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Office hours:
Monday 9-9:50 am, Tuesday 2-2:50 pm
& by appointment

BUSINESS FRENCH - FREN 4080
Fall 2017

Course Objectives

The objective of this course is to enable students to become functional in a French-speaking business environment while providing opportunities to learn new vocabulary and further develop the four language skills (reading, writing, listening, and speaking). There is no prerequisite course in Business but FREN 2050 is a minimum requirement (preferably additional advanced coursework in French).

Course Content and Description

Course meets Tuesday/Thursday from 12:30 pm to 1:50 pm (3SCH), in LANG 114.

Students will learn the basic vocabulary and cultural habits necessary to work in a French-speaking country.

Topics will include: professional interaction and communication, customer service and client relations, job search and employment, major functions and departments within a company, social issues, advertising, purchasing and sales, transportation, attending professional meetings and conventions, among others. Multimedia resources will complement lectures and readings. This class will be conducted in French, and all readings and assignments will be in French.

Textbooks and Documents

- Margaret Mitchell & Ariane Fleuranceau. *Pour parler affaires* [Livre de l'élève-Cahier d'exercices CD audio]. Paris: Maison des langues, 2011. ISBN 9788484438564.
- Additional documents will be provided by the instructor.

Grading scale

90 and above	A
80-89	B
70-79	C
60-69	D
Below 60	F

Grade distribution*

Participation	10 %
Exams (3)	50 %
Homework assignments (6)	20 %
Portfolio	20 %

**low attendance may affect overall grade (see Attendance policy below)*

Attendance

Class attendance is mandatory. Students missing class--or part(s) of class, i.e. repeatedly arriving late/leaving earlier--will be penalized. Specifically, students will be allowed two (2) unexcused absences during the semester. After they have used these two "free passes", students will start losing 2 % of their overall grade for each additional unexcused absence. Students will automatically be dropped from the class with a grade of WF after 8 unexcused absences.

Authorized absences as listed in the UNT policies will be excused and will not affect students grade as long as students contact the instructor with appropriate documentation immediately upon their return and complete any missed/make-up assignments. A list of authorized absences can be found here:

http://policy.unt.edu/sites/default/files/06.039_StudentAttendance_2016.pdf

Participation

Students will be graded on the following:

- **active participation:** student volunteers to answer questions, provides answers to exercises, facilitates group discussion, keeps group on task, etc.
- **preparation:** student reads the material before coming to class and completes the daily homework assignments. After each "*étape/module*", students will have to complete the exercises on the corresponding pages of the "*Cahier d'activités*" before the following class.
- **cooperative behavior:** student pays attention, displays positivity, leads, supports and mediates during group/pair activities.

The rubric below will be used:

Uses only French when possible; always volunteers to participate; always comes to class prepared; and exhibits excellent, cooperative behavior	5 pts.
Uses French often; often volunteers to participate; usually prepared for class; and exhibits good, cooperative behavior;	4 pts.
Uses French but average participation; adequate preparation; generally exhibits good, cooperative behavior	3 pts.
Frequent use of English; participate mostly if prompted; and/or unproductive behavior (even with adequate preparation)	2 pts.
Present in class, more English than French, minimal participation; and/or uncooperative and/or unprepared	1 pt.
Present in class, yet does not participate, and/or exhibits disruptive or negative behavior. Absent from class.	0 pt.

Exams

There will be three (3) exams of equal value in the course of the semester. They will cover all materials presented in class and assignments.

Homework assignments

In addition to daily exercises (completion counts towards participation), students will turn in six (6) written homework assignments throughout the semester; Assignments may include textbook exercises or other activities and will be posted on Blackboard. The lowest grade will be dropped.

Portfolio

As a final project, students will prepare an advertising campaign for a product of their choice and submit a portfolio to the instructor. Directions on the content of the portfolio will be provided at a later date. Students will present their advertisement campaign in class.

Succeed at UNT

UNT endeavors to offer you a high-quality education and to provide a supportive environment to help you learn and grow. As a faculty member, I am committed to helping you be successful as a student. Make sure you attend each and every class. If you experience difficulties, please come and see me in my office, I am here to help you find the support you need. To learn more about campus resources and information on how you can achieve success, go to <http://succeed.unt.edu>.

Make-up Exams

Make-up exams will only be admitted for serious cases and emergencies, and only if students can provide documentation in writing.

Incompletes

For information about incomplete grades, please visit the following webpage:
<http://registrar.unt.edu/grades/incompletes>

Use of Electronics in class

Cell phones and other electronic devices may **not** be used during class time (unless otherwise instructed) and any type of examination. Failure to switch off and stow away electronic devices will result in loss of participation points.

Students with learning disabilities

“The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time, however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Office of Disability Accommodation website at <http://www.unt.edu/oda>. You may also contact them by phone at [940.565.4323](tel:940.565.4323).”

Acceptable Student Behavior

“Student behavior that interferes with an instructor’s ability to conduct a class or other students’ opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student’s conduct violated the Code of Student Conduct. The university’s expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at www.deanofstudents.unt.edu”

Sexual discrimination, harassment, & assault

“UNT is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experiences any of these acts of aggression, please know that you are not alone. The federal Title IX law makes it clear that violence and harassment based on sex and gender are Civil Rights offenses. UNT has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more.

UNT’s Dean of Students’ website offers a range of on-campus and off-campus resources to help support survivors, depending on their unique needs: http://deanofstudents.unt.edu/resources_0. Renee LeClaire McNamara is UNT’s Student Advocate and she can be reached through e-mail at SurvivorAdvocate@unt.edu or by calling the Dean of Students’ office at 940-565-2648. You are not alone. We are here to help.”

Academic misconduct

In accordance with university policy 18.1.16, the Department of World Languages, Literatures and Cultures fully supports and enforces all policies regarding academic misconduct (cheating, plagiarism, fabrication, etc.). For detailed descriptions and information covered by this policy please go to:

http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.pdf.

Please be certain that all the work you submit in this course is **your own**. If you have questions about what constitutes academic misconduct in the context of this course, please contact your instructor.

Student Perceptions of Teaching (SPOT)

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The short SPOT survey will be made available later in the semester and you will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Please look for the email in your UNT email inbox. Simply click on the link and complete your survey. Once you complete the survey you will receive a confirmation email that the survey has been submitted. For additional information, please visit the spot website at www.spot.unt.edu or email spot@unt.edu.

Important dates and withdrawal/drop information

<https://registrar.unt.edu/registration/fall-registration-guide>

DETAILED COURSE CONTENT

Dates	Contenu du cours	Devoirs à rendre/exercices à faire
29 août	Introduction. Module 1 (1-2)	
31 août	Module 1 (3-4)	pp. 193-194
5 septembre	Module 2 (1-2)	pp. 195-196
7 septembre	Module 2 (3-4)	pp. 197-198
12 septembre	Module 3 (1-2)	pp. 199-200 + Devoir 1
14 septembre	Module 3 (3-4)	pp. 201-202
19 septembre	Activités	pp. 203-204
21 septembre	Examen 1	annoncés en classe
26 septembre	Module 4 (1-2)	Devoir 2
28 septembre	Module 4 (3-4)	pp. 205-206
3 octobre	Module 5 (1-2)	pp. 207-208
5 octobre	Module 5 (3-4)	pp. 209-210
10 octobre	Activités	pp. 211-212
12 octobre	Module 6 (1-2)	Devoir 3
17 octobre	Module 6 (3-4)	pp. 213-214
19 octobre	Module 7 (1-2)	pp. 215-216
24 octobre	Module 7 (3-4)	pp.217-218
26 octobre	Activités	pp. 219-220
31 octobre	Examen 2	annoncés en classe
2 novembre	Film <i>Ressources humaines</i>	Devoir 4
7 novembre	Film <i>Ressources humaines</i> (suite)	Activités sur le film
9 novembre	Module 8 (1-2)	Activités sur le film
14 novembre	Module 8 (3-4)	pp. 221-222
16 novembre	Module 9 (1-2)	pp. 223-224 + Devoir 5
21 novembre	Module 9 (3-4)	pp. 225-226
23 novembre	Férialé - <i>Thanksgiving</i>	
29 novembre	Module 10 (1-2)	pp. 227-228
30 novembre	Module 10 (3-4)	pp. 229-230
5 décembre	Activités	pp. 231-232 + Devoir 6
7 décembre	Présentations orales du portfolio	Rendre le portfolio
14 Décembre	Examen 3 - 10h30-12h30	