German 330 German Composition and Conversation (3 credit hrs)
MWF 12.40 – 1.35 in Wilson FAC 256

Instructor: Dr. Laura G. McGee   Phone: 745-6408 (on campus)
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Office hours: M/W 10.30-11.30, T 9.30-10.30 URL: http://www.wku.edu/~laura.mcgee/
and gladly by appointment Course web site: http://ecourses.wku.edu

Program goals: Through course work, experience abroad, and other cultural encounters, the
Modern Languages Department cultivates communicative skills and cultural awareness that
prepare students at Western Kentucky University to be more knowledgeable and sensitive
citizens of the global community.

Objectives: German 330 develops skill in writing and speaking standard German. Stress is on
vocabulary building, use of the dictionary and control of sentence structures. Skill in spoken
German is aimed at enabling students to find their way around the environment and to function
in social situations.

Prerequisites: German 202 is the prerequisite for 330. German 330 is a core course and the
prerequisite for German 430.

• German/English, English/German dictionary (mid-size to large)
• Web-based resources such as radio, television, music videos and podcasts

Grading Scale: Your final grade consists of:
93 - 100 A     Tests and quizzes 55%
90 - 93 A-    Writing portfolio 20%
87- 89 B+   Class participation / preparation 20%
83 - 86 B   Presentation 5%
80 – 82 B-  
77 – 79 C+  
73 – 76 C, (70 – 72 = C-, 60-69 = D, below 60 = F)

Course format: We will work with the language and speak German every day. We will listen,
practice understanding, expand vocabulary, focus on structures, speak and write. Topics for
discussion will vary from the everyday to the political and literary.

Class participation: Your daily grade is based on active participation in class as well as
preparation of regular assignments. Expect regular in-class and at-home writing. Some at-home
assignments may be handwritten, double-spaced, keeping inside the margins. Others will by
typed, with a beginning length of 8-10 lines double-spaced. If you have not typed German
umlauts at home before, set the NUM LOCK key so it lights up and use the right-hand keypad: ä = Alt 0228, Ä= Alt 0196, ü = Alt 0252, Ü= Alt 0220, ö = Alt 0246, Ö = Alt 0214, ß = Alt 0223.
Course policies: The university expects students enrolled in a course to attend it. Frequent
absences will reflect in your daily grade and reduce your chances of performing well on tests. You are expected to attend every class, however, you are allowed two absences per semester. Save these for when they are really needed. Beyond these:

three absences = drop ½ letter grade
four absences = drop 1 letter grade
five absences = drop 1.5 letter grades, etc.

Students who will miss a test must notify me in advance and request arrangements to make up the work. Students missing written assignments due to an excused absence must turn them in before the next class meeting begins or they will not be accepted. All students are expected to help maintain a courteous and respectful learning environment. Please notify me if you believe the learning environment to be less than optimal for any reason. I will do what I can to improve the situation.

The Media Center is located in Wilson FAC 252 and open hours are posted on the door. You paid a course fee to use it, so please do! Headphones can be checked out for listening assignments made in this course.

Extra help: The Learning Center offers free tutoring by appointment. A list of private tutors is also available at the ML departmental office in FAC 251.

Special needs: Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must contact the Office for Student Disability Services. The OFSDS telephone number is 270-745-5004. Please DO NOT request accommodations directly from me without a letter of accommodation from this office.

Academic dishonesty: In accordance with university policy, an “F” is given on any portion of the course work in which cheating is detected. The case may also be presented to the Office of the Dean of Student Life. Acts of academic dishonesty include the use of a translating device to complete writing assignments and failing to turn cell phones and PDAs off before taking an exam. Student work may be checked using plagiarism detection software. See page 26 of the 2005-2007 Undergraduate Catalog for a definition of plagiarism: “To represent work taken from another source as one’s own is plagiarism.” Students must document the source if they use three or more words in sequence that are not their own or if they borrow someone else’s idea.

Please view me as a resource person for your interest in German. The German program at WKU is active and growing! We offer German major and minor and cooperate in the administration of the International Business Minor (21 hours), 12 hours of which may be taken in foreign language. I am the advisor for the German Club, which has lots of activities every semester. Add yourself to our email list at http://lists.wku.edu/mailman/listinfo/germanclub. I have studied abroad and taught abroad, so I also advise students about summer study abroad in Munich, Salzburg, Bregenz and our semester programs in Vienna and Regensburg. You are encouraged to attend lectures, readings and foreign films sponsored by the Department of Modern Languages. Extra credit may be available.

The syllabus is subject to change at the discretion of the instructor.