

Term Information

Effective Term Autumn 2018

General Information

Course Bulletin Listing/Subject Area German
Fiscal Unit/Academic Org Germanic Languages & Lit - D0547
College/Academic Group Arts and Sciences
Level/Career Undergraduate
Course Number/Catalog 1101.61
Course Title Beginning German 1 (Self-Paced Distance Learning)
Transcript Abbreviation German 1 Distance
Course Description German 1101.61 is an online version of German 1101. This course allows students to work through the first of Ohio State's 3-course introductory German sequence at their own pace. Students will learn to write, read, listen to and speak German, completing work independently with materials and instructor support.
Semester Credit Hours/Units Variable: Min 1 Max 4

Offering Information

Length Of Course 14 Week, 12 Week, 8 Week, 7 Week, 6 Week, 4 Week
Flexibly Scheduled Course Never
Does any section of this course have a distance education component? Yes
Is any section of the course offered 100% at a distance
Grading Basis Letter Grade
Repeatable Yes
Allow Multiple Enrollments in Term Yes
Max Credit Hours/Units Allowed 4
Max Completions Allowed 4
Course Components Independent Study
Grade Roster Component Independent Study
Credit Available by Exam Yes
Exam Type Advanced Placement Program
Admission Condition Course No
Off Campus Always
Campus of Offering Columbus

Prerequisites and Exclusions

Prerequisites/Corequisites
Exclusions Not open to students with credit for German 1101.01 or German 1101.51.
Electronically Enforced Yes

Cross-Listings

Cross-Listings

Subject/CIP Code

Subject/CIP Code	16.0501
Subsidy Level	General Studies Course
Intended Rank	Freshman, Sophomore, Junior, Senior

Requirement/Elective Designation

General Education course:
Foreign Language

Course Details

Course goals or learning objectives/outcomes

- Students will listen to familiar and simple conversations or stories and understand them,
- read and understand short texts,
- engage in brief conversations on everyday topics, ask and answer questions about personal details, and
- write short essays on familiar topics using the structures and vocabulary they have learned.

Content Topic List

- Talking about oneself
Friends, colleagues and self
In the city
Talking about food, ordering in a restaurant
Daily life
Spending time with friends
My apartment
Profession and work-related topics

Sought Concurrence

No

Attachments

- German 1101.61_Syllabus.pdf: German 1101.61 Syllabus
(Syllabus. Owner: Miller, Natascha)
- German 1101.61_TechSheet.pdf: Technical Checklist
(Other Supporting Documentation. Owner: Miller, Natascha)
- GermanLanguageClasses_AssessmentPlan.pdf: GE Assessment
(GEC Course Assessment Plan. Owner: Miller, Natascha)
- Syllabus Self-Paced German SP18.docx: Syllabus for in-person 1101.51
(Syllabus. Owner: Vankeerbergen, Bernadette Chantal)

Comments

COURSE REQUEST
1101.61 - Status: PENDING

Last Updated: Vankeerbergen, Bernadette
Chantal
01/16/2018

Workflow Information

Status	User(s)	Date/Time	Step
Submitted	Miller, Natascha	01/12/2018 10:55 AM	Submitted for Approval
Approved	Holub, Robert Charles	01/12/2018 11:14 AM	Unit Approval
Approved	Heysel, Garrett Robert	01/15/2018 04:37 PM	College Approval
Pending Approval	Nolen, Dawn Vankeerbergen, Bernadette Chantal Oldroyd, Shelby Quinn Hanlin, Deborah Kay Jenkins, Mary Ellen Bigler	01/15/2018 04:37 PM	ASCCAO Approval

SP2018

**[SELF-PACED GERMAN SYLLABUS AND
ORIENTATION PACKET]**

1101.51, 1102.51, 1103.51

Contact Information

Individualized Instruction Learning Center, 120G Hagerty Hall

Instructors: Bethany Richetti, Sarah Traylor

E-mail: germanii@osu.edu

Orientation

Both new and returning students must read through this orientation packet, view the student orientation video (Carmen), and take the orientation quiz (Carmen). When you have finished with the orientation materials, you must make and attend a planning appointment via Carmen Scheduler by **Saturday, January 20**.

Instructor Schedule

Instructors are scheduled to be in the office at the following times. Please be aware – changes may be made to this schedule. If changes are made, you will be notified via Carmen Announcements. It is preferred that you make an appointment – students with appointments are given preference.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
No hours	9 am – 12 pm	No hours	10:30 am – 12:30 pm 3 pm – 8 pm	12:30 pm – 5:30 pm	10 am – 12 pm

Willkommen

This course allows you to work through Ohio State's three-course introductory German sequence at your own pace. In this course, you will learn to write, read, listen to and speak German on your own schedule, completing work independently with materials and support from your instructor. This course covers the same material as the classroom versions of German 1101-1103 but has the following important differences:

Mastery-based: Because of the independent nature of language learning in the program, we require that students perform at the level of 80% or better on each graded assignment. If you are not able to score at least an 80% on the exams at the end of each chapter after 3 attempts, we will ask you to drop the course so that you do not receive an E in the course.

Autonomous learning: You are in charge of your learning. You decide how many credits you would like to take in a given term, pace your own work, schedule appointment times via Carmen (see below for details) and decide when you are ready to take tests.

One-on-one consultation: You will complete the majority of your learning on your own by completing the work in each unit's learning packet, but you will make appointments with instructors to practice speaking, demonstrate developing understanding of the material, and ask questions.

Flexible credit: One complete course is four credits. Unlike in the classroom, you can complete four credits in one semester or spread them out over two or more semesters.

Flexible meeting times: Appointments are available in the mornings and evenings at least two days a week and on Saturdays as well. Appointments are made on Carmen.

Attendance and Instruction: The classroom for this course is the Individualized Instruction Learning Center (Hagerty 120); in addition to that, computer labs and anywhere you decide to log on or open your book serve as your "classroom". The Individualized Instruction Learning Center in Hagerty Hall is the place where you can go to have your work corrected and get feedback, have questions answered, take tests and assessments and meet others who are learning German. You are welcome to study in the Center when we are open.

Course Description

- **Course Description:** 1101.51 through 1103.51 offer a three-course sequence designed to address the goals and expected learning outcomes of category **1. Skills: C. Foreign Language:** *Students demonstrate skills in communication across ethnic, cultural, ideological, and national boundaries, and appreciate other cultures and patterns of thought.*

Expected Learning Outcomes:

1. Students employ communicative skills (e.g. speaking, listening, reading, and writing) in a language other than their native language.
2. Students describe and analyze the cultural contexts and manifestations of the peoples who speak the language that they are studying.
3. Students compare and contrast the cultures and communities of the language that they are studying with their own.

Course Materials

1101.51/1102.51

- *Berliner Platz 1 Neu: German For Beginners: Student Pack PLUS, English Edition (blue cover) Klett/Langenscheidt Publishers, 2009*
ISBN: 978-3-12-605134-7

This pack includes:

- textbook - Berliner Platz 1 Neu: German For Beginners
- workbook - Intensivtrainer 1
- cultural reader - Treffpunkt D-A-CH (blue)

To order: https://www.klett-usa.com/produkt/4780_10191/Berliner_Platz_1_NEU-Student_Pack_PLUS_English_Edition/978-3-12-605134-7

- *English Grammar for Students of German, 5th Edition*
The Olivia and Hill Press
ISBN 978-0-934034-38-8
- Learning packets to accompany *Berliner Platz 1 Neu* (Carmen)



1102.51/1103.51

- *Berliner Platz 2 Neu: Deutsch im Alltag: Student Pack PLUS (green cover) Klett/Langenscheidt Publishers, 2009*
ISBN: 978-3-12-605135-4

This pack includes:

- textbook - Berliner Platz 2 Neu: German For Beginners
- workbook - Intensivtrainer 2
- cultural reader - Treffpunkt D-A-CH (green)

To order: https://www.klett-usa.com/produkt/7204_10191/Berliner_Platz_2_NEU-Student_Pack_PLUS/978-3-12-605135-4

- *English Grammar for Students of German, 5th Edition*
The Olivia and Hill Press
ISBN 978-0-934034-38-8
- Learning packets to accompany *Berliner Platz 2 Neu* (Carmen)



Please order your materials as soon as possible.

Structure, Grading and Faculty Response

Unit Structure and Grades Per Unit

Your work in the course will be structured in units, modules that cover two chapters worth of material. Each unit corresponds to one credit in the course. The full 4 credits equal 4 units. Each unit has the same components. For each unit, you will guide yourself through the textbook and workbook using your learning packet. With what you have learned, you will complete both ungraded and graded assignments.

Assignment	Graded?
<p>Self-Test (File Upload via Carmen)</p> <p>You will complete a self-test covering the material from the unit (Carmen) on your computer or other device. This self-test has grammar, vocabulary, culture and reading activities and a short essay.</p>	Completion
<p>Pronunciation Activity (File upload via Carmen)</p> <p>You will record yourself reading a short text and upload it to Carmen. The text and a recording of someone reading it will be available on Carmen for you to listen to before completing this assignment.</p>	Completion
<p>Pre-Test Appointment (20 minute appointment)</p> <p>You will discuss any questions you have about your homework, self-test, or other unit materials. You must complete your homework and self-test before meeting with your instructor for this appointment.</p>	Completion
<p>Speaking Appointment (20 minute appointment)</p> <p>You will have a conversation in German with an instructor on topics related to the unit. You will be expected to thoroughly cover the topics with from the unit using vocabulary and language structures from the unit. Practice activities can be found on Carmen.</p>	Completion
<p>Once you have completed these required pre-test activities, you are ready to complete the graded components of your unit.</p>	
<p>Unit Written Test (Individualized Instruction Testing Center)</p> <p>You will take a written exam that will assess your understanding of grammar, vocabulary, culture, reading comprehension, and writing for your unit. You may receive feedback on this test by making an appointment with an instructor.</p>	Graded
<p>Unit Listening Test (Individualized Instruction Testing Center)</p> <p>You will take an exam that assesses your listening comprehension skills as they relate to the topics and vocabulary covered in your unit. You will receive feedback on this test on Carmen.</p>	Graded
<p>Unit Monologue (File upload or link via Carmen)</p> <p>You will record yourself completing a short speaking activity related to the language structures, vocabulary and topics covered in your unit. You will receive feedback on this assignment on Carmen.</p>	Graded
<p>Essay (File upload via Carmen)</p>	Graded, 1103 only

Please note that the activities described above are only the **minimum** required to complete a unit hour. You are welcome and encouraged to make appointments more often for any kind of help or supplementary work you need or want. Appointments can be made on [Carmen](#) by clicking the calendar icon and then clicking on “Scheduler”

Work per Credit Hour

The amount of work that you complete in your course depends on the number of credit hours that you are taking. Each credit hour corresponds to a given amount of work. Please consult this chart to see how much work you will complete for each credit hour you take.

Work Required per Credit hour	Chapter(s)
Credit Hour 1	Chapters 1 and 2 (1 unit)
Credit Hour 2	Chapters 3 and 4 (1 unit)
Credit Hour 3	Chapters 5 and 6 (1 unit)
Credit Hour 4	Chapters 7 and 8 (1 unit)

Late assignments

You will set your own deadlines within certain program deadlines. You may complete work at your own pace, but you must complete all of the work required (2 pre-test appointments and graded and ungraded assignments) for a unit on or before the deadline you set. You may not change a deadline once it is set. If you miss your deadline, you will receive a –5% on any late graded assignment for that unit.

Appointments

In order to schedule an appointment, follow the steps outlined in the “Appointment Reservation Tutorial” on Carmen. Appointments are 20 minutes long. **You may only sign up for 5 appointments per week.**

Appointments will begin and end **on time**. If you are late, you reduce the time you can spend with an instructor, as the instructor may begin working with the person scheduled after you or with a student who didn't make an appointment.

If you cannot keep your appointment, please cancel it online **24 hours in advance** so that another student can take the time slot. “Walk-Ins” are always an option, but appointments have priority.

Grading scheme

Percentage scores are recorded for each completed assignment and unit. Unit grades are weighed averages of the various graded components of the particular unit. Your final grade is the average of your unit grades.

German 1101 Units 1-4 (Chapters 1-8)		German 1102 Units 5-8 (Chapters 9-16)		German 1103 Units 9-12 (Chapters 17-24)	
Written	75%	Written	75%	Written	65%
Monologue	10%	Monologue	10%	Monologue	10%
Listening	15%	Listening	15%	Listening	10%
				Essay	15%

Grading Scale:

100-93	= A	79-78	= C+
92-90	= A-	77-73	= C
89-88	= B+	72-70	= C-
87-83	= B	68-69	= D+
82-80	= B-	67-63	= D

Self-Paced German Grading Policies

- Each graded assignment must be completed at the 80% or above level. Students have three chances to pass exams with an 80% or above. If you cannot achieve at least an 80% by the third attempt, we will ask you to drop the course to avoid receiving an E. The 80% or higher requirement is calculated before missed deadline penalties, so missing 5% for a missed deadline does not mean that you cannot pass the current assignment.
- Except for the rarest of cases, **NO INCOMPLETES** are given in the Self-Paced German Program. In such rare cases, a student is eligible for an "Incomplete" only if the stipulations of the University "Incomplete" Statement are met.
- Any incomplete assignment will result in your not completing a unit, and as a result not completing the credits you have signed up for. Each assignment must be completed for you to receive a grade in the course.

Grading and feedback

Students receive feedback on homework, self-tests, and spoken German online on Carmen. Students may schedule additional appointments to go over any questions.

Testing

Unit tests are proctored at the OSU Individualized Instruction Center (Hagerty 120) and can be taken without an appointment any time the testing center is open. You must arrive one hour before the testing center closes to take your test.

Retakes

If your score on any of the tests is less than 80%, you will have a chance to review the material and retake the test. **You may retake each exam 2 times**, but only if you scored less than 80% on the first try.

If you don't pass a test, we strongly encourage you to make an appointment with your instructor. Your instructor will give you detailed feedback on your performance and suggestions for improvement so that you will be in good shape for the retake, i.e. the B-version.

If you fail to pass the B-version of a test, you are **required to meet with your instructor**. Your instructor will give you a **permission slip** in order to take the test a third time (i.e. the C-version). You may take the third attempt only after having shown that you have improved.

Essays (1103 only)

First draft must be turned in at least **72 hours before deadline**

Students in 1103 are required to write an essay that accounts for 15% of the unit grade. You must submit a first draft of your essay, which will be graded by your instructor. Based on the corrections you receive, you must write a subsequent draft, which you will submit by the unit deadline. The corrections will be visible on Carmen. The average grade of the first and final draft will be your overall grade for the essay. Essays must have your name, unit number, and draft number in the top right-hand corner and be double-spaced.

Dates and Deadlines

Planning Appointment Deadline: January 19

- Complete the Student Orientation Quiz on Carmen
- Order your course materials
- Schedule an appointment with the instructor (on Carmen Scheduler).
- If you do not attend a planning appointment by this date, an absence report form will be submitted and you may be dropped from the course by your college.

Unit Deadlines

During your planning appointment, you will set individual deadlines for the units you will complete this semester. These deadlines will be fixed after you set them, so please choose them with care based on your schedule before your planning appointment. You may change your deadlines if you choose to change your credit hours during Contract Week. Final unit deadlines are firm based on the number of credits you will be taking.

End of the Semester

March 24 (1-2 credits)

April 21 (3+ credits)

- Binding for all students, no incompletes
- Complete all requirements for your final unit, including exams (and final essays for 1103).

Individual Unit Deadlines

- Except for last unit, all deadlines are set by student.
- By the time the Individualized Instruction Center (Hagerty 120) closes on the day of the unit deadline, all work (exams, assignments etc.) must be completed.

Penalties

- Work received after an individual deadline will receive -5% to the assignment grade (this will not affect the 80% rule – if you earned an 80% on late work, you will still pass, even though your grade on that assignment will be a 75%).
- Work not completed by the final unit deadline will result in not completing the unit and earning an E in the course.

Contract Week

Week 9: March 5 – 9

During this week (and only during this week), you may make changes to your contract (adjusting the number of credit hours). In order to do so:

- Make an appointment to change credit hours (**only during this week**)
Download, fill out and print the completed **Credit Contract Form**.
https://cllc.osu.edu/sites/cllc.osu.edu/files/ii_adjustto2022_2.pdf

If you want to **drop the course** you must do so through your college advisor. You cannot drop the course by simply dropping to 0 credits on the contract adjustment form. Dropping an entire course will result in the Grade of “W” for the course in most cases. (Even if you are enrolled in two courses, if you drop all the credits for one of the courses, you will receive a “W” in most cases.)

The number of credits for which you are registered at the end of contract week is **binding**. Failure to sign a contract may cause problems at the end of the semester; an incorrect registration may prevent the instructor from assigning a grade.

Academic Integrity

Please take the time to read this statement about our composition policy, which refers to any written assignment (essay, composition) that is handed in for a grade.

Out-of-class compositions must be neatly typed, double-spaced. Include a word count (do not count English words, proper names, and the title).

Please guard against **Plagiarism**.

All work should be your own - unassisted by tutors, parents, friends, native speakers of German, or **translation software (this includes Bing and Google translate)**! Handing in work that has been written by others or for which you have received outside assistance will be considered **Academic Misconduct**.

Because of the nature of the compositions you will be writing in your intermediate German course, you should not have a great need for lengthy quotes. Avoid the strategy of filling up spaces with long quotations or stories or stories-within-stories. Your instructor will not accept this type of work for credit.

Your final grade for each composition will be an average of grades earned on each draft.

Please do not put yourself or me in the position of having to deal with an academic misconduct case. Remember that I take a genuine interest in your performance and your German skills – and not in Google’s and Bing’s “skills.”

Academic Misconduct Policy: Students enrolled in courses at OSU are expected to adhere to the highest standards of academic conduct. The instructor will be alert to any kind of inappropriate conduct in the

course. Suspicion of misconduct will be handled by official rules and policies of OSU. Penalties for cheating or plagiarism may result in a failing grade in the course or expulsion from the university. The Department will abide by the decisions of the Committee on Academic Misconduct.

Accessibility accommodations for students with disabilities

The University strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. SLDS contact information: slds@osu.edu; 614-292-3307; slds.osu.edu; 098 Baker Hall, 113 W. 12th Avenue.

Sexual misconduct/relationship violence

The university recommends using the following: Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories (e.g., race). If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleix.osu.edu> or by contacting the Ohio State Title IX Coordinator, Kellie Brennan, at titleix@osu.edu.

Diversity

The Ohio State University affirms the importance and value of diversity in the student body. Our programs and curricula reflect our multicultural society and global economy and seek to provide opportunities for students to learn more about persons who are different from them. We are committed to maintaining a community that recognizes and values the inherent worth and dignity of every person; fosters sensitivity, understanding, and mutual respect among each member of our community; and encourages each individual to strive to reach his or her own potential. Discrimination against any individual based upon protected status, which is defined as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited.

Student Support Services

Ohio State offers a variety of support services to students, including access to academic advising support and answers to a number of questions students may have.

- [Arts and Sciences Academic Support Services](#)
- [Student Services and Resources](#)



SYLLABUS: GERMAN 1101.61 BEGINNING GERMAN 1 (SELF-PACED DISTANCE LEARNING) AUTUMN 2018

Course overview

Instructor Information

Instructors:

Email address: germanii@osu.edu

Phone number: 614-292-7060

Office hours: Please see the instructor schedule on Carmen for online appointments on CarmenConnect.

Language Program Director: Dr. Taleghani-Nikazm, taleghani-nikazm.1@osu.edu

Course description

German 1101.61 is an online version of Self-Paced German 1101. This course allows you to work through the first of Ohio State's three-course introductory German sequence at your own pace. In this course, you will learn to write, read, listen to and speak German on your own schedule, completing work independently with materials and support from your instructor. This course covers the same material as the classroom version of German 1101 but has the following important differences:

Mastery-based: Because of the independent nature of language learning in the program, we require that students perform at the level of 80% or better on each graded assignment. If you are not able to score at least an 80% on the exams at the end of each chapter after 3 attempts, we will ask you to drop the course so that you do not receive an E in the course.

Autonomous learning: You are in charge of your learning. You decide how many credits you would like to take in a given term, pace your own work, schedule video appointment times via CarmenConnect (see below for details) and decide when you are ready to take tests.

One-on-one consultation: You will complete the majority of your learning on your own by completing the work in each unit's learning packet, but you will make video appointments

with instructors to practice speaking, demonstrate developing understanding of the material, and ask questions.

Flexible credit: One complete course is four credits. Unlike in the classroom, you can complete four credits in one semester or spread them out over two or more semesters.

Flexible meeting times: Video appointments via CarmenConnect are available in the mornings and evenings at least two days a week and on Saturdays as well. Appointments are made on Carmen.

GE Goals:

Students demonstrate skills in communication across ethnic, cultural, ideological, and national boundaries, and appreciate other cultures and patterns of thought.

GE Expected Learning Outcomes:

1. Students employ communicative skills (e.g. speaking, listening, reading, and/or writing) in a language other than their native language.
2. Students describe and analyze the cultural contexts and manifestations of the peoples who speak the language that they are studying.
3. Students compare and contrast the cultures and communities of the language that they are studying with their own.

Course Learning Outcomes:

German 1101 is designed to help you learn to communicate in culturally appropriate ways in German. We aim to help you develop balanced skills in speaking, listening, reading, and writing. At the end of the semester you should be able to:

- listen to familiar and simple conversations or stories and understand them,
- read and understand short texts,
- engage in brief conversations on everyday topics, ask and answer questions about personal details, and
- write short essays on familiar topics using the structures and vocabulary you have learned.

In addition, you will learn about life and culture in the German-speaking countries. This course conforms to goals set by the European Common Framework of Reference for Languages at the A1 level.

More information can be found on [Carmen](#). Please see the student orientation video and Getting Started page.

Course materials and fees

Required materials

- Textbook/Kursbuch: Netzwerk A1: Deutsch als Fremdsprache (ISBN 978-3-12-606128-5). *We complete chapters 1-9 in Netzwerk A1.*
- Online Workbook/Arbeitsbuch: Netzwerk A1: Deutsch als Fremdsprache (online code). This workbook gives you access to the online homework and study tools.
- Please purchase all the items **before** the first day of class.
- You can order the textbook and online workbook here: https://www.klett-usa.com/produkt/5990_11337/Netzwerk_A1-Netzwerk_A1_Interactive_Online_Workbook_-_1-Yr_License/NP01160613001
- Once you have the codes for the workbook, you will need to join the online platform for this course on **Blinklearning.com**.
- To enter the online platform, consult the Unit Guide on Carmen. (Link to page)
- Unit Guides and other supplementary materials can be found on Carmen.

Fees

- You will take the tests via *Proctoru* for which you have to pay proctor a fee each time you take an exam. The fee varies based on the mode of delivery. See testing section for more details.

Course technology

For help with your password, university e-mail, Carmen, or any other technology issues, questions, or requests, contact the OSU IT Service Desk. Standard support hours are available at <https://ocio.osu.edu/help/hours>, and support for urgent issues is available 24x7.

- **Self-Service and Chat support:** <http://ocio.osu.edu/selfservice>
- **Phone:** 614-688-HELP (4357)
- **Email:** 8help@osu.edu
- **TDD:** 614-688-8743

Baseline technical skills necessary for online courses

- Basic computer and web-browsing skills
- Navigating Carmen, CarmenConnect

Technology skills necessary for this specific course

- CarmenConnect text, audio, and video chat
- Blinklearning navigation to complete online homework
- Recording and uploading video on Carmen

Necessary equipment

- Computer: current Mac (OS X) or PC (Windows 7+) with high-speed internet connection
 - Note: Firefox is the recommended browser for CarmenConnect.
- Webcam: built-in or external webcam, fully installed
- Microphone: built-in laptop or tablet mic or external microphone
- Headphones: Please note that using a headset with a built in microphone will work best for online appointments

Necessary software

- [Microsoft Office 365 ProPlus](#) All Ohio State students are now eligible for free Microsoft Office 365 ProPlus through Microsoft's Student Advantage program. Each student can install Office on five PCs or Macs, five tablets (Windows, iPad® and Android™) and five phones.
- Students are able to access Word, Excel, PowerPoint, Outlook and other programs, depending on platform. Users will also receive 1 TB of OneDrive for Business storage.
- Office 365 is installed within your BuckeyeMail account. Full instructions for downloading and installation can be found <https://ocio.osu.edu/kb04733>.

Structure, Grading and Faculty Response

Unit Structure and Grades Per Unit

Your work in the course will be structured in units, modules that cover two chapters worth of material. Each unit corresponds to one credit in the course. The full 4 credits equal 4 units. Each unit has the same components. For each unit, you will guide yourself through the textbook and workbook using your learning packet. With what you have learned, you will complete both ungraded and graded assignments.

Assignment	Points
<p>(Online workbook via Blink Learning)</p> <p>Complete workbook activities for the unit. You can access the online workbook at blinklearning.com. Details about which assignments to complete and additional guidance for completing them can be found in each chapter's learning packet. You must complete all assigned activities to receive credit.</p>	<p>Completion</p>
<p>Self-Test (Ungraded quiz via Carmen)</p> <p>You will complete a self-test covering the material from the unit (Carmen) on your computer or other device. This self-test has two parts. The first is a set of grammar, vocabulary, culture and reading activities, and the second is a short essay. Your instructor will give you feedback through Carmen after you have completed it. You may re-take the self-test for practice as many times as you wish, though you will only receive instructor feedback once.</p>	<p>Completion</p>
<p>Pronunciation Activity (File upload via Carmen)</p> <p>You will record yourself reading a short text and upload it to Carmen. The text and a recording of someone reading it will be available on Carmen for you to listen to before completing this assignment.</p>	<p>Completion</p>
<p>Pre-Test Appointment (20 minute appointment via CarmenConnect)</p> <p>You will discuss any questions you have about your homework, self-test, or other unit materials. You will complete your homework and self-test before meeting with your instructor for this appointment.</p>	<p>Completion</p>
<p>Speaking Appointment (20 minute appointment via CarmenConnect)</p> <p>You will have a conversation in German with an instructor on topics related to the unit. You will be expected to thoroughly cover the topics with from the unit using vocabulary and language structures from the unit.</p>	<p>Completion</p>

Once you have completed these required pre-test activities, you are ready to complete the graded components of your unit.	
Unit Written Test (Online Proctoring via Proctoru) You will take a written exam that will assess your understanding of grammar, vocabulary, culture, reading comprehension, and writing for your unit. You will receive feedback on this test on Carmen.	60
Unit Listening Test (Online Proctoring via Proctoru) You will take an exam that assesses your listening comprehension skills as they relate to the topics and vocabulary covered in your unit. You will receive feedback on this test on Carmen.	20

Please note that the activities described above are only the **minimum** required to complete a unit hour. You are welcome and encouraged to make a video appointment more often for any kind of help or supplementary work you need. Appointments can be made on [Carmen](#) by clicking the calendar icon and then clicking on “Scheduler”

The amount of work that you complete in your course depends on the number of credit hours that you are taking. Each credit hour corresponds to a given amount of work. Please consult this chart to see how much work you will complete for each credit hour you take.

Work Required per Credit hour	Chapter(s)
Credit Hour 1	Chapters 1 and 2 (1 unit)
Credit Hour 2	Chapters 3 and 4 (1 unit)
Credit Hour 3	Chapters 5 and 6 (1 unit)
Credit Hour 4	Chapters 7 and 8 (1 unit)

You will need a score of 80% on each graded assignment to complete the module/credit hour. A minimum of 2 video appointments is required to complete a unit in German 1101.61.

Late assignments

You will set your own deadlines within certain program deadlines. You may complete work at your own pace, but you must complete all of the work required (2 pre-test appointments and graded and ungraded assignments) for a unit on or before the deadline you set. You

may not change a deadline once it is set. If you miss your deadline, you will receive a –5% on any late graded assignment for that unit.

Grades and Policies

This section explains other important policies concerning grades, testing, scheduling, and Contract Week.

Grading scale

93–100: A
90–92.9: A-
87–89.9: B+
83–86.9: B
80–82.9: B-
79.9 or below: E

All work must be completed at the 80% or above level. Students have three chances to pass exams with an 80% or above. If you cannot achieve at least an 80% by the third attempt, we will ask you to drop the course to avoid receiving an E.

Faculty feedback and response time

Grading and feedback

Students receive feedback on homework, self-tests, and spoken German online on Carmen. Students may schedule additional video appointments to go over any questions.

Testing

Unit tests are proctored online via *Proctorio*. If *Proctorio* is not available, you can take the unit test at one of the testing centers on Newark, Mansfield, or Columbus campuses. Please contact germanii@osu.edu ASAP if you will need to set up a proctoring service. Please note that a fee will be required for proctoring your test.

E-mail

We will reply to e-mails within **48 hours** in most circumstances. During semester breaks (fall break, Thanksgiving break, etc.), we will reply after the break.

Attendance, participation, and discussions

Student participation requirements

Because this is an Individualized Instruction course, you work at your own pace and within your own deadlines (based on some program deadlines). Attendance is not graded, but here are some recommendations to help keep you on track:

- **Logging in: AT LEAST ONCE PER WEEK**
Be sure you are logging in to the course in Carmen each week, including weeks with holidays. (During most weeks you will probably log in many times.) This way, you ensure that you are engaging with the material on a regular basis and you will receive any important updates. If you have a situation that might cause you to miss a deadline, discuss it with your instructor *as soon as possible*.
- **Email Notifications:**
All notifications are sent via Carmen. You should set *Conversation Messages On* in your OSU account to receive Carmen notifications so as not to miss important announcements.
- **Chat office hours: OPTIONAL OR FLEXIBLE**
Open forum chat office hours through CarmenConnect are optional and are included outside of the scheduled appointments for your benefit. For a private conversation, you can schedule a video appointment in Carmen.

Recommendation for success

- This course is designed for motivated students who are organized and self-disciplined students. The units follow strict deadlines. We recommend that you divide up the work for each unit evenly and spend approximately two hours a day doing your work. If you are new to online learning, we recommend that you take the *Online Readiness Survey* <https://readiness.osu.edu/> - <https://readiness.osu.edu/>
- Speaking enrichment: If you are on OSU-columbus campus and would like to practice your German outside of the classroom, take advantage of the German Club and Kaffee Stunde (conversation get-to-gether) for free conversations. You can check their schedule on our [website](#).

Other course policies

Academic integrity policy

It is the responsibility of the Committee on Academic Misconduct to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term “academic misconduct” includes all forms of student academic misconduct wherever committed; illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. Instructors shall report all instances of alleged academic misconduct to the committee (Faculty Rule 3335-5-487). For additional information, see the Code of Student Conduct <http://studentlife.osu.edu/csc/>.

If I suspect that a student has committed academic misconduct in this course, I am obligated by University Rules to report my suspicions to the Committee on Academic Misconduct. If COAM determines that you have violated the University’s *Code of Student Conduct* (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the University.

If you have any questions about the above policy or what constitutes academic misconduct in this course, please contact me.

Other sources of information on academic misconduct (integrity) to which you can refer include:

- The Committee on Academic Misconduct web pages ([COAM Home](#))
- *Ten Suggestions for Preserving Academic Integrity* ([Ten Suggestions](#))
- *Eight Cardinal Rules of Academic Integrity* (www.northwestern.edu/uacc/8cards.htm)

Policies for this online course

You must complete all tests yourself, without any external help or communication.

Copyright Disclaimer

The materials used in connection with this course may be subject to copyright protection and are only for the use of students officially enrolled in the course for the educational purposes associated with the course. Copyright law must be considered before copying, retaining, or disseminating materials outside of the course.

Accessibility accommodations for students with disabilities

The University strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. SLDS contact information: slds@osu.edu; 614-292-3307; slds.osu.edu; 098 Baker Hall, 113 W. 12th Avenue.

Sexual misconduct/relationship violence

The university recommends using the following: Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories (e.g., race). If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleix.osu.edu> or by contacting the Ohio State Title IX Coordinator, Kellie Brennan, at titleix@osu.edu.

Diversity

The Ohio State University affirms the importance and value of diversity in the student body. Our programs and curricula reflect our multicultural society and global economy and seek to provide opportunities for students to learn more about persons who are different from them. We are committed to maintaining a community that recognizes and values the inherent worth and dignity of every person; fosters sensitivity, understanding, and mutual respect among each member of our community; and encourages each individual to strive to reach his or her own potential. Discrimination against any individual based upon protected status, which is defined as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited.

Student Support Services

Ohio State offers a variety of support services to students, including access to academic advising support and answers to a number of questions students may have.

- [Arts and Sciences Academic Support Services](#)
- [Student Services and Resources](#)

Accessibility of course technology, technical help, and Privacy Policies

This online course requires use of Carmen (Ohio State's learning management system) and other online communication and multimedia tools. If you need additional services to use these technologies, please request accommodations with your instructor.

- [Carmen \(Canvas\) Accessibility](#)
- [Blinklearning Privacy Policy](#)
- [CarmenConnect Technical Support](#)

Arts and Sciences Distance Learning Course Component Technical Review Checklist

Course: German 1101.61

Instructor: Dr. Taleghani

Summary: Self-paced German 1101

Standard - Course Technology	Yes	Yes with Revisions	No	Feedback/Recomm.
6.1 The tools used in the course support the learning objectives and competencies.	X			The tools used in this course support the learning objectives and competencies in the following ways. <ul style="list-style-type: none"> • Carmen • Carmen Connect • Blinklearning .com • MS Office 365 • ProctorU
6.2 Course tools promote learner engagement and active learning.	X			Work is submitted and/or evaluated by Carmen tools, all of which engage users in active learning in the following ways. <ul style="list-style-type: none"> • Online workbook activities • Ungraded practice quizzes • Pronunciation activities • Unit listening (comprehension) tests • Unit written tests
6.3 Technologies required in the course are readily obtainable.	X			All tools are readily obtained and free with the exception of ProctorU which at this time requires a cost per proctored exam. Additionally, the purchase of a headset is recommended for better for online appointments but is not required.
6.4 The course technologies are current.	X			All technologies being used for this course are current and accessible through the Carmen LMS and/or a web browser.
6.5 Links are provided to privacy policies for all external tools required in the course.	X			Privacy policy is provided for the external blinklearning.com service.
Standard - Learner Support				
7.1 The course instructions articulate or link to a clear description of the technical support offered and how to access it.	X			Links for the support services provided by 8help are included.
7.2 Course instructions articulate or link to the institution's accessibility policies and services.	X			a
7.3 Course instructions articulate or link to an explanation of how the institution's academic support services and resources can help learners succeed in the course and how learners can obtain them.	X			b

7.4 Course instructions articulate or link to an explanation of how the institution's student services and resources can help learners succeed and how learners can obtain them.	X			c
Standard – Accessibility and Usability				
8.1 Course navigation facilitates ease of use.	X			Recommend using the Carmen Distance Learning "Master Course" template developed by ODEE and available in the Canvas Commons to provide student-users with a consistent user experience in terms of navigation and access to course content.
8.2 Information is provided about the accessibility of all technologies required in the course.	X			Links have been provided for the accessibility information for Carmen, Blinklearning.com and Carmen Connect.
8.3 The course provides alternative means of access to course materials in formats that meet the needs of diverse learners.	X			Recommend that resources be developed to address any requests for alternative means of access to course materials.
8.4 The course design facilitates readability	X			Recommend using the Carmen Distance Learning "Master Course" template developed by ODEE and available in the Canvas Commons to provide student-users with a consistent user experience in terms of navigation and access to course content.
8.5 Course multimedia facilitate ease of use.	X			All assignments and activities that use the Carmen LMS with embedded multimedia facilitates ease of use. All other multimedia resources facilitate ease of use by being available through a standard web browser.

Reviewer Information

- Date reviewed: 12/11/17
- Reviewed by: Ian Anderson

Notes:

- Adding a clarification with what day of the week starts the week would help students understand more clearly how to meet the 2 mandatory login times per week metric. Course schedule is missing and will need to be added for a proper full review.
- Recommend that the course schedule be added to the syllabus for the semester the course will be offered.

^aThe following statement about disability services (recommended 16 point font):
Students with disabilities (including mental health, chronic or temporary medical conditions) that have been certified by the Office of Student Life Disability Services will be appropriately accommodated and should inform the instructor as soon as possible of their needs. The Office of Student Life Disability Services is located in 098 Baker Hall, 113 W. 12th Avenue; telephone 614- 292-3307, slds@osu.edu; slds.osu.edu.

^bAdd to the syllabus this link with an overview and contact information for the student academic services offered on the OSU main campus.
<http://advising.osu.edu/welcome.shtml>

^cAdd to the syllabus this link with an overview and contact information for student services offered on the OSU main campus. <http://ssc.osu.edu>. Also, consider including this link in the “Other Course Policies” section of the syllabus.

GE assessment plan for 1000-level German language classes. The following table will be completed to show how the instructor assesses the three expected learning outcomes listed on the syllabus. The appendix provides specific examples for each assessment method we will use.

GE Expected Learning Outcomes	<u>Methods of Assessment</u> <i>*Direct methods are required. Additional Indirect methods are encouraged.</i>	Level of student achievement expected for the GE ELO. <i>(i.e. define percentage of students achieving a specified score)</i>	What is the process that will be used to review the data and propose modifications, if necessary, related to the GE expected learning outcomes?
<p><u>ELO 1</u></p> <p>Students employ communicative skills (e.g. speaking, listening, reading, and/or writing) in a language other than their native language.</p>	<p>DIRECT: The reading and listening sections in the final exam; writing and grammar sections on the final exam; Speaking portfolio (audio and video recorded monologues and dialogues) (Appendix A)</p> <p>INDIRECT: Student self-evaluations (“can-do-statement”) of their speaking, listening, reading, and writing abilities included in the tests and final exam. (Appendix B)</p>	<p>80% of students are expected to score 80% on each exam section measured for this outcome</p>	<p>The Language Program Director and language coordinator review the data and make the necessary adjustments.</p>

<p><u>ELO 2</u></p> <p>Students describe and analyze the cultural contexts and manifestations of the peoples who speak the language that they are studying.</p>	<p>DIRECT: Questions on chapter tests and the final exam asking to describe and analyze the cultural contexts and manifestations of people from German-speaking countries. (Appendix C)</p> <p>INDIRECT: Students complete a self-evaluation in the form of a “can-do-statement” in which they self-assess their ability to describe and analyze the cultural contexts and manifestations of the German speaking-countries people. (Appendix D)</p>	<p>DIRECT: 80% of students are expected to score 80% or higher on this assignment.</p> <p>INDIRECT: 80% of students are expected to respond with either “agree” or “strongly agree” to each question of the survey.</p>	<p>The Language Program Director and language coordinator review the data and make the necessary adjustments.</p>
<p><u>ELO 3</u></p> <p>Students compare and contrast the cultures and communities of the language that they are studying with their own.</p>	<p>DIRECT: Questions on chapter tests and final exam asking students to compare and contrast the cultures and communities of German speaking –countries with</p>	<p>DIRECT: 80% of students are expected to score 80% or higher on this assignment.</p> <p>INDIRECT: 80%</p>	<p>The Language Program Director and language coordinator review the data and make the necessary adjustments.</p>

	<p>their own.</p> <p>INDIRECT: Students complete a self-evaluation in the form of a “can-do-statement” in which they self-assess their ability to compare and contrast the cultures and communities of the German-speaking countries people with their own. (Appendix D)</p>	<p>of students are expected to respond with either “agree” or “strongly agree” to each question of the survey.</p>	
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***Direct Methods** assess student performance related to the expected learning outcomes. Examples of direct assessments are course-embedded questions; pre/post test; standardized exams; portfolio evaluation; videotape/audiotape of performance; rubric-based evaluation of student work.

***Indirect Methods** assess opinions or thoughts about student knowledge, skills, attitudes, learning experiences, and perceptions. Examples of indirect measures are student surveys about instruction; focus groups; student self-evaluations.

Appendix A

Sample of Direct Measure for Speaking for EOL 1 (Speaking Portfolio: Speaking Activity 2)

Speaking Activity 2

For this part of your speaking portfolio, you will meet with a native speaker of German and practice speaking for a minimum of **10-15 minutes**.

Topic

- A. Begin a conversation by getting to know your speaking partner. Find out as much information about your partner as possible (for example, name, where they're from, profession, hobbies, what type of music they like, etc.).
- B. Find out about higher education in Germany and details about studying at a German university: who is being a student in Germany different than in the US?
- C. You will then listen to your recorded conversation and complete the *Reflection Worksheet* ("can-do evaluation").

Conversation-TalkAbroad-Assessment 1103 (1)						
Criteria	Ratings					Pts
Task Completion <i>Use of Redemittel (expressions/ terms of speech); Use of grammatical structures appropriate to level; Use of cultural knowledge appropriate to level; Fulfills speaking assignment/ considers all aspects of speaking prompt</i>	5 pts Superior completion of the task; Talked a minimum of 10 minutes!	4 pts Task completed, talk about between 9-5 minutes!	3 pts Partial completion of the task; talked less than 5 minutes	2 pts Partial completion of the task; talked less than 3 minutes	0 pts task was not completed!	5 pts
Interactive behavior: Engaged in the conversation; show active listenership; use of strategies to solve problems in language and content related understandings <i>production of consonants and vowels similar to models practiced</i>	5 pts Exceeds expectations	4 pts Meets expectations	3 pts Meets some expectations	2 pts meets little expectations	0 pts does not meet expectations	5 pts
Fluency: Turn-taking and flow of conversation (relatively equal participation in the conversation); comprehensible; appropriate level of grammar and pronunciation	5 pts Exceeds expectations	4 pts meets expectations	3 pts Meets some expectations	2 pts meets little expectations	0 pts does not meet expectations; Incomprehensible; Partner could not understand due to poor grammar and/or poor pronunciation	5 pts
Total Points: 15						

Appendix B

Sample of Indirect Measure for Speaking for EOL 1 (Speaking Portfolio: Speaking Activity 2)

Self-assessment/can-do-description

After finishing your conversation with your speaking partner, listen to your conversation and complete the following self-assessment form reflecting on your recorded conversation.

I can talk about myself (where I'm from, where my family is from, what do I do, etc.)	Strongly agree	Agree	Disagree
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can talk about my interests and hobbies	Strongly agree	Agree	Disagree
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I can talk about what I like and what I dislike	Strongly agree <input type="checkbox"/>	Agree <input type="checkbox"/>	Disagree <input type="checkbox"/>
I can talk about my life as a student at an American university	Strongly agree <input type="checkbox"/>	Agree <input type="checkbox"/>	Disagree <input type="checkbox"/>
I can talk about my hometown	Strongly agree <input type="checkbox"/>	Agree <input type="checkbox"/>	Disagree <input type="checkbox"/>
I can ask others about them and their family	Strongly agree <input type="checkbox"/>	Agree <input type="checkbox"/>	Disagree <input type="checkbox"/>
I can ask others about their hobbies and interests	Strongly agree <input type="checkbox"/>	Agree <input type="checkbox"/>	Disagree <input type="checkbox"/>
I can ask others about their life as a student	Strongly agree <input type="checkbox"/>	Agree <input type="checkbox"/>	Disagree <input type="checkbox"/>
I can ask others about their hometown	Strongly agree <input type="checkbox"/>	Agree <input type="checkbox"/>	Disagree <input type="checkbox"/>
I can react to the information/response I receive	Strongly agree <input type="checkbox"/>	Agree <input type="checkbox"/>	Disagree <input type="checkbox"/>
I can answer the questions well	Strongly agree <input type="checkbox"/>	Agree <input type="checkbox"/>	Disagree <input type="checkbox"/>
I learned something new about German speaking culture	Strongly agree <input type="checkbox"/>	Agree <input type="checkbox"/>	Disagree <input type="checkbox"/>

Appendix C

Sample of Direct Measure for EOL 2 (Embedded culture question on a test). Students are asked to choose the appropriate cultural contexts for the usage of “Sie” (formal you) and “du” (informal you) in the German speaking-countries.

Du oder Sie? In welchen Situationen benutzt man Du oder Sie? Kreuzen Sie an. (10 Punkte) *Du or Sie? In which one of the situations would you use Du or Sie?. (10 points)*

Situation	Du Infor mal you	Sie <i>Formal</i> <i>you</i>	Beides <i>Both</i>
Sie sprechen mit einem Professor nach einem Seminar. <i>You're talking with a professor after a seminar.</i>			
Sie sind in der Sprechstunde beim Arzt. <i>At a doctor's appointment</i>			
Sie sprechen mit einem Kind im Supermarkt. <i>You're at a grocery store talking to a child.</i>			
Sie machen eine Partnerarbeit im Deutschkurs. <i>You're working with a partner in your German class.</i>			
Sie treffen Angela Merkel in einem Museum. <i>You meet Angela Merkel in a museum.</i>			
Ein Verkäufer oder ein Kellner spricht Sie mit „Du“ an. <i>A salesperson or a server addresses you with the informal „you“.</i>			
Ihre Chefin und Ihre Kollegen sprechen Sie mit „Du“ an. <i>Your boss or colleagues address you with the informal „you“.</i>			

Appendix D

Sample of Indirect Measure for EOLs 1, 2 and 3. The survey below is given to students at the end of the semester.

Please select the responses that best reflect your experience in this course.

	Strongly agree	Agree	Disagree	Strongly disagree
As a result of this course, I.....				
...have improved my skills in speaking, listening to, reading, and writing German.				
...can describe and analyze aspects of German-speaking culture and life				
...have compared and contrasted German-speaking communities and aspects of German-speaking culture with my own culture and community.				

Please feel free to explain your answers: