CLASS MATERIALS: Students are required to bring textbooks, workbooks, notebooks, paper, and writing implements to class daily. Appropriate materials allow students to participate fully in class.

DAILY HOMEWORK: Assignments will be written on the board at the beginning of each class. You are responsible for this information even if you are absent the day the work is assigned. I strongly recommend that you exchange phone numbers with several classmates in the event that you should need to be absent from class. Homework must be completed before the class session for which it is due. Late work is seriously frowned upon. Any work not turned in on time will automatically receive a 25% grade reduction for each class session that it is late. For example, an assignment due on Monday, but not turned in until Tuesday can only receive a maximum grade of 75% out of 100. If this same assignment is not turned in until that Wednesday, only a maximum grade of 50% is possible and so on.

Additional specifics regarding expectations and tips for homework can be found in the Homework Guide for MS German Students.

ATTENDANCE/TARDINESS: Daily attendance is required and essential for optimal progress. Please try to keep your absences (yes, this means excused ones too) to a minimum. Students are responsible for all work missed during their absence.

Each tardy will result in a reduction in the student's participation grade for that day.

CLASSROOM MANAGEMENT: Mutual respect for all is expected.

At the beginning of class, students are expected to: (a) be seated in the assigned seat, (b) have materials ready, (c) be quiet and attentive waiting for the teacher to start class.

No gum chewing will be allowed in class. Candy, food, or beverages are only to be brought and/or consumed in class with the instructor's prior permission.

DAILY CLASS PARTICIPATION: Daily class participation is an integral component of this course. Students will be called upon to speak every day. Details regarding expectations, grading criteria and procedures for evaluation are provided in the participation checklist.

SHORT WRITING ASSIGNMENTS: Various short writing assignments will be assigned throughout each quarter. You will be given sufficient time and notice to complete each assignment as well as the criteria on which you will be scored.
TESTS/QUIZZES: It is the responsibility of the students to be present on test days. All tests are announced in advance. The instructor reserves the right to give unannounced quizzes if it is determined necessary for the reinforcement of daily study. Note that all test and quizzes are cumulative in reflection of the true nature of language use. Thus, students are encouraged to review previously covered materials as they progress with new material.

PROJECTS: As the semester progresses, you may be called upon to do work on individual, group, or class projects.

ORAL WORK: Oral work will consist of the following: taped assignments, in-class oral assessments (reports, interviews, dialogues, role-plays, skits, etc.).

IN-CLASS ORAL ASSESSMENTS: Periodically, you will be called upon to perform orally in class for a grade. These assessments may be taped on video or cassette tapes.

MAKE-UP PROCEDURES: If you know you will be absent in advance (e.g. for a field trip or doctor's appointment), it is your responsibility to arrange to get assignments and make-up work in advance.

Students absent on the day before a test/quiz will take the test on the regularly scheduled day. Students absent on the day of a test/quiz will take the test/quiz on the day they return to school. Students absent two days before a test/quiz will take it on the day after they return. In the case of an extended absence (three or more days), special arrangements may be made.

The same schedule will apply to assignments.

Make-up tests/quizzes will be administered at a time mutually convenient to both the student and instructor, before, during, or after school. It is the responsibility of the student to make up all missed tests/quizzes in compliance with the above rules. Failure to do so will result in a grade of ZERO.

GRADING: Each marking period’s grade will be calculated as follows.

<table>
<thead>
<tr>
<th>Overall Grade Breakdown</th>
<th>Grading Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tests/Projects/Longer written or oral assessments</td>
<td>35% E</td>
</tr>
<tr>
<td>Quizzes/In-Class Assessments/Short Writing Assignments</td>
<td>25% S+</td>
</tr>
<tr>
<td>Homework Assignments</td>
<td>20% S</td>
</tr>
<tr>
<td>Daily Participation</td>
<td>20% S-</td>
</tr>
<tr>
<td></td>
<td>U</td>
</tr>
</tbody>
</table>

Grading Scale:
- E: 90% and above
- S+: 80% - 89%
- S: 70% - 79%
- S-: 60% - 69%
- U: 59% and below

PLEASE NOTE: The above information is subject to change at the discretion of the instructor.