HOMEWORK POLICY AND GUIDELINES  FRAU ZEMIL

BASIC REQUIREMENTS

1. **Use either blue or black ink or pencil, preferably pencil** (it erases if you need to make corrections) and on loose leaf notebook paper (unless a separate handout or workbook page with appropriate space is provided).

2. **Label all homework** in the upper right hand corner with your name, class, date the assignment is due, and date the assignment is turned in. Please also clearly label all exercises with the page number, exercise number or letter and exercise name.

3. **Please make sure that your homework is legible.** Print if necessary. Papers should be free of any doodling or extraneous markings.

4. Unless otherwise indicated, **all exercises should be answered using complete sentences.** Ditto marks are not acceptable.

SCORING CRITERIA

I do not score your work on the number of correct responses. The emphasis is on learning which requires your best effort. The following list reflects a description of good performance on homework:

1. **The homework completed is the one assigned** (the correct exercises, worksheets etc.)

2. **The entire assignment is completed.** All exercises and questions are done.

   (Even if you do not understand everything, you need to attempt all exercises and questions. If your answer is wrong, this is okay. Mistakes are part of the learning process)

3. **The work done demonstrates a complete and purposeful effort to fulfill the assignment.**

   This means that you did not just simply copy the format from the model sentence or example. Your work reflects a thoughtful attempt to apply the grammar, vocabulary, language function, or cultural topic being treated in the assignment.

   If difficulties are encountered, the exercises are still completed, but a note is written to indicate questions or problems.

4. **The assignment is neat, legible, and free of extraneous markings.**

5. **If we went over the assignment in class, the exercises were self-corrected with a GREEN pen** to indicate problems.

6. **If you are absent the day an assignment is due, it is your responsibility to turn your work in as soon as you return to receive full credit.** A binder will also be kept in the classroom with each days assignment and extra copies of any handouts or worksheets.
HELPFUL HINTS FOR PREPARING AND COMPLETING HOMEWORK

I cannot stress enough the importance of homework. It is the basic building block for learning. Learning a language requires purposeful practice with feedback. If you do not do your homework or devote the appropriate amount of time and effort to its completion you are denying yourself the most effective means available to learn. Putting in the time and effort on a daily basis by studying and doing your homework will reduce the amount of time needed to study for tests and quizzes and eliminate the need to cram. You will feel less stress and you will be able to remember the information for the long-term.

The following is a list of the steps you should go through to prepare for and to complete your homework effectively.

PREPARATION

1. Be sure you understand what assignment you are to complete (correct exercises, worksheets etc.)

2. Read and study the vocabulary, grammar, language function, or cultural section. Do not just skip right to the exercises without preparing properly.

3. While you are reading a grammar or language function section:
   - Make a note of what you do not understand
   - Ask yourself questions about what you are reading
   - Try to relate the new information to something you already know and/or to your own life and experiences
   - Take notes on what you are reading, highlighting the important information.

4. When reading/studying vocabulary:
   - Look for cognates (words that are either the same or similar to words in English or another language you know).
   - Do not try to learn too many words at once. The ideal number is 5 to 7 at a time.
   - For nouns, be sure to learn the article (der, die or das) with the word and the singular as well as the plural form. For verbs: 1) be sure to learn which verb "club" it belongs to (i.e. its conjugational pattern), 2) if it takes an object, be sure to learn which case that object must be in (accusative, dative, or genitive), 3) if the verb has a prefix, be sure to learn whether it is a separable prefix verb.
   - Try to associate the words with something you already know (an English word, another German word) or some type of memory aid. Try to associate the word with something from the real world.
   - Don't forget that umlauts are part of spelling and to learn them with the words.

5. After reading the section you are working on, summarize what you have read in writing and out loud. A good idea is to find a "study buddy" and take turns explaining grammar points to each other or testing each other on vocabulary. Be sure to practice vocabulary in writing and orally.

6. Review any relevant notes from class
COMPLETING THE ASSIGNMENT

1. Read the instructions carefully and ask yourself what the purpose of the exercise is (i.e. what vocabulary, grammar point, or language function the exercise is designed to help you practice). Re-read the instructions if necessary.

2. Review the example or model sentence (if there is one) carefully and check to see how it follows the instructions.

   (Remember: The example is just that -- an example. It does not necessarily provide the answer for all the questions in the exercise. This is why you need to prepare by reading and studying the grammar section or vocabulary before attempting the homework).

3. Complete the assignment without looking back at the vocabulary, grammar, or language function section to get the answers. See how well you can do without checking.

4. Once you have answered all the questions, go back and review the vocabulary or grammar section, and your notes and check to see if you applied things correctly in your answers. Make any necessary corrections and go over problem areas.

5. Make a note of anything that you have problems with or still have questions on so you can ask questions in class the next time.

6. You may want to get together with a classmate and go over you answers and see if you agree. See if you can explain or justify why you answered the questions the way you did.

7. Don't be afraid to come in for extra help if you are having problems !!!

NOTE: The above list is by no means an exhaustive list. You may have other ideas or methods that work better for you. In many respects, learning is an individual process. If you start to pay more attention to your study habits and the results that they bring you, you will be more likely to discover what works best for you. The important thing is that you actively engage yourself when studying and that you not attempt to learn material passively. Passive learning does not promote long-term retention of information and it fools us into thinking that we know material that we have in fact not mastered.