

**DEPARTMENT OF GERMAN
STUDIES**

**GRADUATE STUDENT
HANDBOOK**

2020/2021

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Department of German Studies Graduate Student Handbook

Being a graduate student in this program means you are a representative of a distinguished department which is regarded as one of the best in the College of Arts and Sciences, the University, and the country. Your role in the department is an important one.

This handbook outlines your responsibilities as a resident graduate student in the Department of German Studies. Please read it carefully so that you will know what is expected of you, and what you can expect from the faculty and staff in turn.

Important Names, Numbers, and URLs

When calling from off-campus, use the '556' prefix; when calling from a campus phone, begin with the '6'.

Chair, Department of German Studies	Prof. Todd Herzog – herzoghr@uc.edu 733 Old Chem / 556-2752
Graduate Director	Prof. Tanja Nusser – nusserta@uc.edu 742 Old Chem
Undergraduate Director	Prof. Evan Torner – torneren@ucmail.uc.edu 730 Old Chem / 556-2749
Language Program Coordinator (LC)	Prof. Lindsay Preseau – presealy@ucmail.uc.edu 741 Old Chem / 556-0449
Financial Administrator	Elaine Dunker – elaine.dunker@uc.edu 723A Old Chem / 556-1524
Office Administrator – Program Manager	Steve Hofferber – steven.hofferber@uc.edu 723 Old Chem / 556-2730
GGSA	President: Kayla Weiglein – weigleka@mail.uc.edu (GTA Office) 706 Old Chem
Department Website	www.artsci.uc.edu/german
Language Resource Center	http://www.uc.edu/language/center/
Emmanuel Wilson	Old Chem 612 / 556-1926
<i>Blackboard</i>	canopy.uc.edu
<i>Blackboard Support</i>	556-1602 (UCit Blackboard & FTRC Services)
University Website	www.uc.edu
Registrar Website	www.uc.edu/registrar/
CITS Electronic Classroom Support	556-1977
Helpdesk	556-3785 (for problems with email, etc.)
Campus Security	556-1111

CONTACTS: WHO DOES WHAT

The **German Studies (GS) Department Head** defines direction and focus of department programs, schedules courses, serves as liaison between the department and other department heads and college dean, supervises the departmental budget, and deals with hiring, promotion, reappointments, and all other faculty issues.

The **Director of Graduate Studies (DGS)** coordinates the graduate curriculum; designs graduate courses and enters them into the course catalogue; advises graduate students; schedules and organizes MA/PhD exams, theses, and defenses; certifies graduation for MA/PhDs; approves course work out of the department; serves as faculty liaison to the graduate student organization; organizes workshops for graduate student professional development, and recruits prospective graduate students, and serves on the A&S Graduate Council.

The **Undergraduate Director** coordinates the undergraduate curriculum; designs undergrad courses and enters them into the course catalogue; recruits and advises GS majors and minors; advises undergraduate students; organizes recruitment events; schedules and organizes exit exams for the BA and minor in GS; certifies graduation for BAs, Minors and Certificates, and serves on the A&S Undergraduate Council.

The **Language Coordinator** designs and monitors the progress of the language curriculum and sequence and develops course policy and outline syllabi for each term. The **Language Coordinator** is also the **TA Supervisor**. She/he/they conducts the teaching practicum and TA training/orientation; monitors TA progress, organizes course teaching assignments; oversees lesson plan and exam teams; and serves as faculty supervisor for German Day.

The **Office Administrators** work for faculty (German, Japanese, Chinese and Russian); handle general reception; maintain room schedules for OC 727, Kade Center, Seminar Room and 701, handle equipment set-up, order supplies and copies, distribute mail, create and maintains email lists.

The **German Graduate Student Governance Association (GGSA) President** oversees graduate student self-governance as appropriate; attends UC-wide GSA meetings and workshops as a representative of the department; conducts regular meetings of the GGSA and oversees election of GGSA officers

The **GGSA Faculty Liaison** attends faculty meetings as appropriate as graduate student representative

Thesis Advisors are faculty members who work closely with students who are preparing for MA/PhD exams and theses. Together with students, they work out the steps toward completion of the project, and report to faculty meetings on student progress. Regular contact with the thesis advisor is essential; any communication from the advisor must be acknowledged immediately.

Faculty Mentors provide help and insight into professional development on an individualized basis. Each incoming student is expected to enter into a mentor/mentee relationship to ease their integration into the program and the university community.

CALENDAR

Graduate students are responsible for being aware of and adhering to all deadlines. This includes thesis submission and graduation deadlines and deadlines for work submitted throughout the course of the semesters.

TIME MANAGEMENT

This is a full-time job. Your total time commitment includes attendance in seminars, preparation/reading for classes, writing papers, departmental functions, and, when applicable, duties as a Graduate Teaching Assistant. Depending on where you are in the semester, the actual number of hours will fluctuate between 30 and 60 hours/week. Most graduate students should expect to spend at least two hours outside of class in preparation for graduate seminars for every hour spent in class. In addition, if you are receiving funding as a Graduate Teaching Assistant, you are expected to put in twenty hours/week in teaching and / or other departmental related duties (see section on TA duties).

Being a graduate student in the German Department also means having the privilege of attending numerous events—both German Studies-sponsored and not—which allow for exposure to important research and networking opportunities. These events are integral to our professional and academic program alongside curricular offerings, and to the development of graduate students as scholars in their own right. Graduate students are therefore strongly encouraged to attend events sponsored by the German Department. Other events advertised by individual faculty members are encouraged given opportunity and interest. It is polite for graduate students with schedule conflicts to inform the event organizers.

DEPARTMENTAL SERVICE

Each graduate student is expected to contribute to the departmental mission. This service could take various forms, for example: serving as Focus Conference director, GGSA officer or German Club liaison, coordinating German Day, Film Night, or *Stammtisch*; or serving on committees as appropriate (departmental, college, university-wide), helping to coordinate the Graduate Recruitment Weekend; or representing the department at outside conferences.

COMMUNICATION

Communication is essential for a functioning team. You are required to check your email at least twice daily. Respond to messages from your professors, colleagues and students as soon as possible. It is discourteous to ignore professional messages.

Remember that the things you write and say reflect you as a professional. Communication between all University students, staff, and faculty should remain at a professional level: you should assume that such communication may be forwarded as part of a departmental discussion—and even emails need to have proper forms of address.

Direct your communication only to those directly concerned—attempts to triangulate colleagues and faculty members will reflect negatively on your professional profile. Direct, forthright communication is best. Emails reflect our behavioral standards in the department.

COLLEGIALITY

The Department of German Studies considers it vitally important to develop and maintain a collegial atmosphere, with a strong spirit of cooperation, where we work together as a team, providing mutual assistance. However, differences of opinion are inevitable in any organization, and part of your training will be to learn how to manage and resolve conflicts in a constructive manner. The overriding guideline in the program is openness and frank discussion, when that is at all possible. If mediation is desired, you are encouraged to turn to the Graduate Director, the TA Supervisor, or any other faculty member, especially your faculty mentor.

PROFESSIONAL BEHAVIOR

Be aware that this is a professional environment, requiring a separation between private and professional concerns. The most important thing is that we function as a department. Private problems have to be subordinate to the functioning of the department.

You will be asked to help out in the department in numerous ways; of course, it's not possible to volunteer for every task, but be sure you are doing your part, whether it is helping to set up for an event, substituting for a colleague, serving as liaison to prospective students, picking up conference attendees, or mentoring an incoming graduate student.

Professional attire: When you are representing the department, e.g. as a teacher or at a departmental function or conference, you should be aware of the image you present. Observe the dress code appropriate for each function; if you have questions about this issue, consult with colleagues or faculty members.

MA PROGRAM INFORMATION

Program Code: 15MA-GRMN

The Master's Degree in German Studies provides training in German literature, film, culture and the German language. Through an intensive program of study with leading experts in their fields, students become familiar with a broad range of authors, genres, and themes. Our program is small enough to allow students to work closely with faculty from day one, and large enough to provide diverse opportunities for study. The program has foci on Film and Media Studies, Austrian Studies, Gender and Sexuality Studies, German-Jewish Studies, Disability Studies, History of Science, Postcolonial Studies, Language Acquisition and Language Pedagogy.

Duration: 2 Years

Credit Points: Minimum 30 credits points before Graduation

Full Time Student: Students must be registered for 10 or more graduate credits each semester to be considered full-time students, 12 if holding a university sponsored graduate assistantship or fellowship.

Minimum Credits Requirement

To maintain graduate status at the University of Cincinnati, students must register at UC for at least one graduate credit that contributes to degree requirements (as determined by the graduate program) in an academic year. If the student is registered for at least one graduate credit, he / she / they will maintain graduate student status throughout the entire academic year, fall through summer. (Credits that are audited or in which a student receives a W or UW do not count toward the minimum credit requirement). A student whose status has automatically terminated because of failure to register during an academic year will no longer be considered a graduate student but may seek reinstatement. Also note that students must register for at least one graduate credit hour during each semester (excluding summer semester) if they are using university resources such as libraries, office space or equipment.

Meeting Program Requirements

Students who continue on active status in their program without interruption are responsible for meeting all current requirements. Students reinstated into their program are responsible for meeting the program requirements applicable at the time of reinstatement.

Student Assessment

The Director of Graduate Studies will be responsible to collect at the beginning of each academic year a statement of goals from each graduate student and individually talk with each student about this statement at the end of the year (outcome, expectations and so forth). This process of reflection has a twofold goal: 1. The student sets up his / her /their own goals and can reflect if s/he / they achieved those; 2. The Graduate director can mentor individually the trajectory of each student in the graduate program and can in agreement with the dissertation advisor adjust this trajectory. The files on each student will be maintained by the Graduate Director of the program.

Minimum Academic Performance

A student must accumulate a grade point average (GPA) of at least 3.0 to obtain a master's degree at the University of Cincinnati. At least 20 of the graduate semester credit hours applied toward a master's degree must be derived from formal course work.

Time Restrictions

A master's student must complete all requirements in his/her master's program no later than five years from the date of matriculation into the degree program.

Requirements for an MA in German Studies

To receive an MA in German Studies, students must complete 30 graduate credits and successfully pass the German Studies Department's MA Exam. Most students will take two years to complete the degree, but it is possible to graduate from the program in just one year.

Course Requirements

Practicum Teaching (GRMN 7030) **only for TAs**

Research Seminar 1 (GRMN 7051)

Focus: Media 1 Seminar (GRMN 8011)

Focus: Topics 1 Seminar (GRMN 8013)

Electives: additional approved courses at the graduate level

Goals

The MA studies should be experience based and include experimental learning.

Every student should at one point of their MA have discovered / worked with or in an archive, library, museum

Every student will have experience with a cultural institution outside of UC (film, museum)

Every student should be able to write an independent research paper

Every student has taken a seminar on pedagogy as a required course.

MA Exam

Students Have Two Options For Completing The MA Exam:

1) Exam Option

2) Thesis Option

All students pursuing an MA in one year will normally take the Exam Option and all students pursuing the MA in two years have to take the Thesis Option (exceptions are possible in both cases with the permission of the graduate director).

Exam Option

The exam option consists of two exams, both of which are normally taken in the spring of the first year in the MA program. The first exam is based on the department's comprehensive reading list. The second exam is based on a list focusing on a topic of the student's choice, compiled in consultation with a faculty advisor. Both exams are taken in two consecutive weekends during spring semester. These written exams are followed by an oral exam.

1) Comprehensive Exam: In the spring of their first year of MA studies, students take a comprehensive take-home MA exam based on the departmental MA reading list. The exam consists of three sections:

Students will prepare 50 texts drawn from this list for the exam at the end of the first year

The list of 50 texts will be compiled in the following manner:

- The faculty will choose 25 texts from the list to include in our graduate seminars each year.
- Students will work with an advisor in order to assemble an independent list of 15 texts.
- Students will work as a group to choose 10 texts (at least 3 from each category).

At the end of the year the exam will consist of three parts

- A written exam with multiple questions based on the 25 texts from the seminars
- A written exam with multiple questions based on the 15 texts from the independent list compiled by the student.
- Students will submit as a group 3 questions that they would ask if they were writing an exam based on their 10 group texts.

Students will receive their exams at the scheduled time and will have from Friday morning (10am) to Monday afternoon (3pm) to complete it.

2) Capstone: Students pursuing a one-year MA will additionally either write a capstone or plan an exhibition or develop a syllabus for class or write about a classical German Studies subject. The capstone projects will be presented in the second week of the second semester to the whole faculty. The capstone project needs to be approved by the whole faculty before 1 advisor is being chosen. The students have the option to concentrate in their capstone on:

- A topic related to methods of second-language acquisition and pedagogy. In this case, the student works with his / her / their advisor on a list that consists of studies and essays relevant to teaching German language and culture. Students will take a take-home exam in the spring based on this reading list. Students will receive their exam at the scheduled time and will have from Friday morning (10am) to Monday afternoon (3pm) to complete it.
- Writing about a classical German Studies subject (literature, film, culture, media, art, history and so forth). In this case, the student works with his / her / their advisor on a defined topic and a list that consists of studies and essays relevant to her / his / their topic. Students will take a take-home exam in the spring based on this reading list. Students will receive their exam at the scheduled time and will have from Friday morning (10am) to Monday afternoon (3pm) to complete it.
- Developing a concept for an exhibition. In this case, the student works with his / her / their advisor on this exhibition. The student will present his / her / their exhibition at the end of the second semester from Friday morning (10am) to Monday afternoon (3pm). At the opening of the exhibition the student has to present in 15 minutes the concept and rationale for the exhibition, followed by an Q&A session of the faculty.

- Developing a syllabus for a class, **including one lesson plan**. In this case, the student works with his / her / their advisor on a topic he / she / they want to teach and collects a list of materials (e.g. films, texts, art, city tours and so forth) relevant to the seminar topic. The student will give a one hour teaching demo based on their lesson plan at the end of the second semester. The teaching demo will be immediately followed by a one hour Q&A on both the lesson plan and the syllabus.

Oral Exam: The exams are followed up by a one-hour oral exam in which the candidate for the MA exam and faculty discuss their exams and their work in the program.

Students will sign up for GRMN 7092 (MA Exam Prep) in the first semester of their MA studies.

Thesis Option:

Students pursuing the thesis option will take the comprehensive exam and an oral exam in their first year of MA study and will write and defend a thesis in their second year of MA study.

Exam Option: The exam option consists of two exams, both of which are normally taken in the spring of the first year in the MA program. The first exam is based on the department's comprehensive reading list. The second exam is based on a list focusing on a topic of the student's choice, compiled in consultation with a faculty advisor. Both exams are taken in two consecutive weekends during spring semester. These written exams are followed by an oral exam.

1) Comprehensive Exam: In the spring of their first year of MA studies, students take a comprehensive take-home MA exam based on the departmental MA reading list. The exam consists of three sections:

Students will prepare 50 texts drawn from this list for the exam at the end of the first year:

- The faculty will choose 25 texts from the list to include in our graduate seminars each year.
- Students will work with an advisor in order to assemble an independent list of 15 texts.
- Students will work as a group to choose 10 texts (at least 3 from each category).

At the end of the year the exam will consist of three parts

1. A written exam with multiple questions based on the 25 texts from the seminars
2. A written exam with multiple questions based on the 15 texts from the independent list.
3. Students will submit as a group 3 questions that they would ask if they were writing an exam based on their 10 group texts.

Students will receive their exams at the scheduled time and will have from Friday morning (10am) to Monday afternoon (3pm) to complete it.

2) Thesis: Students pursuing the thesis option will work during their second MA year with a faculty advisor on a 40-50 page thesis. They must have an approved topic by the fourth week of fall semester and an approved proposal and bibliography by the end of fall semester. The thesis is due by week 10 of the spring semester and is followed up by a one-hour oral defense in which the candidate for the MA degree and the faculty discuss the thesis and the candidate's work as an MA student.

During the spring semester in which they are completing their thesis, students will sign up for GRMN 7091 (MA Thesis)

MA Reading List

This list is subject to ongoing revision and adjustment. It is the responsibility of the graduate faculty to inform students of texts they are required to read for MA exams. It is the responsibility of the students to inform themselves about the changes being reflected in the handbook

LITERATURE & DRAMA

Ayim, May: Blues in Black and White (2003)

Langsam [PT2661.Y56 B58 2002](#)

Bachmann, Ingeborg: Malina (1971)

Langsam [PT2603.A145 M3](#), [PT2603.A147 M3 2004](#)

Brant, Sebastian: Narrenschiff (1494)

Langsam [PT1509 .N2 1494b](#) [PT1126 .N4 n.f. nr.5](#)

Brecht, Bertolt: Mann ist Mann (1926)

Langsam [PT2603.R4 M334 1982](#) , SW Depository (request at <http://uclid.uc.edu/record=b1706584~S39>)

Brecht, Bertolt: Die Dreigroschenoper (1928)

Langsam [PT2603.R4 D75 2001](#)

Büchner, Georg: Woyzeck (1836)

Langsam [PT1828.B6 A798](#), [PT1828.B6 A7538 1990](#)

Celan, Paul: "Todesfuge" (1945)

Langsam [PT2605.E4 T6 1999](#), [PT2605.E4 A6 2004](#)

Celan, Paul: "Todtnauberg" (1967)

Langsam In [PT2605.E4 A2 2005](#) (p. 122)

Droste-Hülshoff, Annette: Judenbuche (1842)

Langsam [PT1848 .J7 1999](#), [PT1848 .J8 1979b](#)

Historia von D. Johann Fausten (1587)

Langsam [PT923 .A2 1983](#), [PT923 .A15 1587a](#)

Goethe, Johann W. von: Die Leiden des jungen Werther (1774)

Langsam [PT1974.A3 M66 1987](#), [PT1974.A3 P38 1993](#)

Goethe, Johann Wolfgang: Faust (1808)

Langsam [PT1917.A4 H83 2008](#), [PT1917.A4 H83 2008](#)

Goethe, Johann Wolfgang: Faust II (1829)

Langsam [PT1916.A1 S346 2017](#) V.1 and 2

Goetz, Rainald: Irre (1983)

copy purchased.

Meanwhile request from OhioLINK <http://olc1.ohiolink.edu/record=b15379401~S0>

Gottsched, Luise: Die Pietisterei im Fischbein-Rocke (1736)

Langsam [PT2253.G1 P4 1968](#), [PT2253.G1 P4 1979](#)

Grabbe, Christian Dietrich: Napoleon, oder Die hundert Tage (1831)

Langsam [PT2253.G3 A7 1963](#)

Grass, Günter: Katz und Maus (1961)

Langsam [PT2613.R34 K3 1977](#), [PT2613.R34 Z6474 1981](#)

Grass, Günter: Im Krebsgang (2002)

Langsam [PT2613.R338 I4 2002](#)

Grimmelshausen, H.J.C. von: Trutz simplex, oder, Ausführliche und wunderseltzame Lebens-Beschreibung der Ertzbetrügerin und Landstörtzerin Courasche [microform] (1669)

Langsam [microfilm 762](#) reel 340

Gryphius, Andreas: "Es ist alles eitel" (1637)

In: Gedichte. Eine Auswahl. Text nach der Ausgabe letzter Hand von 1663. Langsam [PT1734 .A17 1968b](#)

Gryphius, Andreas: "Sonette" (1637)

In: Gedichte. Eine Auswahl. Text nach der Ausgabe letzter Hand von 1663. Langsam [PT1734 .A17 1968b](#)

Gryphius: "Oden" (1643)

In: Gedichte. Eine Auswahl. Text nach der Ausgabe letzter Hand von 1663. Langsam [PT1734 .A17 1968b](#)

Günderrode, Karoline von: Gedichte, Prosa, Briefe (1804-1805)

Langsam select from <http://uclid.uc.edu/search~S39/a?G{u00FC}nderode%2C+Karoline+von%2C+1780-1806>

Hauptmann, Gerhart: Bahnwärter Thiel (1888)

Langsam [PT2616 .B3 1900z](#), [PT2616 .B3 1997](#)

Hauptmann, Gerhart: Die Weber (1892)

2 various editions ordered.

Meanwhile select the texts from <http://uclid.uc.edu/search~S39/?dHauptmann%2C+Gerhart%2C+1862-1946.+Weber/dhauptmann+gerhart+++++1862+++++1946+weber/-3%2C-1%2C0%2CB/exact&FF=dhauptmann+gerhart+++++1862+++++1946+weber&1%2C7%2C>

Hein, Christoph: Der Fremde Freund (1982)

Langsam [PT2668.E3747 F74 2005](#), [PT2668.E3747 F74 2002](#)

Heine, Heinrich: Deutschland. Ein Wintermärchen (1844)

Langsam [PT2309 .D4 2010](#), [PT2309 .D4 1980](#)

Hoffmann, E.T.A.: Der Sandmann (1817)

In: *Poetische Werke* Bd. 3 Langsam [PT2360 .A1 1957](#) Bd. 3,

Sämtliche Werke in sechs Bänden Bd. 3 Langsam [PT2360 .A1 1985](#) Bd.3

ordered some new editions

Hofmannsthal, Hugo von: Der Chandos-Brief ("Ein Brief") (1902)

Langsam [PT2617.O47 B7 1981](#), [PT2617.O47 B6935 2002](#)

another edition ordered

Jelinek, Elfriede: Die Klavierspielerin (1983)

Langsam [PT2670.E46 K52](#)

Kafka, Franz: Bericht für eine Akademie (1917)

Langsam in [PF3117 .S468 1951](#)

Kafka, Franz: Die Verwandlung (1915)

Langsam [PT2621.A26 V4 1999](#), [PT2621.A26 V4 2008](#)

Kermani, Navid: Dein Name (2011)

Langsam [PT2711.E75 D45 2011](#)

Keun, Irmgard: Das kunstseidene Mädchen (1932)

Langsam [PT2621.E92 K8](#)

Kleist, Heinrich von: Die Verlobung in St. Domingo (1811)

Langsam [PT2378 .E7 1944](#)

Kleist, Heinrich von: Das Erdbeben in Chili (1807).

Langsam [PT2378 .E7 1944](#)

Lasker-Schüler, Else: Hebräische Balladen (1914)

ARB [PT2623.A76 H385 1913](#) (Library use only)

ordered for LANGSAM

Lasker-Schüler, Else: Die Wupper (1909)
Langsam [PT2623.A76 W8](#)

Lenz, J.M.R.: Die Soldaten (1776)
Langsam [PT2394.L3 H735 1993](#), [PT2394.L3 S536](#)

Lessing, Gotthold Ephraim: Minna v. Barnhelm (1767)
Langsam [PT2398.M4 S73 1999](#), [PT2396 .A1 1985, Bd.6](#)

Lessing, Gotthold Ephraim: Emilia Galotti (1772)
Langsam [PT2398 .E2 2004](#), [PT2398 .E2 1979](#)

Manessische Handschrift (1300s)
Select the texts from
<http://uclid.uc.edu/search~S39?/tManessische+Handscrift+/tmanessische+handscrift/-3%2C0%2C0%2CB/exact&FF=tmanessische+handschrift&1%2C15%2C/indexsort=->

Mann, Thomas: Mario und der Zauberer (1929)
ARB Cazden Collection (Library use only),
SW Depository (request at <http://uclid.uc.edu/record=b1622273~S39>)
ordered for LANGSAM

Mann, Thomas: Der Tod in Venedig (1911)
Langsam [PT2625.A44 T6 1996](#)

Musil, Robert: Die Verwirrungen des Zöglings Törless (1906)
Langsam [PT2625.U8 V4 1959](#)

Otoo, Sharon Dodua: Herr Gröttrup setzt sich hin (2016)
http://files2.orf.at/vietnam2/files/bachmannpreis/201619/herr_grttrup_setzt_sich_hin_sharon_dodua_otoo_439620.pdf (PDF)

Özdamar, Emine Sevgi: Mutterzunge (1994)
ordered

Pollesch, Rene: Stadt als Beute (2001)
Out of print. question sent to Tanja.

Qualtinger, Helmut: Der Herr Karl (1961)
Langsam [PT2673.E7 H47 2007](#)

Schiller, Friedrich: Maria Stuart (1800)
Langsam [PT2468.M5 Z5](#) , [PT2465 .F43](#) Bd.9

Schiller, Friedrich: Wilhelm Tell (1804)
Langsam [PT2465 .B88 1988](#) Bd. 5, [PT2465 .Z6 1966](#) Bd.2

Schnitzler, Arthur: Leutnant Gustl (1900)
Langsam [PT2638.N5 L4 2011](#), also in [PT2638.N5 Z8262 1997](#)

Schnitzler, Arthur: Fräulein Else (1924)
Langsam [PT2638.N5 F85 1926](#)

Schnitzler, Reigen (1900)
Langsam [PT2638.N5 R44 2004](#) , [PT2638.N5 R4 1914](#)

Seghers, Anna "Ausflug der toten Mädchen" (1946) In: Erzählungen : 1933-1947
Langsam [PT2635 .A27 2000 v.2 pt.2](#)
new edition ordered

Senoçak, Zafer: Atlas des tropischen Deutschland (1993)
Available from OhioLINK <http://olc1.ohiolink.edu:80/record=b16411576~S0>

Senoçak, Zafer: Die Prärie (1997)
Langsam [PT2681.E593 P73 1997](#)

Stifter, Adalbert: Abdias (1847)

Langsam [PT2525.A73 D5](#)

Storm, Theodor: Aquis Submersus (1877)

Langsam [PT2528 .A5 1992](#)

Tawada, Yoko: Abenteuer der deutschen Grammatik (1997)

Langsam [PT2682.A87 A64 2010](#)

Vogelweide, Walter von der: Palästinalied (1217-1221)

Recording: Percival's lament CCM Media [CD 32994](#)

Text https://www.naxos.com/sharedfiles/PDF/8.572800_sungtext.pdf

Vogelweide, Walter von der: "Ich saz ûf eime steine" (early 1200s)

Recording: Percival's lament CCM Media [CD 32994](#)

Text https://www.naxos.com/sharedfiles/PDF/8.572800_sungtext.pdf

Wagner, Richard: Der Ring des Nibelungen (1876)

Select from

<http://uclid.uc.edu/search~S39?/tRing+des+Nibelungen/tring+des+nibelungen/1%2C117%2C370%2CB/exact&FF=tring+des+nibelungen&1%2C18%2C>

Weiss, Peter: Marat/Sade (1964)

ordered

In English: In: *Marat/Sade ; The investigation ; and The shadow of the coachman's body* Langsam [PT2685.E5 V43 1998](#)

VISUAL, FOOD & PLAY CULTURE, ARCHITECTURE & MUSIC

Becher, Bernd und Hilla: Tipologie, Typologien, Typologies (1990)

Beethoven, Ludwig van: 9. Sinfonie in d-Moll, op. 125 (1824)

Breslauer, Marianne: Fotografien (2010)

Brinkmann, Rolf Dieter: Rom, Blicke (1979)

Calle, Sophie: Die Entfernung (1996)

Can: Tago Mago (1971)

Dassler, Adi: Der Fußballschuh (1954)

Dix, Otto: Der Krieg (1924)

Droste, Magdalena: The Bauhaus, 1919-1933: Reform and Avant-Garde (2006)

Dürer, Albrecht: Meisterstiche (1513-1514)

Eisenman, Peter: Denkmal für die ermordeten Juden Europas (2005)

Export, Valie: Tapp- und Tastkino (1968)

Farocki, Harun: Bilder der Welt und Inschrift des Krieges (1989)

Fassbinder, R.W.: Die Ehe der Maria Braun (1979)

FIFA World Cup Semi-Final [Italy:Germany] (Mexico City, 17 June 1970)

Friedrich, Caspar David: Wanderer über dem Nebelmeer (1818)

Friedrich, Caspar David: Mönch am Meer (1810)

Geimer, Peter: Theorien der Fotografie zur Einführung (2009)

Gies, Hajo: Tatort 126: Duisburg-Ruhrort (First Aired: 28 June 1981 (WDR))

Graffunder, Heinz, et al.: Palast der Republik (1976)

Harlan, Veit: Kolberg (1945)

Hartwig, Josef: Bauhaus-Schachspiel (1923)

Herzog, Werner: Stroszek (1977)

Heuwer, Herta: Currywurst (1949)

Höfer, Candida: Türken in Deutschland (1979)

Hundertwasser, Friedensreich: Hundertwasserhaus (Vienna, 1985)

Lang, Fritz: M. (1931)

Lorre, Peter: Der Verlorene (1951)
Marc, Franz: Die grossen blauen Pferde (1911)
March, Werner: Olympiastadion (1936)
Menzel, Adolph: Das Flötenkonzert (1850-52)
Menzel, Adolph: Eisenwalzwerk (1875)
Miedinger, Max: Neue Haas Grotesk (Schrifttype, 1957)
Miller, Lee: "The Woman in Hitler's Bathtub" (1945)
Mozart, Amadeus: Die Zauberflöte (1791)
Paik, Nam June: "Exposition of Music - Electronic Television" (Wuppertal, 11-20 March 1963)
Petzold, Christian: Yella (2007)
Petzold, Christian: Phoenix (2014)
Richter, Hans: Vormittagsspuk (1928)
Richter, Gerhard: 18. Oktober 1977 (1988)
Riefenstahl, Leni: Triumph des Willens (1935)
Roebing, John A: Suspension Bridge (Cincinnati, 1867)
Sagan, Leontine: Mädchen in Uniform (1931)
Sagebiel, Ernst: Flughafen Tempelhof (1927)
Sander, August: Menschen des 20. Jahrhunderts (1929/2001)
Scharoun, Hans: Philharmonie (Berlin, 1963/1964)
Scharoun, Hans: Staatsbibliothek (Berlin, 1963/1964)
Schinkel, Karl Friedrich: Altes Museum (Berlin, 1830)
Sozialistische Einheitspartei Deutschlands: Die Mauer (Berlin, 1961)
Speer, Albert: Schwerbelastungskörper (1942)
Staudte, Wolfgang: Die Mörder sind unter uns (1946)
Steyerl, Hito: How Not To Be Seen (2013)
Syberberg, Hans-Jürgen: Hitler. Ein Film aus Deutschland (1977)
Teuber, Klaus: Die Siedler von Catan (1995)
Valentin, Karl and Liesl Karlstadt: Buchbinder Wanninger (1940)
Von Trotta, Margarethe and Volker Schlöndorff: Die verlorene Ehre der Katharina Blum (1975)
Wiene, Robert: Das Cabinet des Dr. Caligari (1921)
Wolf, Christa: Der geteilte Himmel (1963)
Zylonie, Tobias: The Citizens (2015)

HISTORY, PHILOSOPHY & THEORY

Adorno, Theodor W. and Max Horkheimer: Dialektik der Aufklärung (1944)
Allan, Séan and Sebastian Heiduschke: Re-Imagining DEFA (2016)
Arendt, Hannah: Eichmann in Jerusalem (1963)
Ayim, May: Farbe bekennen (1985)
Barbour, Stephen and Patrick Stevenson: Variation in German (1990)
Becker, Susanne: Translanguaging im transnationalen Raum Deutschland-Türkei. (2016)
Benjamin, Walter: "Das Kunstwerk im Zeitalter seiner technischen Reproduzierbarkeit" (1936)
Benjamin, Walter: "Über den Begriff der Geschichte" (1940)
Davies, Winifred: Myths we live and speak by (2012)
Eggers, Maureen, et al., eds: Mythen, Masken und Subjekte (2005)
Eisner, Lotte H: The Haunted Screen (1969)
Eley, Geoff and David Blackbourn: The Peculiarities of German History (1984)
Enzensberger, Hans Magnus: Baukasten zu einer Theorie der Medien (1970)
Freud, Sigmund: "Das Unheimliche" (1919)

Freud, Sigmund: Die Traumdeutung (1900)
 Freud, Sigmund: Studien über Hysterie (1895)
 Friedrichsmeyer, S., S. Lennox, and S. Zantop, eds.: The Imperialist Imagination (1998)
 Google, Inc.: <https://trends.google.de/trends/> (right now)
 Goosens, Jan: Deutsche Dialektologie (1977)
 Gramling, David: The Invention of Monolingualism (2016)
 Harden, Theo: Angewandte Linguistik und Fremdsprachendidaktik (2006)
 Hegel, G.W.F: Philosophie der Geschichte (1837)
 Hinnenkamp, Volker: Interaktionale Soziolinguistik und interkulturelle Kommunikation (2011)
 Judt, Tony: Postwar (2005)
 Kant, Immanuel: "Was ist Aufklärung?" (1784)
 Kant, Immanuel: Kritik der Urteilskraft (1790)
 Kittler, Friedrich: Aufschreibesysteme 1800/1900 (1985)
 Kluge, Alexander: Der Luftangriff auf Halberstadt am 8. April 1945 (1977)
 Kracauer, Siegfried: "Das Ornament der Masse" (1920)
 Kracauer, Siegfried: Die Angestellten aus dem neuesten Deutschland (1930)
 Kracauer, Siegfried: From Caligari to Hitler (1947)
 Kramsch, Claire: Context and culture in language teaching (1993)
 Kramsch, Claire: Wem gehört die deutsche Sprache? (1996)
 Kuzniar, Alice: The Queer German Cinema (2000)
 Lange, Maria: Text and Text Types in the History of German (2009)
 Lessing, Gotthold Ephraim: Laokoon (1766)
 Marx, Karl: Das kommunistische Manifest (1848)
 Mendelssohn, Moses: Schreiben an den Herrn Diaconus Lavater zu Zürich (24 December 1769)
 Mommsen, Hans: From Weimar to Auschwitz (1991)
 Nietzsche, Friedrich: "Über Wahrheit und Lüge im aussermoralischen Sinne" (1896)
 Nietzsche, Friedrich: Unzeitgemässe Betrachtungen (1876)
 Panofsky, Erwin: Die Perspektive als symbolische Form (1927)
 Prokosch, Eduard: A Comparative Germanic Grammar (1939)
 Pusch, Luise: Alle Menschen werden Schwestern: feministische Sprachkritik (1990)
 Salmons, Joseph: A History of German (2012)
 Schiller, Friedrich: "Über die ästhetische Erziehung des Menschen" (1794)
 Schleiermacher, Friedrich: Hermeneutik und Kritik (1838)
 Schlobinski, Peter: Empirische Sprachwissenschaft (2013)
 Schlosser, Horst Dieter: Die deutsche Sprache in der DDR (1990)
 Schweinitz, Jörg: Film und Stereotyp (2006)
 Siebs, Theodor: Deutsche Aussprache (1898)
 Stedje, Astrid: Deutsche Sprache gestern und heute (1989)
 Rebentisch, Juliane: Theorien der Gegenwartskunst (2013)
 Theweleit, Klaus: Männerphantasien 1+2 (1977/1980)
 Wiese, Heike. Kiezdeutsch: ein neuer Dialekt entsteht (2012)

PHD PROGRAM INFORMATION

Program Code: 15PHD-GRMN

The PhD in German Studies provides extensive training in German culture and history in various media. The program aims to educate future German Studies teachers and scholars. A concept-based curriculum is focused on genres, media, methodologies, and themes, among other categories. This approach to German speaking cultures reflects current trends

in the teaching and research of cultural texts in various media, offering students appropriate coursework to acquire the knowledge and the analytical skills necessary for the assessment and the interpretation of these cultural texts. The program has foci on Film and Media Studies, Austrian Studies, Gender and Sexuality Studies, German-Jewish Studies, Disability Studies, History of Science, Postcolonial Studies, Language Acquisition and Language Pedagogy.

Duration: 5 Years

Credit Points: Minimum 30 credits points before ABD exams

Full Time Student: Students must be registered for 10 or more graduate credits each semester to be considered full-time students, 12 if holding a university sponsored graduate assistantship or fellowship.

Minimum Credits Requirement

To maintain graduate status at the University of Cincinnati, students must register at UC for at least one graduate credit that contributes to degree requirements (as determined by the graduate program) in an academic year. If the student is registered for at least one graduate credit, he / she /they will maintain graduate student status throughout the entire academic year, fall through summer. (Credits that are audited or in which a student receives a W or UW do not count toward the minimum credit requirement). A student whose status has automatically terminated because of failure to register during an academic year will no longer be considered a graduate student but may seek reinstatement. Also note that students must register for at least one graduate credit hour during each semester (excluding summer semester) if they are using university resources such as libraries, office space or equipment.

Meeting Program Requirements

Students who continue on active status in their program without interruption are responsible for meeting all current requirements, including requirements that are added or revised since the student first entered the program.

Students reinstated into their program are responsible for meeting the program requirements applicable at the time of reinstatement.

Student Assessment

The Director of Graduate Studies will be responsible to collect at the beginning of each academic year a statement of goals from each graduate student and individually talk with each student about this statement at the end of the year (outcome, expectations and so forth). This process of reflection has a twofold goal: 1. The student sets up his / her /their own goals and can reflect if s/he / they achieved those; 2. The Graduate director can mentor individually the trajectory of each student in the graduate program and can in agreement with the dissertation advisor adjust this trajectory. The files on each student will be maintained by the Graduate Director of the program.

Minimum Academic Performance

A doctoral student must maintain a grade point average (GPA) of at least 3.0 in all doctoral course work. At least 20 of the graduate semester credit hours applied toward a master's degree must be derived from formal course work.

Time Restrictions

The doctoral degree will be granted for no less than the equivalent of three years of full-time graduate study. All requirements for the doctoral degree must be completed within nine consecutive academic years of the date of matriculation into the program. Graduate students who have attempted 174 graduate credit hours at the University of Cincinnati are not eligible for a university award for enrollment at or beyond the 174 hours. Graduate students who have earned a master's degree or other equivalent or higher advanced degree at another institution are not eligible for a university scholarship or fellowship once they have attempted 140 graduate credit hours at the University of Cincinnati. If a student enters the University of Cincinnati with a master's degree from any institution other than the University of Cincinnati, he / she /they is credited with 34 graduate credit hours toward the 174 credit hour limit for state funding eligibility. A student is not eligible for funding beginning with the semester in which said student will reach the 174 (or 140) credit hours.

Requirements for a PhD in German Studies

To receive a PhD in German Studies, students must complete 135 graduate credits and successfully pass the PhD Exam. For general rules see the UC Graduate School website. PhD-students typically pursue 3 semesters of course work before advancing to candidacy in or after the fourth semester and completing an independent research project.

Course Requirements:

Practicum Teaching (GRMN 7030) **only for TAs**

Research Seminar 2 (GRMN 8051)

The Focus: Media 1 Seminar (GRMN 8011)

The Focus: Topics 1 Seminar (GRMN 8013)

Doctoral Research (GRMN 9091/92)

Approved elective courses to fulfill credit hour requirements

Certificate requirement:

Additionally to the required courses each PhD student has to acquire one graduate certificate of his/ her / their choice. However the student needs the approval from the Director of Graduate Studies to enroll in the chosen certificate program.

Practical Project requirement

One practical project (cultural programming or creative project, internship in a museum for example) intended as outreach to the community

Candidacy Exams

In preparation for the exam, PhD students may sign up for 12 credits of "Independent Readings" with their dissertation chair and committee members prior to or during the semester in which they are scheduled to take the exam. Student and advisors will meet regularly during this period to discuss progress toward the exam and to compile the individualized parts of the exam (see below the list).

PhD students select a dissertation advisor and at least one additional member of the dissertation committee at least **one semester prior** to the candidacy exam.

The candidacy exam is based upon the following parts that the student needs to hand in four weeks before the exam dates:

- 2 syllabi potentially stemming from TAing (1 undergraduate, 1 graduate content). The syllabi have to include the typical sections (syllabi, grading, materials, learning outcomes and so forth). They have to be accompanied by a written reflection.
- Either one long research paper, potentially intended for publication (possibly stemming from the research seminar they have to take) or a photo essay / art work or other cultural artifact that sets up an argument in a form deviating from standard academic text.
- One practical project (cultural programming or creative project) accompanied by a written reflection.
- Dissertation proposal; minimum 15 pages.

Oral Exam:

Four weeks after the student has handed in her / his / their material the student and all examiners meet for a 2 hour oral exam, the purpose of which it is to provide feedback on the syllabi, the research paper or art work, the practical project and to discuss dissertation plans.

Dissertation Proposal:

Three months after the oral examination the student submits the final proposal to the committee for detailed discussion with all committee members. The student organizes the meeting with the whole committee. The proposal includes a) a general description of the dissertation project, b) an outline of individual chapters, c) a timetable; the document should have a length of minimum 25 pages. PhD students who have successfully passed their qualifying exams sign up for 1-12 credits per semester (in consultation with the Director of Graduate Studies) of Doctoral Research with their thesis advisor.

PhD Defense:

A 2-hour oral defense of the candidate's completed PhD dissertation, to be scheduled only with approval of the PhD advisor. Typically, the candidate will present a 20-minute lecture about the dissertation project, followed by a question and answer session.

GENERAL INFORMATION

Graduation

Students must: 1) complete academic requirements, 2) complete the official online Application to Graduate by the deadline for the semester in which they expect to graduate. Deadlines are firm and failure to meet them will delay students' graduation until the following semester, when they must then submit a new application for their revised graduation date. All students applying to graduate will be assessed a non-refundable graduation application fee. The fee will be assessed each semester a student applies for graduation. All graduate students are **responsible** for knowing **graduation deadlines** and applying for graduation.

174 Credit Rule

The students are **responsible** to keep track of their own credits and when they hit the 174 credit limit!

Academic Dishonesty

Academic dishonesty in any form is a serious offense that cannot be tolerated in an academic community. Dishonesty – including cheating, plagiarism, deception of effort, and / or unauthorized assistance – may result in a failing grade in a course and/or suspension or dismissal from the university. Each graduate program or college must adopt and publish procedures for investigating charges of academic dishonesty. These procedures must take into account due process and rules of evidence, and they must conform to the university's Student Code of Conduct.

Dismissal from the MA or PhD Program

Students will be held to the highest ethical standards, critical to building character. Ensuring the integrity is vital and ultimately the responsibility of the student.

a) The Department of German Studies has implemented a "Two Strikes Policy" regarding Academic Integrity that supplements the UC Student Code of Conduct

- A student who has been found responsible for a case of academic misconduct (see above section on Academic Dishonesty) may be dismissed from the Department.
- All cases of academic misconduct (e.g., copying other students assignments, failure to adequately cite or reference, cheating, plagiarism, falsification, etc.) will be formally reported by faculty; and
- Students will be afforded due process for allegations as outlined in the policy (<http://www.uc.edu/content/dam/uc/conduct/docs/SCOC.pdf>)

b) A student may be dismissed from the program if she / he / they has a GPA lower than 2.9 in two subsequent semesters.

c) A student who has more than three outstanding / incomplete grades at any given time in the program may be dismissed from the Department.

Student Code of Conduct

The Student Code of Conduct defines behavior expected of all University of Cincinnati students. It is each student's responsibility to know and comply with the university's Student Code of Conduct, and sanctions or penalties are outlined. (Law and medical students are subject to their respective honor codes. However, these students are covered by the appeal process of the university's Student Code of Conduct.) Academic behavior considered to be misconduct is defined in the Student Code of Conduct. The code also addresses nonacademic misconduct (such as disturbing the peace, destruction of property, and theft). Disciplinary procedures are explained in a step-by-step manner, and the procedures for appeal of decisions are stated. In addition to this code, students must adhere to their college's professional code of conduct and honor codes where applicable. Students should contact the office of the dean for their college to inquire about any applicable conduct and honor codes to ensure compliance.

Research Conduct

Furthering of research is a major institutional goal of the University of Cincinnati. Research includes not only intellectual activity and exploration designed to expand knowledge and understanding, but also activities in the creative and performing arts designed to interpret and create. The university is unequivocally committed to ethical conduct of research.

Further information

Department of German Studies: <http://www.artsci.uc.edu/departments/german.html>

Graduate School: <http://grad.uc.edu/>

Electronic Thesis and Dissertation Information: <http://grad.uc.edu/student-life/etd.html>

Graduation Deadlines: <http://grad.uc.edu/student-life/graduation.html>

Other Important Deadlines: http://grad.uc.edu/student-life/critical_dates.html

Graduate School Handbook: <http://grad.uc.edu/content/dam/grad/docs/Publications/handbook.pdf>

Graduate Teaching Assistants

This part of the handbook outlines your responsibilities as a Graduate Teaching Assistant in the Department of German Studies. GTAs play a vital role in our departmental mission: you and your colleagues are responsible for the bulk of the language teaching in the department. You are an important link between undergraduate students and the department, and your contact with them sets the tone for their future German studies.

The main objective of our GTA program is to provide the best possible language instruction for our undergraduate students. A second objective is to provide the theoretical background in second language acquisition and pedagogy and practical teaching experience that will enable you to succeed in the profession. We look forward to working with you to achieve both of these goals!

I. Orientation and Practicum: Language Teaching in German Studies (GRMN 7030)

This course provides an introduction and orientation to foreign language teaching and to policies and practices in the German Studies department. The orientation portion of the class, which precedes the Fall semester, consists of practical training in instructional approaches and materials for the courses to be taught, instruction in departmental policies, and presentations about campus support systems. The practicum continues with attendance/participation at weekly section meetings. Students will be assessed throughout their first year on performance of GTA duties. This course is a requirement for all Graduate Teaching Assistants and instructors.

II. Teaching Assignments

A. Regular Term Assignments

The time commitment for a TA-ship amounts to an average of twenty hours per week. Each assignment will be individually arranged.

Assignments for incoming GTA's in their **first semester** consists of the classroom assignment in a Basic Language course as determined by the Language Coordinator (LC). After the first semester, a full teaching assignment is in either two or three parts, consisting of a classroom teaching assignment as well as assistance in another capacity--e.g. assisting a faculty member with teaching, research or editing, or coordinating the weekly conversation course.

Decisions about assignments are made by the Language Coordinator (LC) in collaboration with the Department Head. Every effort is made to accommodate TAs who have **unavoidable academic conflicts** that make a certain time slot necessary, but these accommodations are always made within the framework of a schedule that best serves the needs of our undergraduate students and is the most equitable to all TAs. Switching assignments with other instructors is not allowed. Assignment decisions are based on many factors, not all of which may be evident to you, and some of which may have to remain confidential.

B. Calendar

Incoming GTAs are expected to be on campus by August 1 for on-boarding and general orientation. The required Practicum course in the Department of German Studies (GRMN 7030) begins on or shortly after August 10 and continues until the first day of class.

All other GTAs must be on campus by August 15th. Orientation and course preparation will run from Monday, August 17th to Friday, August 21st. GTAs are responsible for keeping track of the academic calendar, which can be found on [the website of the Office of the Registrar](#).

C. Summer Teaching Assignments

It is possible for GTAs to teach courses during the summer terms. Be aware of the dates for those terms, which can also be found on the website of the Office of the Registrar.

These teaching assignments are given to instructors who have demonstrated excellence in teaching and are deemed able to conduct a class **without supervision**. After this criterium is met, TAs who are returning for course work in the subsequent fall semester are given priority. The number of applicants often exceeds the number of teaching slots; there is no guarantee of a summer position.

GTAs who are interested in being considered for teaching positions in the summer indicate this by filling out a questionnaire at the beginning of Spring Semester. At that time, you are asked to indicate your availability. Be careful when filling out the form, and let the LC know immediately if your availability changes.

Each summer instructor must

- have time to plan the course;
- develop the Canvas site for the course, including course banner, menu, external links, etc.;
- **compose exams and all other instructional materials;** and
- submit grades.

The date for notification of summer assignments is unpredictable due to circumstances beyond the control of the Department. Rest assured that the LC makes every effort to confirm summer assignments as early as possible so that you can make your plans.

D. Outside Work

The 20-hour teaching assignment, in conjunction with the responsibilities of being a graduate student in the department, represents a full-time job by any standard. Outside work is **strongly** discouraged and must be cleared with the LC, the Director of Graduate Studies, and the Department Chair. It is important to remember that, even if permission to work outside the department is granted, **no concessions can be made in regard to the performance of your duties as a Masters / Doctoral student or as a GTA.**

III. General Responsibilities of GTAs

A. Communication

I. General

- a. Communication in the department is largely accomplished by email. You are required to have an active email account which you check twice every day for new messages.
- b. Another important method of communication is the **German Studies listserv and Basic Language Instructors Slack**.
- c. Make sure that important information is conveyed to the LC by **email or Slack**. It is not enough to mention in the hallway that you have asked another GTA to substitute for your class or that you have an issue with your assignment, etc. Put it in writing.

II. Canvas/Instructional Materials

- a. The default email for *Canvas* will be your UC email address; if this is not the address you will be using, you should change the default email through the *Personal Information* link. Failure to receive important information because your email address was incorrect is not an excuse.
- b. Lesson plans, exam drafts, and review sheets may be shared by GTAs through on Slack. While resource sharing is encouraged, it is not required; with the exception of exams and project-based assessments, which are shared across sections, the materials that you create are your own intellectual property.

B. Section Meetings

Attendance at section meetings is **required**. Be prompt, and bring your **laptop** with access to the course syllabus, textbook and all other materials; be prepared to take notes.

These meetings are critical to the success of the program. They are necessary to continue training in the methodology, to discuss and formulate lesson plans, to become informed about grammatical terminology, and to monitor and coordinate progress.

C. Office Hour

Teaching Assistants are required to hold one office hour per week in the Lounge or Seminar Room (Old Chem 733) or, depending on teaching circumstances, via WebEx or Zoom. Office hours are determined by the coordinator during the first week of classes. Your office hour is open to all German students who desire tutoring assistance, regardless of which section or class they are in. However, TAs should encourage students to come to their own office hour when possible. Additionally, TAs should make every effort to accommodate students who wish to meet outside of class but cannot attend their office hour. Outside of office hours, TAs may meet with students virtually or in the TA room; you may contact the LC to arrange a more private meeting space.

D. Observations

1. Each GTA is required to conduct TWO peer observations per semester (see *TA Evaluation*). One copy of the observation form is given to the instructor, one to the LC.
2. Each GTA will be observed once in the Fall Semester and once in the Spring Semester by the LC during their first year teaching. In subsequent years, returning GTAs will be observed **at least** once a year. These observations are followed by a debriefing meeting in which comments and recommendations for improvements will be made.

E. GGSA Meetings

GTAs are expected to attend all meetings of the German Graduate Student Governance Association. If you are unable to attend, notify the GGSA President in advance.

IV. Classroom Responsibilities

A. Course Syllabus and Policy

Possibly the most important responsibility you have as a teaching assistant in the department is to follow the syllabus for the course you are teaching. With multi-section courses, any variation in the speed with which the material is covered can be disastrous. While some variation may occur between sections, exams must be administered on the same day for each section of a given course and project-based assessments must be submitted on the same day across sections.

B. Exam Writing

There will be no exams during the 2020-2021 academic year due to the move to online and hybrid teaching. The LC will provide TAs with project-based assessments and rubrics which will substitute for exams during this temporary situation. TAs teaching single-section courses (e.g. 1011 and German for Reading Knowledge) may be required to develop their own assessments with the guidance of the LC.

C. Class Management

Teaching your students German language and culture involves more than effective lesson planning. Your students will learn more easily in an environment where they are certain about what is expected of them and where they feel that policies are applied equally and fairly to all. Communicating with students is the key to successful class management.

I. Student Information Sheets

On the first day of each semester, your students will fill out and sign an information sheet via google forms. Apart from providing you with each student's contact information, the purpose of these is two-fold:

- Placement: Students must disclose any prior German study. Placement is determined by prior study in high school or at another institution (see *Basic Language Policy*). If a student appears to be incorrectly placed, have her / him / them contact the LC for an oral proficiency interview.
- Student Status
 - Students must indicate whether they are Freshmen, Sophomores, Juniors, Seniors, or Graduate students (Masters or Doctoral candidates). There is also a space for students to indicate if they are auditing your class (sitting in on the class, not for credit), or have signed up for the course under the Independent Projects number (GRMN 5004) or the course companion graduate number.
 - Auditing students are NOT REQUIRED to turn in homework or write exams. Most audit students do so anyway, however, so don't be surprised! Auditing students should be listed as such on your class list with a "T". If there is no indication on your class list that a student is auditing, you should advise the student to make sure s/he is registered correctly. Please be aware that you are NOT required to accept audit students who require an add slip signature (this includes, for example, senior auditors). Please use your own judgment as to whether you have room for the student, but feel free to consult with the LC if you are unsure.
 - Graduate students may receive graduate credits (a maximum of **THREE**) for attending your language class; they will NOT show up on your undergraduate class list. Graduate students may receive graduate credit for attending your class. The companion numbers are as follows:

Undergraduate GRMN 1001/1002 = Graduate GRMN 7001/7002
 Undergraduate GRMN 2001/2002 = Graduate GRMN 7003/7004
 Undergraduate GRMN 3001/3002 = Graduate GRMN 7005/7006
 Undergraduate GRMN 4001/4002 = Graduate GRMN 7007/7008

There is a separate grading list for graduate students under the LC's name. If you don't have a class list for your graduate students, then final grades for these students must be emailed to the LC for submission.

- Any student who is taking the class under the GRMN 5004 Independent Projects number will not appear on your class list; they should indicate that they are registered for this number on the information sheet.
- Check your student information sheets against your class list and let the LC know if there are any discrepancies.

II. Canvas

The Basic German program uses UC's *Canvas* course management system. All first and second year German students and instructors are required to check the *Canvas* daily.

<https://canopy.uc.edu>

Training in using *Canvas* will be provided to TAs as part of the orientation course.

III. Attendance Policy

A strict attendance policy is enforced for students in the basic German language program. All instructors **must** apply the policy in their classes. There is a maximum number of absences allowed in each track (See Appendix A). Every absence, **regardless of the cause**, counts toward this maximum.

Unfortunately, students need to be reminded frequently about the attendance policy. **Students should be notified when (or, ideally, just before) they have reached the maximum number of absences.** Please make it clear that there is no option for “making up” absences. The maximum number of allowed absences is high and should allow students to manage any unforeseen circumstances. If a student has truly extenuating circumstances, please contact the LC.

IV. Drop / Add Policy

There is an initial ‘drop period’ during which students may drop and add classes online without an entry on the student’s academic record. After that, leaving a class means that a student must ‘withdraw’, a process which is recorded in the student’s transcript with a W or F. If students do not attend class during the first week, please contact them and notify them of the option to drop. If they do not drop and you do not receive a response from them, please notify the LC.

V. Accessibility and Disability Accommodations

Please familiarize yourself with UC’s policies on [accessibility and disability-related accommodations](#). The practicum orientation will cover these general policies, as well as special issues of accommodation in the language classroom.

D. Grading

I. Grading During the Semester

All grades entered into the gradebook will be in **percentages**. Instructors are expected to keep an updated gradebook either on Canvas or in Excel. Students should be made aware of their current grade in the course at regular intervals and provided with a full breakdown of their grade half-way through the semester, at the very minimum.

II. Final Grades

- **Deadline:** Before submitting final grades, you must send your gradebook to the LC. Once the LC has approved your grades, you may submit your grades to the registrar. All final grades must be submitted electronically to the University Registrar (<http://www.uc.edu/registrar/>) by 3 p.m. on the Friday of exam week.
- Final grades must be transferred from percentages to **letter** form:

93-100 = A	90-92 = A-	
87-89 = B+	83-86 = B	80-82 = B-
77-79 = C+	73-76 = C	70-72 = C-
67-69 = D+	63-66 = D	60-62 = D-
below 60 = F		

The letter grades are entered onto the official online class grading form on the Registrar’s website. **A+ grades are not given in basic language courses.**

- Special issues:
 - Graduate/Audits/Independent Projects: Remember that students signed up under the graduate and independent project numbers will appear on a separate grade form; please note these students in your gradebook so that the LC can submit their grades. Auditors will receive a grade of ‘T’ for successful completion

of the course.

- No Final Exam Grade/Incomplete Work: If you have a student who missed the final exam or project-based assessment, EMAIL the LC with the particulars, e.g. whether s/he has contacted you with an excuse, etc., and the LC will advise you on how to proceed. Only graduate students and students with major extenuating circumstances may receive grades of I (Incomplete) in Basic German courses.

E. Cancellation/Substitution

If you find that you are unable to teach your class because of illness or emergency,

- Contact another TA **who is either teaching the same course as you or has taught your course before** and ask that person to fill in for you.
- Notify the LC by email as soon as possible, providing the name of the TA substituting for you.
- When another TA substitutes for you, you should repay in kind. The LC will keep track of substitutions; no GTA should substitute more than three times in a given semester.

If you are not able to find a substitute, you may cancel class **a maximum of two times** in a given semester. You must notify the LC **before** you cancel class. Students must be notified by email that class is cancelled at least **4 hours** before class begins.

On rare occasions, the University will cancel classes due to dangerous weather conditions. When this happens, an announcement is made on the UC website <http://www.uc.edu> and you will be notified by email by the Department Head or the LC. It is a good idea to check the website frequently if winter storms are expected. When classes are cancelled, adjustments may be made to the exam schedule.

If you become ill and cannot perform the basic duties of your assignment (e.g. grading), please contact the LC as soon as possible.

F. GTA Evaluation

I. Course Evaluations

At the end of each semester, your students are given the opportunity to evaluate your class online. Among the factors that are evaluated are the effectiveness of the instructor, the textbook and other materials.

The results of the evaluations are made available to the individual instructors after they have submitted their final grade sheets, and copies are also given to the LC and the Department Head. These evaluations will constitute an important part of your dossier on the job market; please encourage all students to fill them out. Strategies for soliciting substantive evaluations from all students will be discussed during the practicum orientation.

III. Excellence in Teaching Award

The Department recognizes the GTA who most nearly exemplifies the teaching goals and philosophy of the program. Eligible GTAs are those

- who have taught for more than two semesters in the department, and

- who have not won the award before.

The departmental award winner will automatically be the nominee for the college / university-wide GTA award. The nominee must submit an extensive teaching portfolio to be considered for the college / university-wide award. Nominees who are not able to devote substantial time to the development of the portfolio should withdraw during the departmental selection process.

G. Professionalism

You are expected to conduct yourself in a professional manner at all times, but this is especially important in your role as a teacher. Please think critically about how your behavior and self-presentation will impact students' ability and willingness to acquire the German language in your classroom.

Differences of opinion are inevitable in any organization, and part of your training will be to learn how to manage and resolve conflicts in a constructive manner. The overriding guideline in the TA program here in the department is openness and frank discussion, when that is at all possible.

In case of grievance, your first recourse is to the LC. The next level of recourse is the Department Head.

Sexual and discriminatory harassment, perpetrated by either you or your students, is not tolerated at UC. Familiarize yourself with the Policy Statement on [Sexual Harassment](#) and the Policy Statement on [Discriminatory Harassment](#). Be cautious in your relationships with students and contact the LC immediately if you experience or witness harassment.

H. German Day

A. German Day Mission Statement

The mission of German Day is

- to reach out to the larger community;
- to enrich the high school German experience for area students;
- to maintain contact and establish a network with area German high school teachers;
- to raise the visibility of the Department of German Studies and enhance recruitment efforts; and
- to give GTAs the benefit of the experience, which will be useful in job searches.

B. German Day Coordination

Each GTA is required to assume responsibility for some aspect of German Day preparations, under the direction of the German Day Graduate Coordinator. Basic language classes are cancelled, and all GTAs are required to participate fully in the event on the day. This is a commitment from about 8:30—2:00.

1. German Day is planned by the graduate students in the Department under the supervision and approval of the LC and the Department Chair.
2. The GD Committee consists of three GTAs: the GD Coordinator, the GD Assistant Coordinator, and an additional GTA (the previous year's GD Coordinator, if possible).
3. The GD Coordinator and Assistant Coordinator are selected by the GGSA (subject to the approval of the Graduate Director and the LC) in the Fall Semester. If possible, the previous year's Assistant Coordinator should become GD Coordinator to ensure continuity.
4. The GD Coordinator will receive compensation in the form of a reduced teaching load (cf. **Special Assignments**).

5. The specific responsibilities of the GD Committee will be decided after looking over the German Day Records.
6. The scheduling of the date for each subsequent GD is the responsibility of the previous year's GD Coordinator; that is, the GD Coordinator for 20014 schedules the GD date for 2015 and reserves the Great Hall in TUC.

C. German Day Records

Detailed records of the planning process should be kept on file in the GTA office so that each new coordinator can benefit from the experience of her / his / their predecessors. The records should include such documents as room and set-up reservations, correspondence with high school teachers, parking arrangements, materials (tests, answer sheets, etc.) for each activity, lists of awardees, financial statements, and so on.

D. German Day Finances

The GGSA Treasurer works closely together with the GD LC to make German Day a success. The financial situation will be assessed in the GD planning stage to make sure that all expenses are met by the student registration fees. All finances have to be coordinated and need approval from the Department Head. If necessary, student fees will be raised to make improvements and insure the achievement of the GD objectives.

E. German Day Participation

1. All GTAs are required to participate by
 - a. being responsible for some aspect of the planning, e.g. writing the exam for an event;
 - b. being present at the event, helping to set up, proctor, grade, judge, etc.;
 - c. being available for clean-up duty when the event is over.
2. GS faculty are encouraged to participate at the event for at least half a day, and will be involved specifically in helping to judge events, making introductory remarks at the opening ceremony, attending the "Meet and Greet" with high school teachers, and emceeing the Culture Bowl.
3. Efforts are being made to increase administrative support for the event, e.g. financially, with promotion, help with prizes, etc.
4. Undergraduate students in our basic language program are recruited to help. A volunteer GD Undergraduate Coordinator will help coordinate undergraduate volunteer efforts. Undergraduate students are offered extra credit in return for signing up.

Appendix A

GERMAN LANGUAGE COURSE POLICY

1. REGISTRATION AND PLACEMENT

Placement is determined by prior language study or consultation with the language Coordinator, who has ultimate authority in placement issues.

If you have...	... then you should register for
No prior study in the chosen language	GRMN 1001
One year of high school study	GRMN 1001
Two years of high school study	GRMN 1002
Three years of high school study	GRMN 1002
Four or more years of prior study	GRMN 2001; consult with the Undergraduate Director

Each student is responsible for making sure that s/he is taking the appropriate course. When in doubt, students should consult with the instructor and/or the course coordinator.

Audits: German language courses may be taken for non-credit with permission of the coordinator and the instructor.

Graduate Students: Graduate students wishing to take undergraduate German language courses for graduate credit must register under the corresponding graduate course number. They then can attend the **undergraduate** course (any section) and notify the instructor that they are registered for graduate credit. The maximum number of graduate credits is 3, regardless of the number of credits assigned to the undergraduate course.

The equivalent graduate numbers are as follows:

- GRMN 1001 = GRMN 7001
- GRMN 1002 = GRMN 7002
- GRMN 2001 = GRMN 7003
- GRMN 2002 = GRMN 7004
- GRMN 3001 = GRMN 7005
- GRMN 3002 = GRMN 7006
- GRMN 4001 = GRMN 7007
- GRMN 4002 = GRMN 7008

2. GENERAL

Canvas: Language students can access all course information through the *Canvas (canopy.uc.edu)*. The course will appear on the student's *Canvas* page. Your instructors will communicate with you **ONLY** via the Canvas email function;

do NOT expect your instructor to keep a separate email address on file for you. Students are required to make sure that the e-mail account listed under “Personal Information” on the *Canvas* is correct. Students are also required to visit the *Canvas* site on a daily basis. Do NOT expect your instructor to email you with information that is posted and available on the *Canvas* course page.

Language Resource Center: Students may be required as a normal part of their language studies to view films, television broadcasts, or other media, or to use software located in the LRC on the sixth floor of Old Chemistry.

Course Evaluations: End-of-term on-line evaluations are mandated. Students may be assigned to do a course evaluation as part of their homework and to submit a confirmation to the instructor.

Academic Misconduct: The Department of German Studies, the McMicken College of Arts and Sciences, and the University of Cincinnati will impose sanctions on students who violate *The Student Code of Conduct*. Students who cheat or plagiarize will be disciplined on an individual basis according to the severity of the misconduct. Plagiarism is defined as submission of work that is not original; this includes but is not limited to work done by tutors, collected on-line from any source including translation programs, or work that was previously submitted in fulfillment of a course requirement.

Special Needs Policy: Students with a disability (e.g., visual impairment, hearing impairment, physical impairment, communication disorder, and/or specific learning disability) which may influence their performance in the course must meet with the Disability Services Office (DSO) to arrange for reasonable accommodations to ensure an equitable opportunity to meet all the course requirements. Please contact DSO at 556-6823, Campus location: 210 University Pavilion. Students will be provided an Accommodation Form indicating accommodation needs for the term. The form must be presented to the instructor AS SOON AS POSSIBLE to ensure that accommodation needs are discussed, agreed upon, and provided. No accommodation can be granted if the form has not been submitted.

3. ATTENDANCE

First Week Attendance: Students who have registered for class but fail to attend the first two sessions will be dropped unless they have specific permission from their Coordinator to remain in the course.

Classroom Attendance: Attendance and participation are essential. Students are required to be present at every class meeting. **Every absence, for whatever reason, counts toward the maximum number of absences allowed.**

The maximum number of absences for classes which meet three times a week (MWF) is 4. Please see the attendance policy in your course syllabus for further details.

4. GRADES

Minimum Grade: Students must earn a C- or better in order to continue to the next class in the sequence. Except for unusual or rare instances determined by the coordinator, students who have not earned a C- or better in the previous class must re-take the course and earn the qualifying grade in order to proceed to the next class.

Classroom Participation: This component takes into account student willingness to participate in class, preparation for class, use of the target language while in class, cooperation in group and pair work, respect toward both instructor and peers, and classroom conduct. Students are expected to come to class promptly, to be prepared for the material listed each day on the syllabus, and to behave respectfully toward classmates and instructor. *The Student Code of Conduct* will govern all classroom behavior. Class participation and presentations missed because of absences cannot be made up individually.

Homework: Practicing the language through homework assignments is an extremely important part of learning a language. The homework assigned on the syllabus is the **minimum** required to pass the course, and instructors may assign additional homework.

Tests and Quizzes: Refer to the course syllabus for details.

Final Exams: Some basic language courses have “block” final exams which are legally scheduled by the University outside of the regular exam schedule. A make-up exam for those students with other exams conflicting with the block exam may be arranged with the coordinator. Under no circumstances will any Final Exams be given before the last day of class without permission of the coordinator.

Appendix B

A&S LANGUAGE REQUIREMENT

The purpose of the foreign language requirement is to insure that students who receive degrees in the College of Arts & Sciences have had a rich experience in more than one language and familiarity with more than one culture. The language requirement may be fulfilled in 10-12 credit hours, depending on placement, or by demonstrating proficiency through testing, as described below.

Although students take language courses in various departments, the fulfillment of the requirement is certified ONLY by the student's college.

LANGUAGES

The A&S language requirement may be fulfilled by courses in these languages:

Arabic, American Sign Language, Chinese, French, German, Greek, modern Hebrew, Italian, Japanese, Latin, Portuguese, Russian, Spanish, Swahili. The Celtic languages (Modern Irish, Scots Gaelic, and Welsh) are offered intermittently.

PLACEMENT: NO PRIOR LANGUAGE STUDY

Students who matriculate in the College of Arts and Sciences with only **one year or no** previous foreign language training, or who wish to commence study in a language in which they have had no former training, must complete two terms of Basic Language instruction or four terms of Extended Basic Language instruction in a single foreign language. This requirement is fulfilled by the completion with a passing grade in the final course of either of these course sequences:

Two-Semester Sequence: 5 credits each, 10 total of Basic Language 1001 and 1002

OR

Four-Semester Sequence: 3 credits each, 12 total of Extended Basic Language 1011-1012-1013-1014

NB: Students must receive at least a C- in order to continue from one course to another in any language sequence.

TESTING OUT OF THE LANGUAGE REQUIREMENT

Students with **extensive prior experience** in a language may fulfill the requirement with a score of 500 on the appropriate Language Placement Test (accessible through the Language Resource Center) in French, German or Spanish, and by certification from the appropriate Language Coordinator for all other languages. This certification is contingent upon performance in an oral interview as well as a written test. Students receive no credit by placing out of the language requirement through this certification.

ADVANCED PLACEMENT STUDENTS

Students who have participated in the Advanced Placement Program in high school receive college credit, based on their scores, without further validation. The credit is allocated according to college guidelines.

(http://admissions.uc.edu/highschool/adv_placement/ap_key.html) These students should see the Undergraduate Director for guidance in course selection.