

Syllabus

FREN 5200.002 Seminar in French (Belgium & Switzerland)

Summer 2020, 10-week session (June 1, 2020 – August 7, 2020)

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

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

The original format of this course included 2 weeks of classroom meetings and then a few weeks for each student to work on a research project. However, the new format includes a series of self-paced assignments spread over a period of 10 weeks, so you should have plenty of time to do everything.

Instructor Contact

Name: Lawrence Williams (Professor of Applied Linguistics & French)

Office Location: [Not applicable]

Phone Number: [Not applicable]

Office Hours: By appointment (Zoom)

Email: 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 24 hours (excluding weekends).
- Feedback on assignments will typically be provided within 48 hours (excluding weekends).
- 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

This course will (re)introduce students to Belgium and Switzerland, with a focus on the French-speaking areas of these multilingual European countries. You will be expected to read texts and watch documentaries and other types of videos in French on a variety of topics, and you will be expected to submit different types of assignments in French, such as audio recordings and writing activities.

Course Structure

Given the current health pandemic, the University of North Texas has decided that this course can only be offered as a (more or less) self-paced Internet course with no live meetings. Students will be able to demonstrate their proficiency in spoken French by submitting audio recordings, which will be evaluated by the instructor. Students will be able to demonstrate their French proficiency in listening and reading by submitting assignments based on audio/video files. To the extent possible, the course structure will allow students to engage in all three modes of communication: interpersonal, interpretive, and presentational.

Course Prerequisites or Other Restrictions

Students who are not degree candidates for a Master of Arts in French at the University of North Texas are expected to contact the instructor and/or the graduate advisor ([Dr. Christophe Chaguinian](#)) before enrolling in this course.

Course Objectives

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

1. Comprehend and synthesize information from an audio/video source in writing.
2. Express opinions about economic/social issues in francophone contexts.
3. Find and evaluate online resources for the purpose of independent research.
4. Produce independent research on pre-determined topics and topics chosen by the instructor.
5. Demonstrate an understanding of the French phonetic system by accurately producing most of the phonemes in the French phonetic repertory. (It is understood that *accurate* means *appropriate* since some phonemes have different appropriate variants throughout the francophone world.)

Materials

All materials for this course can be found on line for free.

The following dictionaries might be helpful:

- [Larousse](#) / *Larousse* bilingue
- [Le grand dictionnaire terminologique](#)
- [Le Trésor de la Langue Française](#) informatisé¹

Teaching Philosophy

Students in our graduate program are expected to be self-motivated, especially given the current circumstances that require this course to be more or less self-paced. My teaching philosophy is based on the simple notion that the assignments have been selected and designed to help the students learn content and focus on communicative competence. Some students will do better with content; others will do better with aspects of communicative competence, but I realize that not all students excel with content and communicative competence. In other words, there is more than one way to demonstrate development/learning/progress, which is why I try to provide a range of activities. All students can potentially benefit from a course if they are provided with different types of learning opportunities.

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>)

¹ Throughout the francophone world, there is a great deal of variation related to capitalization in titles of books, plays, films, and so forth. When I provide titles in a syllabus or in course materials, I simply follow the capitalization used by the author, distributor, producer, etc.

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

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

While the online classroom shares many similarities with the face-to-face classroom, success in online education requires certain skills and expectations that students may not be aware of. Consider providing tips for success based on your own online teaching and learning experiences. You can also include a link to or adapt tips from this webpage for students, ["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

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

Assignment	Points Possible	Percentage of Final Grade
Audio Recording 1, Module 1	20	4%
Audio Recording 2, Module 1	30	6%
Homework, Module 1	50	10%
Audio Recording 1, Module 2	20	4%
Audio Recording 2, Module 2	30	6%
Homework, Module 2	50	10%
Audio Recording 1, Module 3	20	4%
Audio Recording 2, Module 3	30	6%
Homework, Module 3	50	10%
Research Project 1 (Belgium)	100	20%
Research Project 2 (Switzerland)	100	20%
Total Points Possible	500	100%

RECOMMENDED due dates for each assignment are provided below.

This is a relatively small class, and the University of North Texas has asked us to provide students with maximum flexibility—when possible—this summer. Please pay attention to the following details:

- 1) You can submit all assignments except the research project at any time until July 24, 2020.
- 2) However, you may not submit Audio Recording 2 for each module until you have received my feedback for Audio Recording 1.

- Audio Recording 1, Module 1 – June 5, 2020
- Audio Recording 2, Module 1 – June 26, 2020
- Homework, Module 1 – June 26, 2020
- Audio Recording 1, Module 2 – July 3, 2020
- Audio Recording 2, Module 2 – July 10, 2020
- Homework, Module 2 – July 10, 2020
- Audio Recording 1, Module 3 – July 17, 2020
- Audio Recording 2, Module 3 – July 24, 2020
- Homework, Module 3 – July 24, 2020
- Research Project 1 (Belgium) – August 7, 2020
- Research Project 2 (Switzerland) – August 7, 2020

Audio Recordings

You may only submit Audio Recording 2 for any module after you have received a grade (and feedback) for Audio Recording 1. The purpose of having two audio recordings per module is to give you an opportunity to use the feedback to improve your pronunciation/reading before you prepare and submit Audio Recording 2 for each module.

Homework

Although there is only one grade for homework in each module, this assignment will have at least two different parts: 1) comprehension questions about one or more videos that you have watched, the audio file(s) that you have listened to, or the text(s) that you have read; 2) a translation exercise based on an online video, an online audio file, or an online text.

Research Project

The format of each research project follows the model that our program uses for comprehensive examinations (given to students at the end of the program who do not choose the Thesis Option). Details and an evaluation rubric are provided in Canvas. The topic for Research Project 1 (Belgium) will be chosen by the instructor. Students can choose their own topic for Research Project 2 (Switzerland).

Grading

A = 450-500

B = 400-449

C = 350-399

D = 300-349

F = 0-299

Requests for submitting work late will be treated on a case-by-case basis. There is no guarantee that late work will be accepted. If you do not agree with a decision made regarding late work, you can file an appeal after your course grade has been posted by the registrar's office. You cannot appeal during the course.

Course Policies

Assignment Policy

Due dates for assignments are provided in this syllabus. These due dates will also be provided in Canvas in each module. There will be an Assignment link for each assignment.

The University of North Texas 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 that prevents students from completing a time-sensitive activity, the instructor will extend the time window 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 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

[Since there are no exams, this is not applicable.]

Instructor Responsibilities and Feedback

Goal 1 – Provide students with opportunities to learn

Goal 2 – Provide clear instructions for assignments

Goal 3 – Provide timely and helpful feedback

Late Work

UNT instructors have the prerogative to accept or not to accept late work. Requests for submitting work late will be treated on a case-by-case basis. There is no guarantee that late work will be accepted. If you do not agree with a decision made regarding late work, you can file an appeal after your course grade has been posted by the registrar's office. You cannot appeal during the course.

Attendance Policy

Since no live meetings are allowed for this course (given the current circumstances), the only attendance policy is that you are required to submit assignments on time in Canvas.

Visit the [University of North Texas' Attendance Policy](http://policy.unt.edu/policy/15-2-) (<http://policy.unt.edu/policy/15-2->) to learn more.

Class Participation

[Classroom participation 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. 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 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 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) 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.