NOTE to prospective students: This syllabus is intended to provide students who are considering taking this course an idea of what they will be learning. A more detailed syllabus will be available on the course site for enrolled students and may be more current than this sample syllabus.

GER 379 Proctor Experience - 1-2 Credits

Instructor: Ludmila Schuster Provaznikova  
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Office hours: by appointment;  
Meeting times/place: via skype: Ludmila.schuster

Course Catalog Description: GER 379. PROCTOR EXPERIENCE (1-2).  
Supervised practicum for advanced students, with assignments as proctors or tutors in lower-division German language courses. No more than 2 credits may be used to satisfy degree requirements for a major in German; no credit may be used to satisfy requirements for a minor in German. Graded P/N. This course is repeatable for a maximum of 6 credits. PREREQS: Completion of 12 upper-division credits in German, including GER 311, GER 312, GER 313 and prior authorization of supervisor.

Course setup  
This course is designed for advanced language students who would like to continue developing their German skills through independent work as proctors, conversants, and tutors. Since the course requires working independently using German language and involves helping other students with their language skills, students are expected to have a GPA of at least 3.25 in their German courses at the upper-division level. To register for the course, you need approval from the German advisor and/or the German conversation course coordinator. You also need to discuss with them a plan of your involvement. You can receive no more than 2 credits towards your minor or major. For each credit, you will be asked to be involved in projects and various conversation opportunities for 30 hours. (You will find more details in your Canvas)

Learning outcomes  
Upon completion of this course, students should be able to  
• speak & understand German at the level C1 of the Common European Framework of Reference for Languages (“Communication”)  
• explain some peculiarities of life in German-speaking cultures by speaking in English and German (“Cultures”)  
• explain some of the history and culture of German-speaking cultures by speaking in English and German (“Connections”)  
• compare and contrast the German and English language and culture (“Comparisons”)
Ger 379

Syllabus

- show interest in helping other German students and the German community at OSU and in Corvallis area, organizing activities related to German on and off campus and describe how these events contribute to their learning experience (“Communities”)

Evaluation

- Weekly participation in meetings (conversation/tandem groups)..........................................................70%
- Weekly journal (due each week Fri)..........................................................10%
  - Organized overview of weekly activities, student attendance & participation
  - Your brief progress (in German)
- Final report (due week 10 Sunday) ..................................................................................................10%
- Final worklog (due week 10 Sunday) .............................................................................................10%
- TOTAL.................................................................................................................................100%

Grading breakdown

Pass 90%-100% No Pass = <90%

Note: Since the course requires working independently and participate responsibly helping other students with their language skills, students are expected to have at least 90% to pass this course.

Learning Text and tools

1. Canvas and selected materials of your choice.

NOTE: For textbook accuracy, please always check the textbook list at the OSU Bookstore website. Sample syllabi may not have the most up-to-date information.

Course Details

The following assignments will determine your grade in this class:

Weekly Participation & Communication (70%)

Based on the specified plan that you created with the conversation coordinator, you will be helping German students as proctor, tutor or conversant. Most commonly, your work will consist of 30 hours of activities equally divided in each week (each credit = 2x 50 min. meetings per week + preparation). You will be meeting with students in conversation/tutor or tandem groups, or with the instructor to work on a specific project. Your each weekly participation is evaluated by max. 7% of the final grade.

Weekly independent preparation and participation are absolutely necessary in this course. You are expected to work on your German skills by participating actively in weekly meetings with students and by staying in contact with your coordinator. Please note that to pass this course, no unexcused absence is allowed. Since other students may depend on your participation, it is your responsibility to inform the coordinator about any possible absence as soon as possible. Since you will be working individually with students, you will discuss with each of them conversation materials before each meeting. During your preparation time, please prepare conversation themes, ideas and additional activities.

Weekly Journal (10%)

Each week (by Friday), you will be asked to submit via Canvas a weekly journal about your progress, completed work, involved students, etc. When working with conversation/tandem students, please include also students’ names and their participation points each week you suggest based on their activity. Your weekly journal (10 weeks / each 1 point = 10% of the final grade) should be written in German, and consist of 100-300 words (~1 paragraph summary about activities, and information about students’ participation).

This course is offered through Oregon State University Extended Campus. For more information, contact:
Web: ecampus.oregonstate.edu Email: ecampus@oregonstate.edu Telephone: 800-667-1465
Final Report (10%)

After the week 10 meeting, you will submit your final report via Canvas. This **1-page document** will summarize your work experience and involvement during the entire term. You are welcome to discuss your accomplishments, but also your own progress in language development. Please propose also a specific letter grade and explain briefly why that grade is appropriate. This report should be written in German.

Worklog (10%)

Your week 10 assignment will also include your worklog. You can download the 1-page document during week 1 and keep adding information for each week. This file will include the total hours you worked and also your signature confirming that this information is complete and correct.

Please note that the final report and worklog are due at the end of the week 10 (Sunday). Not receiving your files on the due date will automatically result in a failing grade. **Postponing a due date is only granted in special situations and should be discussed beforehand.**

**You should save all of the work you do for the class.**
**You will need this information at the end of the class for your report.**
**Note:** Please always check Blackboard for any details and weekly updates.

Please stay in contact with your instructor if you have any further questions.

Avoiding academic Dishonesty
http://guides.library.oregonstate.edu/subject-guide/1771-Academic-Integrity-for-Students

Policy on Disruptive Behavior
http://studentlife.oregonstate.edu/studentconduct/disruptive-behavior

Students with Disabilities
Accommodations are collaborative efforts between students, faculty and Disability and Access Services (DAS). Students with accommodations approved through DAS are responsible for contacting the faculty member in charge of the course prior to or during the first week of the term to discuss accommodations. Students who believe they are eligible for accommodations but who have not yet obtained approval through DAS should contact DAS immediately at 541-737-4098.

TECHNICAL ASSISTANCE:

If you experience computer difficulties, need help downloading a browser or plug-in, assistance logging into the course, or if you experience any errors or problems while in your online course, contact the OSU Help Desk for assistance. You can call (541) 737-3474, email osuhelpdesk@oregonstate.edu or visit the OSU Computer Helpdesk online.

- COURSE DEMO
- GETTING STARTED

COURSE SITE LOGIN INFORMATION

Information on how to login to your course site can be found [HERE](#).

REFUND POLICY INFORMATION

Please see the [Ecampus website](#) for policy information on refunds and late fees.