dalk baat vind by 'n goeie studieprofiel, terwyl dit vir 'n student wat ongereeld klasse bygewoon het nie die geval mag wees nie. "n Paar persent" wat kortkom om met 50% te slaag, beteken dat die student deur die bank onderpresteer het, nie slegs in een groot toets nie, en punte kan nie sommer net "aangepas" word nie. Selfs die finale, vierde toets tel min op sy eie. Dit is

daarom baie belangrik om dwarsdeur die jaar bo 50% te presteer en om alle werk in te handig sodat die moontlikheid om die module te slaag nie in gevaar gestel word nie.

U sal gereëld ingelig word oor u **vordering** (hou die kennisgewingbord vir Duits oorkant kantoor 548 in die Letteregebou dop!).

Vir verdere inligting oor deurlopende evaluering raadpleeg die Jaarboek van die Universiteit vir 2014, Deel 1.

Verdeling van prestasiepunt vir Duits 178

Duits 178 is 'n **jaarkursus** (24 krediete) en die prestasiepunt word as volg bereken:

Skriftelike werk

Maart-toets	50 min	5%
Junie-toets	90 min	15%
Sept-toets	50 min	6%
Nov-toets	90 min	15%
Huiswerk, Moodle werk & klastoetse		24%

Mondeling

Mondelinge in die klas	(4x2%)	8%
Okt-mondeling		15%
Luisterbegrip	(4x3%)	12%

Oorsig van assesseringsgeleenthede

Assesseringsgeleenthede	wanneer	Gewig van 100%
<u>SEMESTER 1</u>		
<u>Kwartaal 1</u>		
Werk op Moodle	weekliks	} 6%
Tutoriaaltoetse	in tutoriaalklas	
Huiswerktake	bepaal deur groepsdosent	
Mondeling	in seminaarklas	2%
HV 1 (luistervaardigheid 1)	in tutoriaalklas	3%
TOETS 1 (eerste kwartaal)		5%
<u>Kwartaal 2</u>		
Werk op Moodle	weekliks	} 6%
Tutoriaaltoetse	in tutoriaalklas	
Huiswerktake	bepaal deur groepsdosent	
Mondeling	in seminaarklas	2%
HV 2 (luistervaardigheid 2)	in tutoriaalklas	3%
TOETS 2 (eerste semester)		15%
<u>SEMESTER 2</u>		
<u>Kwartaal 3</u>		
Werk op Moodle	weekliks	} 6%
Tutoriaaltoetse	in tutoriaalklas	
Huiswerktake	bepaal deur groepsdosent	
Mondeling	in seminaarklas	2%
HV 3 (luistervaardigheid 3)	in tutoriaalklas	3%
TOETS 3 (derde kwartaal)		6%
<u>Kwartaal 4</u>		
Werk op Moodle	weekliks	} 6%
Tutoriaaltoetse	in tutoriaalklas	
Huiswerktake	bepaal deur groepsdosent	
Mondeling	in seminaarklas	2%
HV 4 (luistervaardigheid 4)	in tutoriaalklas	3%
Mondelinge eksamen	Finale week van klasse, 20 - 24 Oktober	15%
TOETS 4 (eerste en tweede semester)		15%
Alle assesseringsgeleenthede in vetdruk (“bold”) hierbo is <u>verplichtend</u>.		

Al vier skriftelike kwartaaltoetse en beide mondelinge eksamens is verpligtend. Sou u een van die assesseringsgeleenthede mis, word die module Duits 178 as onvoltooid beskou. Dit beteken dat u nie die module slaag al is u gemiddelde punt hoër as 50%. Hierdie reël word baie streng in die departement toegepas.

- HV (*Hörverstehen* = luistervaardigheid) word in die tutoriaalklas gedoen. Sou 'n student hierdie toetse mis, kan geen alternatiewe geleentheid gereël word nie tensy 'n oorspronklike mediese sertifikaat vir daardie dag getoon word nie.
- Tutoriaaltoetse kan nie geherskeduleer word nie. In geval van siekte (bevestig deur 'n mediese sertifikaat) sal die student se huidige gemiddeld as die punt vir die toets geneem word.
- Net siekte (mediese sertifikaat) en/of 'n amptelike toetsroosterbotsing is aanvaarbare redes vir die mis van 'n assesseringsgeleentheid. Geen ander uitsonderings sal gemaak word nie. Teken asb. in u dagboek alle assesseringsdatums aan en onthou hierdie datums as u langnaweke beplan sodat u nie een van die assesseringsgeleenthede mis nie.

Geldigheid van dokterssertifikate

Indien u so siek is dat u nie kan klas toe kom nie, huiswerk doen nie of 'n toets kan skryf nie, gaan sien 'n dokter sodat u 'n mediese sertifikaat kan kry en laat u dosent so gou as moontlik daarna weet maar nie later as 24 uur nie.

Geen mediese sertifikate wat voor- of nagedateer is nie en net oorspronklikes sal aanvaar word. Indien u die sertifikaat ook in ander departemente moet wys, bring asb. die oorspronklike saam tesame met 'n fotokopie, wat u by die departement kan ingee. Maak seker dat die dosent die kopie teken, nadat hy/sy die oorspronklike gesien het. Die sertifikaat moet duidelik aandui of u verskoon word vir klasse en/of toetse en moet leesbaar wees. *In geval van mediese probleme kan u seker wees dat die dosent met begrip, diskresie en ondersteuning sal optree.*

Klasbywoning

Klasbywoning is baie belangrik as 'n mens 'n taal leer en word streng gemonitor. Vordering en die gebrek daaraan wys duidelik dat swak klasbywoning die belangrikste rede vir swak studenteprestasie is. Indien u om een of ander rede 'n klas moet mis en dit is buite u beheer, onthou dan dat dit u en nie die dosent se verantwoordelikheid is om klasnotas te kry en om die werk wat gemis is, in te haal. Werk sal nie vir u individueel herhaal word nie. Om u dosente per e-pos van u afwesigheid in te lig is eenvoudig goeie maniere.

Probleme

As u 'n probleem het wat bespreek moet word, volg asb die volgende prosedure: Bespreek eers die saak met die groepsdosent. Indien dit nie opgelos word nie, kontak die modulekördineerder (Mev Renate du Toit). As u nog steeds nie tevrede is nie, is u welkom om die saak met die Hoof van Duits, Prof Carlotta von Maltzan, te bespreek (maak 'n afspraak via die sekretaresse, Mev Engelbrecht by 021 808 2133 of lizellee@sun.ac.za). U kan ook die klasvertegenwoordiger kontak.

Voorgeskrewe boeke

Menschen A1. 2012. Kursbuch und Arbeitsbuch. Ismaning: Hueber.

(Die boeke kan by die sekretaresse van die Departement Moderne Vreemde Tale, kamer 548, Letteregebou, gekoop word.)

Aanbevole boeke

'n Goeie tweetalige woordeboek (Collins, Langenscheidt, Oxford, Pons) word sterk aanbeveel of andersins die vaardigheid om in 'n aanlynwoordeboek soos Pons te kan naslaan.

Deutsch 178: Programm 2014**1. Semester**

Woche 1: 3. - 7.2. 1. Stunde: Kursuorsig, evaluering, groepsindeling / Module outline, assessment, groups
2. u. 3. Stunde: Kennenlernen

Woche 2: 10. - 14.2. Seminar: Kap.1

Woche 3: 17. - 21.2. S: Kap.2

Woche 4: 24.2. - 28.2. S: Kap.3

Woche 5: 3. - 7.3. S: Kap.4

Woche 6: 10. - 14.3. S: Kap.5

----- **Ende des 1. Quartals am 14.3**

Woche 7: 17. - 20.3. S: Kap.6 (**Feiertag am Fr. 21. März**)

Woche 8: 24. - 28.3. S: Kap.7

----- **Ferien vom 29.3. – 6.4.**

Woche 9: 7. - 11.4. S: *Kap.8*

Woche 10: 14. - 17.4. S: *Kap.9 (Mi 16. April Stundenplan Fr; Feiertag am Fr 18. April)*

Woche 11: 22. – 25.4. S: Kap.10 (**Feiertag am Mo 21. April; Di 22. April Stundenplan Mo**)

Woche 12: 29.4. - 2.5. S: Kap.11 (**Feiertag am Do 1. Mai**)

Woche 13: 5. - 9.5. S: Kap.11

Woche 14: 12. - 16.5. S: Kap.12

----- **Ende des 2. Quartals am 16. Mai**

2. Semester

Woche 1: 21. - 25.7. S: Kap.13

Woche 2: 28.7. - 1.8. S: Kap. 14

Woche 3: 4. - 8.8. S: Kap.15

Woche 4: 11. - 15.8. S: Kap.16

Woche 5: 18. - 22.8. S: Kap.17

Woche 6: 25. - 29.8. S: Kap. 18

Woche 7: 1. - 5.9. S: Kap.19

----- **Ende des 3. Quartals am 5.9., Ferien vom 6.9 - 14.9.**

Woche 8: 15. - 19. 9. S: Kap.20

Woche 9: 22. - 26.9. S: Kap. 21 (**Feiertag am Mi 24.9.**)

Woche 10: 29.9. - 3.10. S: Kap.22

Woche 11: 6. - 10.10. S: Kap.23

Woche 12: 13. - 17.10. S: Kap.24

Woche 13: 20. - 24.10. **Mündliche Prüfung (Interview)**

----- **Ende des 4. Quartals am 24. Oktober**