

French 4080- Business French
UNT - Fall 2019

Professor: **Laetitia Knight**
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Office hours: Thursday 8:30 to 9:25 am; or by appointment

Class information: Tu/Th: 11:00 to 12:20 am in Lang 114

WELCOME TO FRENCH 4080

The following pages outline the general information and policies for this course. Read them carefully and keep them for your reference throughout the semester. Please note that the instructor reserves the right to modify the course syllabus. You will be notified of any changes made to the course information and policies.

Prerequisites: 6 hours of advanced French, or consent of the department.

Course description and 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, speaking). There is no prerequisite course in Business. 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. Lectures and readings will be complemented by multimedia resources. This class will be conducted in French, and all readings and assignments will be in French.

Required Texts: **Rosillo, M. P., & Jégou, D. (2014). *Quartier d'affaires 2: Français professionnel et des affaires* : B1. Clé International – USB 978-2090386639**

General Policies: Go to the World Languages webpage for departmental policies: <http://worldlanguages.unt.edu/>. Use of computers or other electronic devices (e-readers, phones, etc...) is not required for this class; therefore, **all electronic devices must be turned off in class.**

Academic integrity: 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: <https://vpaa.unt.edu/fs/resources/academic/integrity>

Student Behavior in the Classroom: *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 <https://deanofstudents.unt.edu/conduct>*

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/sexual-misconduct/reporting-sexual-misconduct>

The UNT Survivor Advocates can be reached by emailing SurvivorAdvocate@unt.edu or calling 940-565-2648. If there is an emergency, please call the police at 911 or the Denton County Friends of the Family 24-hour crisis line at 940-382-7273.

You are not alone. You are never to blame. We are here to help.

Students with learning disability: *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).*

Drop information: refer to <https://registrar.unt.edu/registration/dropping-class>

Student Perception 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 available during the last third of the semester. Students will receive an email with the survey link from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) on the first day the survey opens. For additional information, please visit the spot website at www.spot.unt.edu or email spot@unt.edu. Student opinions matter.

Keeping records: Students must keep all returned graded materials until the end of the semester. In case of grade disagreement, it will be the student's responsibility to show the graded materials.

Grading scale: Your grade will be calculated according to the following scale. Please note that grades are not curved. There is no extra credit awarded in this course.

Percentage	Letter Grade
90 – 100 %	A
80 – 89.9 %	B
70 – 79.9 %	C
60 – 69.9 %	D
0 – 59.9 %	F

Grade distribution:

PARTICIPATION & HOMEWORK	30%
TASKS (5 total including final)	40%
EXAMS (5 total)	30%

PARTICIPATION & HOMEWORK:

Class attendance is mandatory. Due to the nature of this course, attendance is paramount to your success. A large majority of our assignments will be completed in class, therefore, if you are absent, your overall grade will likely suffer as you will be unable to participate, complete the in-class activities, or turn in homework. For that reason, attendance will not be counted as a separate category? but it goes without saying that missing class will negatively affect your grade and performance. Students will automatically an overall grade of zero (for the entire semester) in Participation after eight (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

Your participation will be graded throughout the semester as an on-going single grade (out of 100 points). This grade will therefore fluctuate based on your overall and current performance. It will be based on the following factors, which will also tie in with daily activities and homework:

- **active participation:** student volunteers to answer questions, provides answers to exercises, facilitates group discussion or pairwork, keeps group on task, etc.
- **preparation:** student reads the assigned material before coming to class, listen to the audio files and completes the homework assignments/preparation tasks.
- **cooperative behavior:** student pays attention, displays positivity, leads, supports and mediates during group/pair activities.

This table will be used to grade your participation:

<i>Oral performance</i>	<i>Participation, preparation & behavior</i>	<i>Possible Pts</i>
Excellent	Uses only French when possible; always volunteers to participate; offers relevant comments; demonstrates extensive preparation; stays on tasks; and exhibits excellent, cooperative behavior.*	90-100 pts.
Good to very good	Uses French often and offers relevant comments; often volunteers to participate; demonstrates a good degree of preparation and stays on task; and exhibits good, cooperative behavior.*	80-89 pts.
Needs more work	Uses French and English; comments are sometimes off topic; average participation (needs prompting); adequate preparation (but sometimes inconsistent); generally, exhibits good, cooperative behavior.*	60-79 pts.
Less than satisfying	Frequent use of English; rarely participate voluntarily; inconsistent preparation and/or does not stay on task (is distracted or distracts group) and/or unproductive behavior.*	40-59 pts.
Unsatisfactory	Present in class, yet does not participate, and/or exhibits disruptive or negative behavior. *	0-39 pt.

*Unexcused absences and tardiness will also affect participation grade, which may be reduced accordingly.

Homework: Homework from the textbook will be assigned on a regular basis (either in class or posted on Canvas). It is the students' responsibility to make sure they take note of any homework assigned in class. Homework may include reading materials, completing activity from the textbook or exercises from handouts distributed in class. Homework will either be checked in class or collected and graded by instructor. Only students who have a valid documented excuse (see above) may submit the homework upon returning from their absence. No other late homework will be accepted.

TASKS:

Tasks will be special activities that students will undertake either in group or individually. Most tasks will be completed in class and the final product will be turned in at the end of class. However, the task D and the final task will be submitted on Canvas. Different tasks may be weighed differently based on difficulty and student involvement. No make-up will be allowed for tasks. Unexcused absences will also affect your ability to complete the tasks, therefore only students who have a valid documented excuse will be given a make-up task.

EXAMS:

Exams will cover two units at a time and will be submitted online on a Sunday before midnight (hard deadline). Students are encouraged to complete the "entraînement aux examens" section of each chapter to practice but no grade will be given for the "entraînement" activity. Since the exams are due online, no make-up will be given, unless students face exceptional circumstances (e.g. student is hospitalized for two weeks). It is the students' responsibility to plan accordingly and preferably submit the answers well before the deadline. Technical issues will not be accepted as a reason for late submission!

Weekly Agenda

Semaine 1, 27/8-29/8:	Unité 1
Semaine 2, 3/9 – 5/9	Unité 2
Semaine 3, 10/9 – 12/9:	Tâche A : Création de Sondage (travail en groupe)
Dimanche 15/9	Bilan 1 (Unités 1 et 2) à rendre en ligne avant minuit
Semaine 4, 17/9 – 19/9:	Unité 3
Semaine 5, 24/9 – 26/9:	Unité 4
Dimanche 29/9	Bilan 2 (Unités 3 et 4) à rendre en ligne avant minuit
Semaine 6, 1/10 – 3/10:	Unité 5
Semaine 7, 8/10 - 10/10:	Unité 6
Semaine 8, 15/10 – 17/10:	Tâche B: commercialisation de produit (travail individuel)
Dimanche 20/10	Bilan 3 (Unités 5 et 6) à rendre en ligne avant minuit

Semaine 9, 22/10 – 24/10: Unité 7

Semaine 10, 29/10 – 31/10: Unité 8

Semaine 11, 5/11 – 7/11: Tâche C: organisation de voyage d'affaires (travail individuel)

Dimanche 10/11 Bilan 4 (Unités 7 et 8) à rendre en ligne avant minuit

Semaine 12, 12/11 – 14/11: Unité 9

Semaine 13, 19/11 – 21/11: Unité 10

Semaine 14, 26/11 – 28/11: Tâche D: Organiser un speed networking (travail individuel – en ligne)
Jeudi: Thanksgiving – pas de cours ☺

Dimanche 1/12 Bilan 5 (Unités 9 et 10) à rendre en ligne avant minuit

Semaine 15, 3/12-5/12 Tâche finale: Proposition d'un produit innovant (travail individuel)

Finals week - **Mardi 10/12: Tâche finale à rendre en ligne avant minuit**

NB: Refer to <http://essc.unt.edu/registrar/academic-record-incomplete.html> for information about Incomplete Grade.