



German 2 Online
GER 2 #10960, Spring 2019
ONLINE COURSE
with corequisite Lab Ger 902 #11105
Saddleback College, Mission Viejo, California



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Required Course Materials:



Required: Connect Access Card for Online Connect Exercises and Exams with *Deutsch, Na Klar* 7th edition, ISBN: 9781259290862.

Optional: Paper Textbook *Deutsch Na Klar*, Seventh Edition, by DiDonato & Clyde (McGraw-Hill, 2016). ISBN: 9781259604850.

Important Course Links:

McGraw-Hill Connect: <http://connect.mheducation.com/>
Quizlet Flashcard Sets: <https://quizlet.com/class/3900523/>
Saddleback Canvas: <https://canvas.saddleback.edu/>

Textbook Access Card:

You must have at least the 'Connect Access' to our textbook in order to complete the work assigned in this course. If you took German in a prior semester, **your access code should still be valid** and you will not have to purchase anything – but you will need to 'register' for the new section of the course, following the instructions on our Canvas page. **If you did not take German at Saddleback recently, then you must purchase the online access code! The cheapest option is to purchase the \$150 "CONNECT" access directly from the publisher's site (McGraw-Hill).** Under "Woche 1" at our class webpage, you will find instructions for purchasing and activating your online access card during the first week of the semester. **There is a limited free trial mode available for the first 2 weeks, after which you will need to purchase the Access Code to continue in the class. You cannot complete this class without spending at least \$150 for the Connect access to the textbook.**

Course Description:

German 2 is the second semester of German. This elementary level course is designed to **further the fundamentals of communicative competence in daily spoken German.** Although the focus remains on **listening comprehension and speaking, reading and writing skills** will be expanded. This course continues the familiarization with customs and cultural achievements begun in the previous semester. **Equivalent to four years of high school German.**

Course Content:

This course will cover the final eight chapters of the textbook (*Kapitel 7 through 14*). **This is NOT a self-paced course:** you will have regularly assigned due dates and exams that must be completed on time, so **plan to be available to work online for the entire semester.**

Student Learning Outcomes:

Students completing this course satisfactorily will be able to:

- accurately interpret written sections in target language including present and simple past, and simple future tense subjunctive mood, perfect tenses, and two past tenses.
- accurately interpret oral language including present and simple past, and simple future tense subjunctive mood, perfect tenses, and two past tenses.
- demonstrate an intermediate level of fluency target language including the ability to accurately respond to complex questions and form appropriate questions or statements of their own.
- demonstrate knowledge of the history, politics, literature and arts of the countries and people who speak the language being studied.

Assessment of Student Learning Outcomes:

- In questions embedded in the final exam, 80% of the students will be able to demonstrate their fundamental knowledge of the cultural aspects of the German-speaking world.

Instructor Contact:

This is a fully online course. As your instructor, **I will interact with you on a regular basis** in multiple ways. In addition to **video lectures and written explanations**, I will post **weekly announcements** with pointers to course content, objectives, upcoming due dates, and other information. At several points throughout the semester, you will have a **required telephone conversation with me**, arranged in advance. I will participate in the **weekly discussion boards** with my own starter posts, as well as selected **replies to student postings**. I will also provide feedback on instructor-graded Connect exercises and chapter tests: in general, **you can expect to receive feedback and/or corrections within 48 hours** of submitting your normal assignments; midterms and final exams may take up to 72 hours.

I am also readily available to **communicate with students via email and via Zoom**. If you don't see me online in Zoom, please send me an email (nthuleen@saddleback.edu) or a text message (1-760-975-1076) to schedule a time to conference. Please don't hesitate to ask anything you like, both content learning questions as well as anything else related to the class: **I truly do want to hear from you** and know how you're coping with the class work! I usually answer emails within 24 hours, with a 48 hour maximum turnaround.

Student Responsibilities:

This 5-credit class **requires between 10 and 15 hours of studying and preparation per week**. Consider that if this class were held face-to-face, you would be sitting in a classroom for 5 hours per week, plus completing at least 5 hours of homework each week – therefore **the online class requires a minimum of 10 hours per week**. **Because you will complete all coursework online, regular participation and self-directed study is vital to your success**. There will be explicit deadlines for assignments and exams, and you must keep up with the scheduled workload. This means **you will need to log in to the course website a minimum of two or three times per week**, and spend significant time reading, understanding, practicing, and completing assignments online. Languages cannot be "crammed" – they are a cumulative learning process, and **it is best if you devote an hour or two every day to homework**, online activities, or reviewing prior material and exploring the optional links for further study. **If you do encounter any difficulties, e-mail me immediately and keep me informed**.

In general, you will be assigned to **read sections of the textbook** each week, to **practice the vocabulary and grammar** you are learning, and to **complete assigned exercises** to solidify your mastery of the new material. The assignments are a mix of types, including interactive textbook exercises at the Connect website, instructor-created worksheets, weekly discussion board postings in German and English, and spoken exercises and interviews. **Assigned work for each week will be due every week at the close of day on Sundays**. You may always turn in assignments early, but try to keep to the general pace of the class and not work too far ahead, for your own benefit. **There will be a chapter quiz every two weeks, plus short weekly writing assignments**. Oral proficiency will be assessed by **recordings or conferences with your instructor**. In the middle of the semester, you will take **one midterm exam**, and at the end of the semester **the final exam**.

Please note that **you are also enrolled in a .5 unit LAB section (German 902) as a corequisite lab component** of this class. **For the LAB section, you will be completing online exercises and activities at the same course webpage** as our normal class. **You must ensure that you spend at least two hours per week completing the assignments at our textbook "Connect" website – a total of 24 hours over the course of the semester**. It is your responsibility to budget your time and keep track of your progress, but you can easily track your time via the website gradebook online. **If you do not complete these 24 hours of logged-in coursework, you will not receive credit for the lab section, which is graded pass-fail**.

Participation and Attendance:

Since this is an online course, **'attendance' refers to participating in the activities and assignments on our class webpage as well as our 'Connect' textbook website.** You must log in and **submit the required assignments every week!** If you cannot access the course due to unforeseen issues, notify your instructor immediately. **If you do not log in or submit assignments for more than 7 days in a row, your instructor has the right to drop you from the class for non-attendance.** Attendance — meaning your course login time, assignment submissions and overall activity — is tracked thoroughly, and both California State and Saddleback College require that students who stop attending an online course be dropped for non-participation. Missing deadlines and not completing assignments means you have become "inactive" or stopped attending our online course. **If you do not plan on staying in this course, it is your responsibility to drop the course from your MySite schedule.** **Do not assume that the professor has dropped you: you are responsible for your participation and your schedule.**

Technical Requirements:

Since this course is conducted completely online, you must have **consistent access to the internet** in order to complete your work. In addition, you should **make sure your computer meets the following basic requirements.** Don't worry too much: nearly all modern computers are capable of these tasks, but look through the list and see if you think you will have any difficulties.

- You need to be able to use a **web browser** (*Chrome, Firefox, Safari, or Edge* are recommended, in that order). Please note: the Connect website is **not fully compatible with tablet and cell phone browsers**, so a **desktop or laptop computer** will be required!
- You need to be able to **view and type into Microsoft Word documents using any standard word processing software** (*Microsoft Office, the freeware OpenOffice or LibreOffice, or Apple Pages* are the most common). Google Docs can also be used, as long as you can save your documents to a PDF or other file format.
- You need to be able to **view PDF files** (most browsers have an *Adobe PDF plugin* or the free *Adobe Reader* app).
- You need to be able to **record your voice on your computer** using the textbook or course website. Most laptops have a microphone (and camera) already built-in. If you are using a desktop computer, **you may need to buy or borrow a USB microphone.** If you have special reasons why you cannot record your voice, please contact your instructor and we may be able to find reasonable alternatives such as a cell phone recording.
- You will need to use either a **regular telephone** or a teleconferencing app such as Zoom for a voice conference with your instructor for oral interviews. If you have a webcam, a video conference is a nice touch, but is not required. Zoom is free and no account is needed, simply follow the links on Canvas for consultation hours. Telephone conferences are usually easiest, but please contact your instructor if you need special consideration.

Academic Honesty and Plagiarism:

Be aware of the college's policy on the need for **academic honesty** in all your work. Any form of dishonesty (cheating, plagiarism, etc.) in an assignment is grounds for a **zero** on the assignment. Extreme cases may be forwarded to the administration for remediation as stipulated by the college's policy on Student Conduct. Please familiarize yourself with your rights and your responsibilities under the Academic Dishonesty Policies outlined at <http://www.saddleback.edu/la/acts-academic-dishonesty>.

In addition to the policies above, the following guidelines also apply to this course:

- Students **may not use automated translators** to write compositions or complete assignments.
- Students **may not ask friends, relatives or native speakers** to complete any of the assigned work.
- Students may not recycle their own or other people's work.
- Students must explicitly cite any material that has been taken from the Internet or other sources.

Using **online translation packages** (e.g. Google Translate, Bing Translate, Siri) **is not permitted.**

Using an **online dictionary** (which provides you with a choice of words for any one word in English) is **perfectly fine** and recommended. Unlike dictionaries, however, translation programs provide a full translation (often of an entire sentence or paragraph), rather than allowing you to come up with your own structures, tenses, grammar, etc. Translation programs almost always produce inaccurate, incorrect translations, and are considered a violation of academic honesty — they are not your own work and are grounds for lowered grades or zeros on assignments!

Expectations of Student Conduct and Netiquette:

You will **interact regularly with other students** in the class both in **partner interviews**, as well as through your **posts on the Discussion Boards** each week. Remember to be polite and respectful, and follow these general guidelines when sharing your opinions with the class, whether on the telephone or the discussion boards:

- Keep your **discussions on-topic** and within the scope of our course material.
- Use the appropriate language: **German for 'Writing' Forum** postings, and **English for 'Culture'** discussions.
- For telephone interviews, **use as much German as possible!**
- **Proofread your written posts** before submitting, and take the assignments **seriously**.
- When responding to other student postings, try to avoid simply saying "I agree" – instead, **state why** you agree or disagree, **enhance** upon the prior post, or add more information.
- Be **respectful** of other students' opinions even if they differ from your own.
- When expressing your disagreement, do so in a **polite and non-critical** way; never insult others.
- Usually you will not need to reference outside sources, but if you do, please state where you got your information via a web link or source credit.

Although **I always read your postings** and try to give my own comments when possible, I cannot keep up with all posts at the moment they appear. It may take me a few days to see your weekly postings. **If you see an inappropriate comment, please send me an email immediately.**

Evaluation and Grading:

Online Exercises ('Aufgaben')	15%
Spoken Exercises and Interviews	10%
Chapter Writing Assignments	10%
Cultural Discussion Postings	5%
Weekly Worksheets	5%
Lab Exercises	5%
Chapter Tests	25%
Midterm and Final Exam	25%

Grading Scale:

Unless otherwise indicated, all assignments will be graded on standard percentages:

A	90.0–100%
B	80.0–89.9%
C	70.0–79.9%
D	60.0–69.9%
F	59.9% or less
Pass	70% or more

If modifications or curves are necessary for particular assignments, you will be told in advance in class.

Types of Assignments:

Online Exercises ('Aufgaben') (15% of course grade): The majority of your time will be spent in **reading the online textbook material, and completing the corresponding practice activities and exercises on the textbook Connect website**. Most exercises are computer-graded (multiple choice or fill in the blank), but some will be graded personally by your instructor. Many exercises also ask you to record your voice, for spoken practice. **You should plan to spend around four or five hours per week on this homework, as it is equivalent to in-class practice in a face-to-face class**. It is best to spread out your learning over multiple days throughout the week, for maximum retention. **Homework assignments will be due at the latest on Sunday nights each week**, however, it is recommended that you complete them a few days early to give yourself time to finish any other remaining work for the week. Connect homework assignments can be re-done as many

times as you wish, to ensure you have correctly mastered the material. Your best score on each assignment, no matter how many times you complete it, will remain in the gradebook and will count towards the course grade.

Spoken Exercises and Interviews (10% of course grade): Most weeks you will **record your voice in a practice exercise online**, to ensure you are learning proper pronunciation and accent. In addition, at several points in the semester, you will have either an **interview with your instructor** by telephone or teleconference, or an **assigned 'partner interview'** with a randomly chosen classmate. Topics and sample questions will be provided in advance.

Weekly Writing Assignments (10% of course grade): Most weeks, you will **create a short written composition in German using the material learned so far**. These assignments will be **posted on the Class Webpage Discussion Board** each week by Sunday night at the latest. Full instructions and guidance will be provided for you; the compositions will start off quite short, but get a bit longer and more complex as the semester continues. Your instructor will grade and correct your work and enter your grade online.

Cultural Discussion Postings (5% of course grade): Every two weeks, you will **post in English on the Class Webpage Discussion Board on a cultural topic** related to the textbook material. These postings will contribute to your understanding of various aspects of German culture, and will be graded based on a rubric provided on our webpage.

Weekly Worksheets Online (5% of course grade): At the end of each week, your instructor will provide a summary worksheet for you to complete, to ensure that you understand the week's learning. These worksheets will be in Word document format: **you will type the answers and save the document, then upload it to the website**. An answer key will be provided for you to check your own work. **Worksheets will count as either complete or incomplete:** they will not be graded on a percentage score.

Lab Assignments (5% of course grade): As discussed above, there are assignments on the textbook Connect website, in a **category called "Lab Assignments", which give you further practice and expanded learning of each week's material**. You must spend approximately two hours per week logged in and working actively on the website: the Connect website tracks your time for you. For the half-credit Lab class (German 902), **you must have 24 hours of Connect website time at the end of the semester**. All that matters for the .5 unit lab section is the time spent, but your overall completion rate and **scores on the lab work will count as 5% of your course grade in the regular 5-credit German 2 class**.

Chapter Tests (25% of course grade): At the end of each chapter (usually every two weeks), you will **take an online test or quiz**, covering the chapter material. These tests will be very similar to your homework assignments and will be completed on the textbook Connect website. **You may only take each test ONE TIME, so prepare well in advance and be ready to do your best**. Your instructor will provide substantial guidance and practice exams so you will not be surprised by the content of the tests.

Midterm and Final Exam (25% of course grade): In the ninth week of class, you will take a **midterm exam covering the material in chapters 7, 8, 9 and 10**. At the end of the semester, on or before the last day of the semester, you will take a **final exam covering the material throughout the semester** (chapters 7 through 14 of the textbook). These exams will be very similar to the homework and summary worksheets. **You will complete these exams as a Word document and upload them to your instructor**, who will grade them manually.

Important Dates:

Class Begins:	January 14
Last Day to Drop Without Grade on Record:	February 3
Last Day to Change to Pass/No Pass Grading:	February 20
Spring Break (No Coursework):	March 18-24
Last Day to Drop With "W":	April 10
Final Oral Exam Completed By:	May 12
Final Written Exam Completed By:	May 17

Students with Disabilities:

This class has been designed to comply with accessibility and universal design; however, if you find you have a specific need or if something needs to be adjusted, please feel free to contact me. I am happy to work with you to succeed in this class.

If you have a disability, you may be **entitled to appropriate academic accommodations**. For further information, please contact the staff at the Disabled Student Programs and Services Office at <http://www.saddleback.edu/dsps> or email me to discuss your concerns.

Student Support Resources:

There are many wonderful and **free resources** available to Saddleback students. Please consider taking advantage of these if you need help in any way during the semester:

- **Technical Support:** Saddleback has a student helpdesk which can often **solve any technical problems** you might be having.
Call 1-949-582-4363 for general support
Call 1-949-582-4515 for Canvas-specific issues
Call 1-866-940-8991 after business hours for 24-hour support
Email scstudenthelp@saddleback.edu
Visit <http://www.saddleback.edu/oe/student-technical-support> for answers to common questions and other technical resources.
If you are new to using Canvas and want some video tutorials, [this page](#) has great instructions and how-to videos to help you!
- **Library and Reference:** The Saddleback Library has a helpful staff and a wide range of **reference materials and resources** for your learning.
Call 1-949-582-4525 to ask questions of a librarian
Email sclibrary@saddleback.edu
Visit <http://www.saddleback.edu/library> for further information.
- **Tutoring:** Although they do not usually offer tutoring in German, the Saddleback tutoring center has **tutors for many other academic subjects** available free of charge, including online tutoring.
Call 1-949-582-4519 for tutoring information
Visit <http://www.saddleback.edu/tutoring> for further information.
- **Student Health:** The **health fee you have already paid** with your tuition entitles you to a number of **health services for short-term care** and maintenance.
Call 1-949-582-4606
Visit <http://www.saddleback.edu/shc> for further information.
- **Mental Health:** Life is stressful, and it is **no shame to seek help** if you are feeling overwhelmed by any aspect of your current situation. The **professional counselors and therapists** at Saddleback can help, and are **free of charge!**
Call 1-949-582-4606
Visit <http://www.saddleback.edu/shc/mental-health-program-student-access-0> for more information.
- **Academic, Career and Personal Counseling:** If you have questions about your **academic goals** and how to reach them, want help in **planning for a career**, or need counseling for general life issues, the Counseling Center can help!
Call 1-949-582-4572
Visit <http://www.saddleback.edu/counseling> for more information.
- **Students with Disabilities:** If you feel that you might need **accommodations for a learning or physical disability**, please contact the Special Services office for assistance.
Call 1-949-582-4885 or TTD 1-949-582-4833 or Fax: 1-949-347-1526
Visit <https://www.saddleback.edu/dsps> for more information.
- **Campus Police:** Crimes, suspicious activities, and any **emergency or safety-related issue** should be reported to the Campus Police Department.
Call 1-949-582-4585
Visit <https://www.saddleback.edu/police> for more information.

Classmates:

Private study groups – members of the class who arrange to meet outside of class to review and practice German – are extremely helpful! I strongly encourage you to **find a few study friends and work together** if you can arrange meetings outside of class. If you want to organize voluntary student meet-ups, please post on our Discussion Boards!

You can use this space to collect contact information from several classmates. **Study groups and collaboration with classmates is a proven and effective way to learn.**

Name:

Phone:

Email:

Name:

Phone:

Email:



Schedule of Assignments:

Please view the course schedule of assignments below.

Week 1 **January 14 - January 20**

Topics Covered: Course Introduction – Freetime and Sports – Weather and Seasons – Coordinating Conjunctions

Textbook Pages: Kapitel 7: Pages 202-213

Connect Exercises: Aufgaben 1, 2, 3, 4 and Lab Week 1

Other Assignments: [Questionnaire](#) – [Worksheet](#) – [Writing Forum](#) – [Introductory Interview](#)

Week 2 **January 21 - January 27**

Topics Covered: The Perfekt Tense – Comparatives of Adjectives and Adverbs – Cultural Information

Textbook Pages: Kapitel 7: Pages 213-227

Connect Exercises: Aufgaben 5, 6, 7 and Lab Week 2

Other Assignments: [Worksheet](#) – [Culture Forum](#) – [Practice Quiz](#) – [Chapter Quiz 7](#)

Week 3 **January 28 - February 3**

Topics Covered: Fitness and Health – The Human Body – Subordinating Conjunctions

Textbook Pages: Kapitel 8: Pages 230-243

Connect Exercises: Aufgaben 8, 9, 10 and Lab Week 3

Other Assignments: [Worksheet](#) – [Writing Forum](#) – [Partner Interview](#)

Week 4 February 4 - February 10

Topics Covered: Morning Routine – Reflexive Verbs and Reflexive Pronouns – Cultural Information

Textbook Pages: Kapitel 8: Pages 238-253

Connect Exercises: Aufgaben 11, 12, 13 and Lab Week 4

Other Assignments: [Worksheet](#) – [Culture Forum](#) – [Practice Quiz](#) – [Chapter Quiz 8](#)

Week 5 February 11 - February 17

Topics Covered: Travel and Tourism – Booking Accommodations – Staying in Hotels – The Genitive Case

Textbook Pages: Kapitel 9: Pages 256-270

Connect Exercises: Aufgaben 14, 15, 16, 17 and Lab Week 5

Other Assignments: [Worksheet](#) – [Writing Forum](#) – [Feedback Forum](#) – [Partner Interview](#)

Week 6 February 18 - February 24

Topics Covered: Attributive Adjectives – Adjective Declension – Cultural Information

Textbook Pages: Kapitel 9: Pages 271-281

Connect Exercises: Aufgaben 18, 19 and Lab Week 6

Other Assignments: [Worksheet](#) – [Culture Forum](#) – [Practice Quiz](#) – [Chapter Quiz 9](#)

Week 7 February 25 - March 3

Topics Covered: Making Travel Arrangements – Traveling By Train – The Superlative of Adjectives and Adverbs

Textbook Pages: Kapitel 10: Pages 284-297

Connect Exercises: Aufgaben 20, 21, 22, 23, 24 and Lab Week 7

Other Assignments: [Worksheet](#) – [Writing Forum](#) – [Partner Interview](#)

Week 8 March 4 - March 10

Topics Covered: Adjectival Nouns – The Imperfekt or Simple Past Tense – The Past Perfect – Cultural Information

Textbook Pages: Kapitel 10: Pages 300-311

Connect Exercises: Aufgaben 25, 26, 27, 28 and Lab Week 8

Other Assignments: [Worksheet](#) – [Culture Forum](#) – [Practice Quiz](#) – [Chapter Quiz 10](#)

Week 9 March 11 - March 17

Topics Covered: Review and Prepare for Midterm Exam

Textbook Pages: Kapitel 7-10: Pages 202-311

Connect Exercises: [Midterm Exam](#)

Other Assignments: [Audio-Visual Project](#) – [Midterm Interview](#)

Spring Break March 18 - March 24

Topics Covered: Spring Break – No Work Assigned

Week 10 **March 25 - March 31**

Topics Covered: Interests, Wishes, Hopes for the Future – Professions – The Future Tense – Cultural Information

Textbook Pages: Kapitel 11: Pages 318-339

Connect Exercises: Aufgaben 29, 30, 31, 32 and Lab Week 10

Other Assignments: [Worksheet](#) – [Culture Forum](#)

Week 11 **April 1 - April 7**

Topics Covered: Job Offers and Applications – Relative Pronouns – Interrogative Pronouns – Negation

Textbook Pages: Kapitel 11: Pages 321-334

Connect Exercises: Aufgaben 33, 34, 35, 36 and Lab Week 11

Other Assignments: [Worksheet](#) – [Writing Forum](#) – [Practice Quiz](#) – [Chapter Quiz 11](#)

Week 12 **April 8 - April 14**

Topics Covered: Student Finances – Finding Housing and Apartments – Appliances – Cultural Information

Textbook Pages: Kapitel 12: Pages 342-369

Connect Exercises: Aufgaben 37, 38, 39, 40 and Lab Week 12

Other Assignments: [Worksheet](#) – [Culture Forum](#) – [Partner Interview](#)

Week 13 **April 15 - April 21**

Topics Covered: Verbs with Prepositions – Da and Wo Compounds – The Conditional Subjunctive – Past Subjunctive

Textbook Pages: Kapitel 12: Pages 357-363

Connect Exercises: Aufgaben 41, 42, 43 and Lab Week 13

Other Assignments: [Worksheet](#) – [Writing Forum](#) – [Practice Quiz](#) – [Chapter Quiz 12](#)

Week 14 **April 22 - April 28**

Topics Covered: Television and Newspapers – Technology – Infinitive Clauses – Indirect Speech – Cultural Information

Textbook Pages: Kapitel 13: Pages 372-390

Connect Exercises: Aufgaben 44, 45, 46, 47, 48 and Lab Week 14

Other Assignments: [Worksheet](#) – [Culture Forum](#) – [Partner Interview](#) – [Practice Quiz](#) – [Chapter Quiz 13](#)

Week 15 **April 29 - May 5**

Topics Covered: Global Issues – The Environment – Passive Voice – Present Participle – Cultural Information

Textbook Pages: Kapitel 14: Pages 398-419

Connect Exercises: Aufgaben 49, 50, 51, 52, 53 and Lab Week 15

Other Assignments: [Worksheet](#) – [Writing Forum](#) – [Practice Quiz](#) – [Chapter Quiz 14](#)

Week 16 **May 6 - May 17**

Topics Covered: Review and Prepare for Final Exam

Textbook Pages: Kapitel 7-14: Pages 202-419

Other Assignments: [Final Exam](#) – [Audio-Visual Project](#) – [Final Interview](#)

Frequently Asked Questions:

I often see a few questions asked frequently, so **I am collecting answers here**. If you cannot find the answer to your question here, then **please email me and ask**: I definitely want to help and make things clear for you, so **I am always available to answer questions** and help solve any problems you might be having. Please look over the questions below, I hope I have covered the most common issues so far!

How Does the Lab Section Work?

When you enrolled in this class, the Saddleback system enrolled you in a .5 unit LAB (German 902) section as well. Don't worry! Even though the 'teacher' for that class is listed as Hernandez-Bravo (the chair of the Languages department), **you will do all your lab work at our regular Connect textbook website**. You don't need to go anywhere else for Lab work and credit.

Each week, there are required "Lab Exercises" that expand and enhance your mastery of the material we're learning. The 'required' lab exercises count as 5% of your regular letter grade in our course. There are also 'optional' exercises if you find yourself needing to spend more time on the Connect site, in order to meet the 24 hours of time required for the .5 unit lab section. **Your scores on the required lab exercises factor into your Ger 2 course grade; what counts for the Ger 902 Lab section is the amount of TIME you spend on the Connect Site**. The system keeps track of the time you spend, and **you can view your total time by clicking on "Performance" in the green-blue bar at the Connect Website** -- choose "Gradebook" and it will show you the time and status of your assignments in each category.

You should spend two hours each week working on the Connect assignments. At the end of the semester, you must have 24 hours of Connect time in order to receive credit for the Lab section. **It is pass-fail for the LAB section only: you either meet the 24 hours and pass, or you do not**, and fail only the Lab section.

Your grade in the normal 5-unit German 2 course is dependent on many factors, such as your Connect 'Aufgabe' exercises, chapter quizzes, writing and culture discussions, partner interviews, and the required Lab exercises. Your scores on the required Lab exercises do count for 5% of your regular course grade; if you skip a few here and there, no problem, but you do need to complete and score well on a majority of the lab exercises to get a good grade in the regular 5-unit class. See the syllabus for a complete breakdown of what each category is worth.

Do I Have to Watch German Movies?

Watching German movies is **not required** for this course. It is an OPTIONAL way to gain extra 'hours' to count for the lab (German 902) section, but most students will not need to watch any movies or submit movie reviews. **If you spend 24 hours working on the Connect site, then you have fulfilled the lab component and no movie reviews are required**.

If you work very quickly, or if you already know German and find yourself completing less than two hours per week on the Connect site, then you may wish to **supplement your lab hours time** by watching up to four German movies and submitting movie reviews -- you must still complete at least 12 hours of Connect time, but you can submit movie reviews to fill up the remaining 12 hours. (Each movie review counts for three hours of lab time.) **Please see the "Lab" webpage for more details about the movie reviews**.

Again, **the huge majority of students easily spend 24 hours over the course of the semester on the Connect site, and do not need to use the optional movie reviews alternative**. Please judge for yourself how much time you'll be spending and decide whether watching movies and submitting reviews is something that you think you'll need.

Am I Supposed To Be Getting Emails?

By default, the Saddleback system only gives me access to your EDUCATIONAL email address -- ending in **saddleback.edu** or **ivc.edu**. When I send out announcements via the class webpage, I don't have any control: **class email only goes to your .edu address**. I strongly **recommend having your .edu email forward** to an account that you read more often. You can find the instructions for **student email forwarding here**: <http://www.saddleback.edu/student-resources/forward-student-email>.

If you have given me a secondary email on the questionnaire worksheet, such as a gmail or other address, **I will try my best to send personal email to both your .edu and personal addresses, if I need to contact you directly**. But for all class-wide announcements, the emails will only go to your .edu account. You can always see the class-wide announcements here on our class webpage at the "Announcements" link. If you email me from another account, I will respond to whatever address

you use, but **if the information is confidential (such as your grade score), I am only allowed to send that to the address on record, which is your .edu account**, to protect your privacy.

Do I Have To Use Zoom or Skype?

No. At several points in the semester I will need to have a conversation with you, but it can be **on the telephone, or via other means** such as Google Hangouts or Apple's FaceTime if you pre-arrange those contacts with me. **Telephone is actually easiest for me for interviews, and that's perfectly fine!** I do hold weekly consultation hours using the Zoom app on Sunday nights, but they are optional and you never to use the Zoom app if you prefer other means — email is often just as easy for short questions. But **for the required short interviews, almost any voice communication is just fine!**

Can I Use Other Textbooks Or Apps Like DuoLingo?

YES, of course, as supplements to our learning, but not as replacements! If you find resources that work well for you, you are more than welcome to use them, and recommend them to other students if you wish. No matter what other resources you use, **you will still have to complete the weekly assignments on the Connect website**, and take the chapter quizzes and tests for your grade in this class. But outside resources can be very valuable. Many students really like the **DuoLingo** site (webpage or app), which does cover much of the same information we'll be learning, although sometimes in a different approach or order from how we learn it. I also make a **large list each week of useful websites, YouTube videos, and practice activities** outside of our textbook that I believe are the most useful. Please take time to try out some of my suggested videos and activities, as I do believe they can add a lot to your learning experience and give you a lot of additional information that our textbook may or may not cover in depth.

What About Google Translate?

The internet, and Google in particular, is amazing. I love the fact that you can use Google to help you learn German. **HOWEVER ... they are often very very very wrong!** If you've ever read a computer-translated article, you'll know what I mean: the translations that Google provides are often far too literal, and truly do not make sense to normal speakers of the language -- and even if they do make sense, they are not how any reasonable person would actually talk. **For our class, you really should not use Google translate for anything!** Our activities and learning are designed to teach you what you need for every assignment, test, and writing project: we practice and use exactly what we learn each week. **If the textbook asks you to say or write something, then it is asking for something WE HAVE ALREADY LEARNED, not something from Google.** If you do turn to Google translate for help expressing yourself beyond what we're learning, **be very careful. Look up only a short word or two, NEVER a complete sentence or even phrases.**

If you treat Google like a dictionary -- looking up a single word and building your sentences yourself, based on your knowledge of German grammar and vocabulary as we learn it -- then you're using it correctly. If you simply copy an English sentence into Google and paste the German result into your homework, it will be nearly 100% wrong and **you will not receive credit for the work you should be doing! Using Google to translate entire phrases and sentences is a form of plagiarism and is not allowed!**

How Do I Type Umlauts And Special Characters?

The answer is probably easier than you think, but it depends on what kind of computer (Mac/PC) and even what version of the system (Windows 10/8/7 or MacOS X or iOS or Linux) you are using. **Please see this link for a quick overview of your options** for typing special characters. You can also google "How to Type Special Characters" and you should find many different help guides to assist you. On the **Connect Textbook website, you've probably already noticed the character palette** which can assist you ... but for typing your own documents and worksheets, **you will need to learn how to type the ü, ä, ö and ß characters directly from your keyboard.**

Where Are My Grades? or My Grades Are Not Showing Up?

Your grades are tallied on the Connect website, under the "Performance" tab in the green menu bar along the top you will find your "Gradebook". Please check there for the most current and accurate grade report every week.

Each assignment has a due date of Sunday at midnight. Generally speaking, **the Connect Website will not tally your grades until the due date** -- even if you finish the work early, it doesn't start a running calculation until Sunday night. This means the **new assignments won't be factored into your percentage total grades right away.** However, you should be able to see your scores on individual assignments in the grade book on Connect -- **check the Gradebook feature under the Performance tab on the Connect Website.**

Your scores from the Connect assignments **should** be automatically synched to the Canvas "My Grades" tool, but since we are new to Canvas, we will need to work out any bugs with the grading on Canvas, so don't be surprised if Canvas shows a different grade from Connect. **The Connect gradebook is the accurate one! If you ever have a question about your grade, please ask me.** I can always see your scores and let you know if there are any problems. It is normal that **most assignments will not be calculated into your grade until Monday morning**, after the Sunday midnight due dates.

I Got A Bad Score, What Should I Do?

If you are unhappy with your scores on any of the normal assignments (the *Aufgabe* or the *Lab Exercises*), **you can re-take the assignment as many times as you wish!** I do recommend re-taking some, for practice, it certainly doesn't hurt! **The system will keep your highest score on record** in the gradebook, so it doesn't hurt if you wish to retry a few sections or a few times, you will always keep your highest score.

For chapter quizzes, however, you have only one chance. I recommend studying well in advance, and doing the "practice test" worksheets that are provided to you, so that you know what material will be covered. **You cannot retake the chapter quizzes** -- if you have a major issue or a technical difficulty that makes your score abnormally low, please contact me so we can work it out.

Where Is The Vocabulary List? Where Is Page X, Etc?

The Connect website e-Book is a little confusing at first glance, but it has MANY helpful features. One slightly hidden feature is the Vocabulary List for each of the chapters. When you're in **the e-Book at the Connect site, at the top right is a drop-down menu of "Kapitel X Sections"** -- the section called **"Wortschatz"** is the vocabulary list for that chapter.

In addition, there are other ways to study just the vocabulary. One is the LAB assignment called **"LearnSmart"**, which walks you through many different ways of studying the vocabulary directly online, so **I recommend trying out those "LearnSmart" assignments whenever you can**, they can be extremely helpful! The other is the flashcards I set up at our [Quizlet page](#), where you can simply quiz yourself on the vocabulary and practice as often as you like.

To find individual pages in the e-Book, you can simply **enter the page number at the top, where it says "Jump To" page number**. Alternately, you can go through the **chapter drop-down menu to reach different sections** such as "Wörter im Kontext" (*topical word/vocab work*) and "Grammatik im Kontext" (*grammar in context*), to find the pages or content you need to work on.

Other sections in the e-Book that you may find useful are found in the **"Book Contents" menu**, such as the "Grammar Guide" which may help you when we get into more specific grammar learning, and the "End Matter", especially **Appendix B on page A-10, which has grammar charts and tables** to summarize important information for more specific grammar topics.

Can I Work Ahead?

YES, you are welcome to work a little faster than the schedule if you wish. I wouldn't advise going more than a week ahead of the class schedule (and indeed, I may not have all the materials up on our class webpage more than two weeks in advance), but there's no problem at all if you wish to complete assignments early if they are available to you. The opposite is NOT true: **you should not fall behind**, since we do have a lot of material to cover and the schedule doesn't allow for much time off, so please try to turn in all of your work by the end of each week, so you have ample time to complete the next week's assignments.

I Will Be Gone For A Week, What Should I Do?

First: let me know! Email is best, so I have a record of it and remember who and what you told me. **Second: try to plan ahead.** If you know you're going to be gone for a few days, try to complete that work in advance: you are always able to work a week or more ahead in the class, if you so desire. Even if you can't finish all of the work in advance, it will mean less to catch up with when you're able to come back to class. Finally: **don't go more than a week without logging in and completing some coursework.** **If I do not see you logged in for over 7 days, then I will start contacting you about dropping the course.** Stay in touch so that I know your situation and can work with you to complete the work in a timely manner.

Can I Get An Extension On Homework/Tests?

Almost certainly YES, but you **need to contact me** (preferably by [email](#)). I completely understand that life is busy, and sometimes your schedule changes unexpectedly and things become hectic! Generally speaking, an extension of a day or two, up to 48 hours, is fine, **as long as I know in advance and you have a plan for completing the work in a timely manner.** Beware, however, of falling behind: **the final exam is a hard-and-fast deadline, and you CANNOT have an extension at the end of the semester.** You must have completed all required work, including the final exam, by the end of the semester.

My Computer Broke! I'm In The Hospital! Etc.

Stay calm, **take care of yourself first**, and **get in touch as soon as you are able to**. If you don't log in for more than 7 days, I will be emailing and/or texting you to find out what is happening: so I would prefer to hear from you as soon as you can let me know about any unexpected emergency situations. **After 7 days of no contact, despite my repeated attempts to contact you, THEN I will notify you that I will drop you from the course.** I will not drop you without first sending an email and/or text message, but please do be proactive and let me know if there are reasons for any extended absences.

Can We Meet In Person?

Since **I live two hours away** and teach at San Diego colleges in person, a **campus meeting with me is probably not an option**, unless there is a real emergency. You can always contact me by **email**, Skype, text message and home phone -- whatever is most convenient for you, I will try to respond as promptly as I can.

But if you wish to **meet up with other students in person, I encourage that!** Study groups have been shown to dramatically increase learning and retention, and **we have a discussion board for arranging voluntary student get-togethers.** **Please look under Discussions in the left-hand menu** and see if you want to participate in the voluntary student meet-ups, or start one of your own!

Difficulties With "Record My Voice" On Connect Website?

Some students have intermittent or recurring problems with the "record my voice" assignments on the textbook Connect site. I cannot solve all technical issues, and the textbook website is developed by the publisher, so we will have to work together to find the best solutions. For now, the one hint that seems most important is that **you should click to "SAVE" each recording as you complete it, before moving on to the next recording.** That should solve the most common issue students are experiencing.

The other important thing is to follow the directions on the textbook website to **allow the plugin access to your microphone.** If you continue to experience difficulties, try the 'checkup' page from Connect at <http://connect.mheducation.com/connect/troubleshoot.do> and certainly visit their Customer Support Center at <http://mpss.mhhe.com/> if you're not able to solve the technical difficulties yourself.

If you are on a tablet or mobile device, including an iPad, I'm afraid that the "record my voice" feature will not work -- it relies on the Flash plugin which is usually not available for tablets. This is a publisher choice and there's nothing I can do about it. **You will need to use a regular computer to record your voice, not an iPad or tablet.** If you wish to explore alternatives with me personally, such as recording an MP3 of your voice and emailing it to me, I'm willing to work with you -- just email or Skype and we'll discuss if some other 'record' feature would be more convenient.

Difficulties With Playing Audio Or Video Files?

Most students do not have any issues when playing the recorded audio and video files on the Connect website. Again, **they do require the Flash plugin** -- so if you're **using a tablet or mobile device, they may not work.** If you must use your tablet and cannot hear the audio, please **email me** and I can send you individual MP3 files for the textbook audio. It will require you to play MP3s separately while reading, so I suggest using a regular computer instead, if that is available to you.

The Worksheets And .DOC Files Look Weird?

If the formatting of the weekly worksheets looks strange when you open them, it's possible we are simply having conversion issues between Mac and PC and Windows and Google Docs and Open Office, all of which display things a little differently. Please don't worry -- **I will accept almost ANY format you choose, as long as your answers are visible**, it doesn't matter to me what file format your worksheets are in: even **plain text or a screenshot is fine!** If you have persistent problems viewing the worksheets or other .doc files, please email me and we'll work together for a better solution. **I always provide a .pdf file of the Worksheets on our Class Webpage**, so if PDF is a better option than DOC for you, feel free to use that instead!