

GERMAN LANGUAGE COURSE POLICY

I. GENERAL

Blackboard: Language students can access all course information on *blackboard.uc.edu*. The course will appear on the student's *Blackboard* page, although in the case of multi-sectioned courses it may appear under a metacourse number rather than the regular course number. Students are required to make the e-mail account listed under "Personal Information" on the *Blackboard* is correct, and they are required to visit the *Blackboard* site on a daily basis.

Electronic devices: The use of cell-phones, Blackberries, iPods or other personal electronic devices is strictly prohibited in the classroom unless such devices are an integral part of the classroom activity. Laptops will be permitted where necessary and only under special arrangements with the instructor.

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-quarter 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 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 quarter. 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.

II. REGISTRATION

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

If you have....	...then you should register for
No prior study in the chosen language	GRMN 1001
One year of high school study in the chosen language	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 Undergraduate Director

Prerequisites for each course are posted on *OneStop* and on the course syllabus. 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 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 6011
- GRMN 1002 = GRMN 6012
- GRMN 2001 = GRMN 6013
- GRMN 2002 = GRMN 6014
- GRMN 3001 = GRMN 6015
- GRMN 3002 = GRMN 6016
- GRMN 4001 = GRMN 6017
- GRMN 4002 = GRMN 6018

III. ATTENDANCE

First Day 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. **There are no excused absences** in basic language courses.

The maximum number of absences for classes which meet twice a week (MW or TR) is 3; the limit for classes which meet three times a week (MWF) is 4; and for classes which meet 5 times a week (MTWRF) the limit is 7. **Even one excess absence of any nature** will result a 3% reduction of your final grade for EACH absence over the limit.

III. GRADES

Minimum Grade: Students must earn a C- or better in order to continue to the next class in the sequence. Except for unusual and 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 Undergraduate Director.

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