

PROFESSIONAL FRENCH (FREN 3996)
Syllabus
Spring 2014

This course will be taught at the Collège International in Cannes as part of a semester program in France. Classes will be held April 7-May 30.

COURSE OBJECTIVES

Students will learn French terminology and behavioral patterns related to the work place in order to communicate in a French professional environment. They will become familiar with employment practices and formalities for daily life. This general course will also serve as preparation for students who are planning to spend a semester or year in a French-speaking country, with an emphasis on France and Quebec, or professionals who intend to relocate there.

COURSE CONTENT AND DESCRIPTION

Topics will include: introduction to the French-speaking world, overview of the economy in France and Quebec; review of French and Quebec geography; survey of major French and Quebec companies and government organizations; establishing contacts in a French professional environment; participating in professional meetings in French; going on a business trip; transportation in France and Quebec; hotel and restaurant industry, including cuisine and habits; tourism in France and Quebec; organization of a typical company; working in France and Quebec (behavior patterns, holidays, general benefits, unions); job search; banking system and services offered by banks; health services in France and Quebec; education and teaching. This course will cover topics of a general nature, as it will introduce terminology with which students are familiar in their native language. No background in any particular professional area is required.

TEXTBOOK AND DOCUMENTS

- *Français.com*. 2nd ed. Student Book. Paris: CLE International, 2012.
 - *Français.com*. 2nd ed. Exercise Book. Paris: CLE International, 2012.
- The textbook will be supplemented by the CD-ROM that accompanies the textbook.
- Students will read articles from various sources, such as current news magazines and business journals.
 - Additional documents will be provided, and video sequences will illustrate the topics covered in class.

EVALUATION

- 1. Exams:** there will be three exams of equal value in the course of the semester. They will cover all materials presented and discussed in class.
- 2. Written assignments:** short written assignments will be scheduled throughout the semester; if students complete all assignments, the lowest grade will be dropped.
- 3. Portfolio:** students will prepare a portfolio around a job search. It will include a resume; a summary of their profile and professional plans; a letter of application with a French company of their choice and for a position of their choice; and a report on the company selected. In addition, they will introduce

themselves as a candidate, describing their background, their career objectives, and their qualities, in a simulated job interview. Details on the preparation of the portfolio will be provided.

4. Presence and participation: as the course will include oral practice and simulations of business situations, presence and participation are mandatory and will count toward the final grade.

GRADING SCALE

	Percentage	Grading scale	
Exams	30%	90-100	A
Written assignments	20%	80-89	B
Portfolio	20%	70-79	C
Presence, participation	20%	60-69	D
		Below 60	F

Succeed at UNT

UNT endeavors to offer you a high-quality education and to provide a supportive environment to help you learn and grow. And, 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>.

Incompletes

A grade of (I), Incomplete, may be given only during the last one-fourth of a semester and only if a student (1) is passing the course; (2) has justifiable reason why the work cannot be completed on schedule; and (3) arranges with the instructor to finish the course at a later date by completing specific requirements that the instructor must list on the grade sheet. All work in the course must be completed within the specified time (not to exceed one year after taking the course). This process must be initiated by the student. The official request form must be signed by the student, the instructor, and the Department Chair. If all conditions are not met and all parties do not approve, no grade of Incomplete will be given. Please consult the appropriate UNT Catalog and an academic advisor for additional information.

Use of Electronics in class

Cell phones and other electronic devices may not be used during class time and any type of examination.

Students with Learning Disabilities

The university provides academic adjustments and auxiliary aids to individuals with disabilities, as defined under the law, who are otherwise qualified to meet the institution's academic and employment requirements. For information, contact the Office of Disability Accommodation. The Department of World Languages, Literatures, and Cultures cooperates with the Office of Disability Accommodation to make reasonable accommodations for qualified students with disabilities, as required by the American with Disabilities Act and Section 504, Rehabilitation Act. Please present your written accommodation request to your professor on or before the 4th class day, so that arrangements may be made as soon as possible.

Academic and Personal Misconduct

The Department of World Languages, Literatures, and Cultures fully supports and enforces all University policies regarding academic misconduct (cheating, plagiarism, fabrication, etc.) and personal misconduct (disruptive behavior, incivility, etc.) as outlined in the *Code of Student Conduct and Discipline*, available in the *Undergraduate Catalog* and online at

http://policy.unt.edu/sites/default/files/untpolicy/18.1.11_University%20of%20North%20Texas%20Code%20of%20Student%20Conduct.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 Evaluation of Teaching Effectiveness (SETE)

The Student Evaluation of Teaching Effectiveness (SETE) is a requirement for all organized classes at UNT. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. Feedback from students is important. Make sure you complete the survey.

GENERAL COURSE CONTENT

	Class Topics	Homework
	April	
Week 1	Introduction to the French-speaking world; geography of France and Quebec; the economy in France and Quebec; and the major professional fields.	Readings. Video sequences
Week 2	Chap. 1: Making professional contacts	Exercise book, CD-ROM
Week 3	Chap. 2: Participating in meetings	Exercise book, CD-ROM
Week 4	Chap. 3: Transportation and travel	Exercise book, CD-ROM
	May	
Week 1	Chap. 4. Hotel industry.	Exercise book, CD-ROM
	Exam 1.	
	Chap. 5: Restaurant industry, cuisine, and eating habits	Exercise book, CD-ROM
	Holidays and tourism in France	Readings, video sequences
Week 2	Chap. 6: Organization of a company	Exercise book, CD-ROM
	Chap. 7: Employment: behavior patterns, benefits, unions	Exercise book, CD-ROM, readings
	Chap. 8: The job search (resume, application, interview)	Exercise book, CD-ROM
Week 3	Exam 2. Chap. 9: Verbal communication	Exercise book, CD-ROM
	Submit portfolios on job search.	
	Chap. 10: Expressing opinions, defending viewpoint	Exercise book, CD-ROM
	Housing and daily formalities (bank, utilities, etc.)	Readings, video sequences
Week 4	Educational system; teaching in France and Quebec	Readings, video sequences
	Working in health services in France and Quebec	Readings, video sequences
		Portfolio & job interview
May 30	Exam 3.	