

## Syllabus

### French 2050.001 Intermediate French

(June 1, 2020 – July 3, 2020)

This syllabus has been adapted from the template provided by the University of North Texas.

<https://clear.unt.edu/teaching-resources/unt-syllabus>

## Instructor Contact

**Name:** Lawrence Williams

**Office Location:** [Not applicable]

**Phone Number:** [Not applicable]

**Office Hours:** By appointment (Zoom)

**Email:** [lawrence.williams@unt.edu](mailto:lawrence.williams@unt.edu)

### Communication Expectations:

- Email is the primary tool that will be used to communicate directly with students.
- The instructor will attempt to reply to every email within 48 hours.
- Feedback on assignments will typically be provided within 48 hours.
- Please consult this [webpage for students that provides Online Communication Tips](https://clear.unt.edu/online-communication-tips) (<https://clear.unt.edu/online-communication-tips>).

## Course Description

Grammar, composition, oral-aural practice and readings.

## Course Structure

Given the current circumstances, the University of North Texas has decided that this course may not have live Zoom meetings. Instead, this course is offered as a (more or less) self-paced course that allows students a great deal of scheduling flexibility for work and other types of activities. This course is divided into 3 module, and then there are two projects to submit.

## Course Prerequisites or Other Restrictions

FREN 2040 or equivalent.

## Course Objectives

By the end of this course, students will be able to:

1. Use French for spoken communication
2. Use French for written communication
3. Synthesize and explain content in French from audio and written sources

## Materials

- No textbook is required for this course. Free online content will be used.

## Teaching Philosophy

In this course, you will have different types of learning opportunities so that you can practice using French in various contexts and for a range of purposes. In order to benefit from this course, you should do some work every day. This might include reading or re-reading some of the PowerPoint files or working on pronunciation. Try to do some work every day instead of waiting until the due date.

## Technical Requirements & Skills

### Minimum Technology Requirements

Provide a list of the minimum technology requirements for students, such as:

- Computer
- Reliable internet access
- Speakers
- Microphone
- Plug-ins
- Microsoft Office Suite
- [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements) (<https://clear.unt.edu/supported-technologies/canvas/requirements>)

### Computer Skills & Digital Literacy

Provide a list of course-specific technical skills learners must have to succeed in the course, such as:

- Using Canvas
- Using email with attachments
- Downloading and installing software (if needed)

## Rules of Engagement

Rules of engagement refer to the way students are expected to interact with each other and with their instructors online. Here are some general guidelines:

- Treat your instructor and classmates with respect in email or any other communication.
- Always use your professors' proper title: Dr. or Prof., or if in doubt use Mr. or Ms.
- Unless specifically invited, don't refer to your instructor by first name.
- Use clear and concise language.
- Remember that all college level communication should have correct spelling and grammar (this includes discussion boards).
- Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you."
- Use standard fonts such as Ariel, Calibri or Times new Roman and use a size 10 or 12 point font
- Avoid using the caps lock feature AS IT CAN BE INTERPRETTED AS YELLING.
- Limit and possibly avoid the use of emoticons like :) or ☺.
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or sound offensive.
- Be careful with personal information (both yours and other's).
- Do not send confidential information via e-mail

See these [Engagement Guidelines](https://clear.unt.edu/online-communication-tips) (https://clear.unt.edu/online-communication-tips) for more information.

### Success in an Online Course

The University of North Texas recommends that you visit the website [“How to Succeed as an Online Student”](https://clear.unt.edu/teaching-resources/online-teaching/succeed-online) (https://clear.unt.edu/teaching-resources/online-teaching/succeed-online).

### Getting Help

#### Technical Assistance

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

**UIT Help Desk:** <http://www.unt.edu/helpdesk/index.htm>

**Email:** [helpdesk@unt.edu](mailto:helpdesk@unt.edu)

**Phone:** 940-565-2324

**In Person:** Sage Hall, Room 130

**Walk-In Availability:** 8am-9pm

**Telephone Availability:**

- Sunday: noon-midnight
- Monday-Thursday: 8am-midnight
- Friday: 8am-8pm
- Saturday: 9am-5pm

**Laptop Checkout:** 8am-7pm

For additional support, visit [Canvas Technical Help](https://community.canvaslms.com/docs/DOC-10554-4212710328) (https://community.canvaslms.com/docs/DOC-10554-4212710328)

### Student Support Services

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center) (https://studentaffairs.unt.edu/student-health-and-wellness-center)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
- [UNT Care Team](https://studentaffairs.unt.edu/care) (https://studentaffairs.unt.edu/care)
- [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry) (https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
- [Individual Counseling](https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling) (https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)

Other student support services offered by UNT include

- [Registrar](https://registrar.unt.edu/registration) (https://registrar.unt.edu/registration)
- [Financial Aid](https://financialaid.unt.edu/) (https://financialaid.unt.edu/)

- [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (https://studentaffairs.unt.edu/student-legal-services)
- [Career Center](https://studentaffairs.unt.edu/career-center) (https://studentaffairs.unt.edu/career-center)
- [Multicultural Center](https://edo.unt.edu/multicultural-center) (https://edo.unt.edu/multicultural-center)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
- [Pride Alliance](https://edo.unt.edu/pridealliance) (https://edo.unt.edu/pridealliance)
- [UNT Food Pantry](https://deanofstudents.unt.edu/resources/food-pantry) (https://deanofstudents.unt.edu/resources/food-pantry)

#### Academic Support Services

- [Academic Resource Center](https://clear.unt.edu/canvas/student-resources) (https://clear.unt.edu/canvas/student-resources)
- [Academic Success Center](https://success.unt.edu/asc) (https://success.unt.edu/asc)
- [UNT Libraries](https://library.unt.edu/) (https://library.unt.edu/)
- [Writing Lab](http://writingcenter.unt.edu/) (http://writingcenter.unt.edu/)
- [MathLab](https://math.unt.edu/mathlab) (https://math.unt.edu/mathlab)

#### Course Requirements

Each assignment is due by 11:59 p.m. local time on the date indicated in this syllabus and in Canvas.

Assignment (Due Date)	Points Possible	Percentage of Final Grade
<b>Audio Recording 1, Module 1</b> (June 3, 2020)	50	10%
<b>Exam 1, Module 1</b> (June 8, 2020)	50	10%
<b>Audio Recording 2, Module 2</b> (June 10, 2020)	50	10%
<b>Exam 2, Module 2</b> (June 15, 2020)	50	10%
<b>Audio Recording 3, Module 3</b> (June 17, 2020)	50	10%
<b>Exam 3, Module 3</b> (June 22, 2020)	50	10%
<b>Audio Project</b> (June 26, 2020)	100	20%
<b>Writing Project</b> (July 3, 2020)	100	20%
<b>Total Points Possible</b>	500	100%

#### Grading

A = 450-500

B = 400-449

C = 350-399

D = 300-349

F = 0-299

If you believe that your "grade [for the course] was assigned in an inequitable, arbitrary, or erroneous manner," you can file a grade appeal. (UNT Policy [06.040](#))

### Audio Recordings

In order for me to hear you speaking French, you will submit audio recordings and an audio project so that I can provide feedback. See Appendix A of this syllabus for a list of acceptable audio formats.

### Exams

Since this is an Internet course that is more or less self-paced, you will essentially be taking "open book" exams. This is simply a way for me to see that you have read the grammar explanations and that you are able to understand grammar enough to communicate in French.

### Audio Project

This will be your final audio recording of the course. Since this is worth 100 points, you should review feedback from your audio recordings and read/review sources that provide information about French pronunciation before recording the audio project. This is just an audio recording that will be a little bit longer than the audio recordings assigned in each module.

### Writing Project

This will be an essay that must be submitted as a PDF file. The topic will be posted in Canvas, and you will be given an evaluation rubric in Canvas too.

## Course Policies

### Assignment Policy

Since all assignments must be submitted in Canvas, you can find the due dates in Canvas, and they are also indicated (above) in this syllabus.

Since you will have at least 48 hours to complete each assignment, no late work will be accepted unless you have a verifiable excuse that is listed UNT Policy 06.039 as an "excused absence" (i.e., a valid reason for not being able to submit an assignment). If you have a verifiable excuse that includes private and/or personal information, **DO NOT send that information to me**. Instead, you must contact the Office of the Dean of Students, someone who works in that division can review your documentation and make a recommendation to me based on university policies and applicable laws.

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: [helpdesk@unt.edu](mailto:helpdesk@unt.edu) or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

### Examination Policy

You will **not** be limited or restricted to a typical examination period of 1 hour. Therefore, the exams must be submitted in Canvas by the due date. You will have at least 48 hours to complete each exam. The Friday before the due date of each exam, the exam will be posted in Canvas. This means that you will have part of Friday, then all day Saturday, Sunday, and Monday to complete each exam.

## Instructor Responsibilities and Feedback

Include a statement:

- regarding your responsibilities in the course (i.e.: helping students grow and learn; providing clear instructions for projects and assessments, answering questions about assignments, identifying additional resources as necessary, providing grading rubrics, reviewing and updating course content, etc.);
- an estimated timeline and format in which students can anticipate a response regarding emails, discussion board posts if applicable, assignment feedback, and grades.

## Late Work

UNT instructors have the prerogative to accept or not to accept late work. See above for details.

## Attendance Policy

[There are no live Zoom meetings, so this is not applicable.]

## Class Participation

[There are no face-to-face classroom meetings, so this is not applicable.]

## Syllabus Change Policy

All changes to this syllabus will be communicated by email to all enrolled students. Your official UNT email address will be used. It is your responsibility to check your official UNT email account at the beginning and at the end of each week in case changes.

## UNT Policies

### Academic Integrity Policy

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University. [Insert specific sanction or academic penalty for specific academic integrity violation.]

### ADA Policy

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 Access (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, refer to the

[Office of Disability Access website](http://www.unt.edu/oda) at <http://www.unt.edu/oda>. You may also contact ODA by phone at (940) 565-4323.

### Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Blackboard for contingency plans for covering course materials.

### Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Blackboard online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

### 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. Visit UNT's [Code of Student Conduct](https://deanofstudents.unt.edu/conduct) (<https://deanofstudents.unt.edu/conduct>) to learn more.

### Access to Information - Eagle Connect

Students' access point for business and academic services at UNT is located at: [my.unt.edu](https://my.unt.edu). All official communication from the University will be delivered to a student's Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail [Eagle Connect](https://it.unt.edu/eagleconnect) (<https://it.unt.edu/eagleconnect>).

### Sexual Assault Prevention

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at [SurvivorAdvocate@unt.edu](mailto:SurvivorAdvocate@unt.edu) or by calling the Dean of

Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at [oeo@unt.edu](mailto:oeo@unt.edu) or at (940) 565 2759.

### Important Notice for F-1 Students taking Distance Education Courses

#### **Federal Regulation**

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the [Electronic Code of Federal Regulations website](http://www.ecfr.gov/) (<http://www.ecfr.gov/>). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

#### **University of North Texas Compliance**

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

- (1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
- (2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email [internationaladvising@unt.edu](mailto:internationaladvising@unt.edu)) to get clarification before the one-week deadline.

#### **Student Verification**

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying



students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.

See [UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses](https://policy.unt.edu/policy/07-002) (<https://policy.unt.edu/policy/07-002>).

### Use of Student Work

A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student's permission unless all of the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission.

Download the UNT System Permission, Waiver and Release Form

### Transmission and Recording of Student Images in Electronically-Delivered Courses

1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.
2. In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.
3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.  
Example: This course employs lecture capture technology to record class sessions. Students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. However, the instructor is encouraged to let students know the recordings will be available to them for study purposes.

## **APPENDIX A**

### **Acceptable File Formats**

.ASX	Advanced Stream Redirector
.DTS	Digital Theater Systems Audio File
.GXF	General eXchange Format
.M3U	MP3 Uniform Resource Locator
.MXF	Material eXchange Format
.OGM	Ogg Multimedia Container File
.PLS	Playlist
.BUP	DVD Information File
.A52	Dolby Digital AC-3 Compressed Audio File
.AAC	Advanced Audio Coding Compressed Audio File
.B4S	Winamp 3+ Playlist
.CUE	Cue Sheet
.OMA	OpenMG Audio File
.SPX	Ogg Speex Audio File
.TS	DVD Video
.VLC	VLC Media Player Data
.VOB	DVD Video Object
.XSPF	XML Shareable Playlist Format
.IFO	DVD Information File
.PART	Partially Downloaded File
.FLAC	Free Lossless Audio Codec Compressed Audio File
.M4A	MPEG-4 Audio File
.MP1	MPEG-1 Audio Layer I
.OGG	Ogg Multimedia Container File
.WAV	Waveform Audio
.XM	Extended Module Audio File
.SRT	DVD Subtitles File
.AC3	Dolby Digital AC-3 Compressed Audio File
.MOD	MOD Audio File
.MP2	MPEG-1 Audio Layer II
.MP3	MPEG-1 Audio Layer 3
.MP4	MPEG-4 Part 14 Multimedia Container
.WMA	Windows Media Audio File
.MKA	Matroska Audio Stream
.M4P	Protected AAC File