

RECOMMENDED CODE OF CONDUCT
DEPARTMENT OF GERMAN
2010

1. GENERAL POINTS

The Department of German, as a relatively small unit, has been known over the years, as a helpful, supportive department maintaining the highest academic standards for our students. We enjoy helping students to realise their language and academic goals in their respective paths at undergraduate and postgraduate level. This recommended code of conduct sets out, for the purposes of clarity, within what conditions we can best fulfil our teaching and administrative duties.

The Department of German encourages basic forms of politeness in written and spoken communication. Student emails to staff and vice versa should be formulated as formal letters.¹

As students of language you should be sensitive to typographical and spelling errors in any forms of written communication. Texting formulations and abbreviations in academic essays or in any forms of written communication are not acceptable.

Please use your official UCC email address and check your account regularly. Students should respond to any emails and take note of important meetings relevant to your course-work.²

Students ought to know the names of their tutors (particularly after months of teaching).

Offensive comments should not be made to or about other students or lecturers in class. While we encourage the (constructive / critical) input of students, the manner of delivery should respect the professional integrity of the lecturer.

¹ For example, 'Heya / Hi' is not an appropriate form of salutation in an email. Emails should begin 'Dear X...' and end with a name 'Regards, Y'. Emails should be always signed by the author.

² For example, meetings at which important issues regarding a planned field trip need to be discussed.

Students should use the seating arrangement planned by lecturers. Specific seating arrangements are often necessary for pedagogical reasons.

Common courtesy should apply in all dealings with college staff and fellow students. Aggressive language or body language is unacceptable.

2. CLASS-RELATED

i. Attendance and participation

The Department of German has an 80% attendance rule. This is to help curb erratic attendance and to ensure the smooth continuation of teaching and learning. It also ensures students come to class knowing 'how' and 'what' to prepare.

Lecturers find that it is very disruptive when students come to class unprepared as it becomes difficult to hold a meaningful class when students have not read the text or done any preparation. This applies to all classes, be they language and/or content courses.

Students are expected to participate in group discussion.

The Department welcomes Erasmus students to all our teaching and learning endeavours. It is generally considered that a mix of cultures in any given class can be very beneficial for both sides with new insights and perspectives possible. While classes are devised primarily with Irish students in mind, we make a concerted effort to cater for the curricular needs of Erasmus students.

ii. Study and homework

As mentioned above, preparation (where indicated) is the prerequisite for any attendance, as teaching to both the prepared and the unprepared inevitably compromises the quality and coherence of teaching.

It is the student's responsibility to catch up on homework / reading and to photocopy handouts when he or she has been absent. Homework is not seen as an optional extra but is expected to be completed, and completed on time. 'I wasn't there last week' is not an acceptable reason why homework is not completed.

We will not accept any work that is clearly plagiarized. All essays should be submitted in electronic version to the lecturer, and in hard-copy format to the secretary on, or before, any given deadline.

Unless medical certificates have been submitted, it is not acceptable to email your lecturers before an exam / CAT to ask what has been covered during term.

iii. Conduct during Class

The majority of classes run without any incident, however, we would like to make the overall points:-

Please be aware that a number of verbal and non-verbal behaviours and body language can be perceived as interruptive and, at times, even disruptive to a lecturer. Students should be aware of the messages they intentionally or unintentionally may be conveying. A television mentality "while they cannot see us, we can see them" is not applicable in the classroom.

Talking during lectures, unless in the form of group discussion or where individual comments are explicitly invited, is considered disruptive.

iv. Presentations

Students who are holding a presentation should check on the status of multimedia equipment. Where none is provided in any given classroom, the student can obtain a projector from the secretary for their presentation.

Students who are unable to attend any oral or written assessments should phone their lecturer and / or the Sekretariat on that day (or if known beforehand) to inform the lecturer.

3. PROTOCOL FOR UNACCEPTABLE BEHAVIOUR

In the case where the code above is not followed, and attendance falls below the required minimum, the lecturer may choose to:

- not continue with the lecture in cases where students' talking disrupts its delivery.
- not accept or correct homework handed in late without a valid reason.
- not re-schedule a missed assessment where due notice has not been given.
- cancel a class where students have not prepared homework or any assigned readings.

Thank you for your attention.

The Department of German, January 2010