UNT-WLLC
FRENCH 1020 - SUMMER II
COURSE INFORMATION AND POLICIES

Course ID | Course Name | Time | Location | Delivery mode
FRENCH 1020-001 | Elementary French | MTWR 10:00 AM TO 11:50 AM | LANG 202 | Face-to-Face delivery

Course Structure
This is a face-to-face course. This course is not approved for online delivery.

Instructor Contact
Name: Melanie Switlik
Pronouns - EN: she/her |FR: elle
Email: Melanie.Switlik@unt.edu
Office Hours:
- Wednesdays 12-2pm
- Most class days 9:30-10 or 12-12:30p. Verify with me if you'd like to meet directly before/after class
- And by appointment – in office or online.

Communication

While I understand the need to be available as much as possible for each of you, there are limitations on my availability and when I can be reached. Your emails will be read as soon as possible. Do not expect immediate answers. I will make every effort to answer your emails by the end of the following day, except weekends (Please do not expect a response over the weekend).

Please contact me via CANVAS or at my UNT email for all private questions.

Instructors of first- and second-year French (1010 through 2050) require students to use official UNT Mail for all communication. This means that your instructor will only respond to e-mail sent by their students from a UNT Mail address (@my.unt.edu). Likewise, your instructor will only send e-mail to your UNT Mail address. Information about UNT Email can be found at the following Web address: https://my.unt.edu

Welcome to UNT!
As members of the UNT community, we have all made a commitment to be part of an institution that respects and values the identities of the students and employees with whom we interact. UNT does not tolerate identity-based discrimination, harassment, and retaliation. UNT's full Non-Discrimination Policy can be found in the UNT Policies section of the syllabus.

COURSE INTRODUCTION

Course Description

This course introduces both the French language and to the world cultures and societies where French is spoken. This course is the second of a two-course Elementary French language and culture sequence at the University of North Texas. This is a three-credit course.

Course Prerequisites

Students must have completed and passed French 1010 or equivalent.

For placement tests information visit: https://worldlanguages.unt.edu/resources/testing/placement .

Course Objectives

1020:

By the end of this first-year sequence, you should be able to understand the main ideas of what you hear, see, and read in French. You should also be able to interact successfully on a basic level in both oral and written contexts. In addition to these linguistic skills, you should have a deeper understanding of the diverse aspects of societies and cultures in francophone areas of the world.

Upon successful completion of this course, learners should be able to accomplish a variety of communicative tasks (written and oral) including *(numbered in order of presentation)*:

1. Describing one's family.
2. Talking about one's activities and where to go during free time.
3. Talking about the future
4. Discussing the weather and activities; what to wear
5. Talking about the past
6. Describing your daily routine
7. Talking about relationships; describing traits and personalities

Required Texts

Horizons. **7th edition, 2020, Cengage. (E-Book and MindTap digital learning platform)**

MindTap comes with a digital copy of the new textbook (e-book). **The eBook** and the Digital learning platform workbook – **MindTap–** are required. The **textbook** (hard copy **or** rented loose-leaf copy) is optional.

If you buy a (new or used) textbook, it is your own responsibility to make sure **you get access to MindTap.**

This textbook and MindTap digital learning platform are used for the first 3 semesters of French: 1010-2040. French 1010 covers Chapters Préliminaire – chapter 3; **French 1020 covers chapters 4-7;** French 2040 covers chapters 8-10. There is no textbook required for French 2050.

Teaching Philosophy

The French teaching team is dedicated to helping you achieve the best in our courses. We will work diligently to deliver quality instruction. For you to reach the course's learning outcomes will require regular work on your part and you are expected to have an active role in the course. Our common goal is your success.

Course Technology & Skills

Minimum Technology Requirements

- Computer
- Reliable internet access
- Speakers
- Microphone
- Webcam
- Relevant Software Plug-ins
- [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements) (https://clear.unt.edu/supported-technologies/canvas/requirements)
- Microsoft Office Suite (specifically Power Point and Word)

For help downloading Microsoft Office 365 to your personal computer using your UNT credentials, please visit the following site: [https://it.unt.edu/installoffice365 (Links to an external site.)](https://it.unt.edu/installoffice365)

Computer Skills & Digital Literacy

- Using Canvas
- Using email (with or without attachments)
- Recording and uploading files to Canvas
- Using presentation programs
- Downloading and installing software

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: [UIT Student Help Desk site](http://www.unt.edu/helpdesk/index.htm) (http://www.unt.edu/helpdesk/index.htm)
Email: helpdesk@unt.edu
Phone: 940-565-2324
In Person: Sage Hall

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

Rules of Engagement

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

- While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal, or state law will not be tolerated.
- Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
- Ask for and use the correct name and pronouns for your instructor and classmates.
- Speak from personal experiences. Use "I" statements to share thoughts and feelings. Try not to speak on behalf of groups or other individual's experiences.
- Use your critical thinking skills to challenge other people's ideas, instead of attacking individuals.
- Avoid using all caps while communicating digitally. This may be interpreted as "YELLING!"
- Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.
- Avoid using "text-talk" unless explicitly permitted by your instructor.
- Proofread and fact-check your sources.
- Keep in mind that online posts can be permanent, so think first before you type.

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

Course Activities & Assessments

Grading

A: 90-100%   B: 80-89%   C: 70-79%   D: 60-69%   F: 59 and below

ASSESSMENTS	Percentage of Final Grade
Formative	
MINDTAP Activities	20%
Unit Activities [CANVAS Quizzes, Recordings (Rec), Reading Comprehension (RC), Pre-Exam Assessment (PEA), others as assigned]	15%
Attendance and Participation (In class participation, Discussion Forums, etc.]	15%
Summative	
Exams and In-class quizzes	30%
Presentation	10%
Final Exam	10%
Total Points Possible	100%

Timetable

Due dates and instructions will be in CANVAS. Assessments have been organized to follow a pattern and facilitate your planning. It is the student's responsibility to check due dates in CANVAS and in the MindTap system. Deadline for all unit/chapter assignments is set before exam window opens. There is no late work accepted. (See Late Work section)

- MindTap activities (online workbook exercises) are due as indicated in MindTap by 11:59 pm.
- Assignments based in Canvas are due at 11:59pm on their assigned due dates. These will be open for at least 48 hours.
- Quizzes may take place in the classroom and/or in CANVAS. CANVAS Quizzes' due dates are at instructor's discretion (these assignments will be opened at least 24 hrs.).
- Presentation will take place the last week of the semester. If the University were to go to remote instruction, further instructions will be given.
- Exams are scheduled at the end of each chapter. All Exams will be delivered via CANVAS. Exams will be due at 11:59pm on their due dates (Fridays). Exams will be open at least 48 hours. The final exam will be open for 36 hours.

  - ** It is your responsibility to check compatibility with CANVAS in advance. Make sure to look at the "getting started module". If you encounter technical difficulties with CANVAS, please contact the Student Helpline immediately at (940) 5652324 or at helpdesk@unt.edu. **Technical difficulties will not be considered an excuse for missing deadlines, non-completion, or incomplete assignments etc.** Students will not be allowed to submit late work or retake any assignment based on technical difficulties.
  - 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 **unusua**l 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 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.

Exam & Presentation Schedule

- **Exam 1** : **Due** Friday July 22, 11:59pm | **Opens** Wednesday July 20, 12:00 noon.
- **Exam 2** : **Due** Friday August 5, 11:59pm | **Opens** Tuesday August 2, 12:00 noon.
- **Presentations** to be completed Wednesday August 10, 2022 **live, during class time**.
- **Final exam** : **Due** Friday August 12, 2022 by 11:59pm | **Opens** Tuesday August 11, 12:00 noon.

https://registrar.unt.edu/registration/summer-registration-guide

Grade-related Policies

Late Work

NO LATE SUBMISSION ACCEPTED

I will not accept late work in this course. All work turned in after the deadline will receive a grade of zero unless the student has a <u>university-excused absence (Links to an external site.)</u> and provides documentation within 48 hours of the missed deadline. At the end of the semester your instructor will drop the lowest grade (1) of the Unit Activities category, the lowest grade (1) of the In-Class Quizzes (no exam parts) the nine (9) lowest exercise grades of the Weekly MINDTAP activities.

Class participation

Since regular oral practice is essential for improving proficiency in a foreign language, attendance (whether F2F or remotely) and **active** participation are necessary for your success in this course. (Be sure to see attendance policy.) Your instructor will evaluate your oral coursework weekly during the semester, based on the quality of your regular participation.

Each time your participation and oral classwork are evaluated, the same rubric (on CANVAS) will be used to establish a grade based on a scale of 100 possible points. Preparation refers to preparedness, completion of assignments and in-class exercises, oral class work and other tasks.

Examination Policy

Exams are closed-book exams: **students are not allowed any outside help / use of resources**. Failure to abide may result in a grade of zero for the assignment and an F in the course.

** Make-up exams: If you must miss an exam, you must contact your instructor **immediately** and provide appropriate documentation regarding authorized absence upon return to class. Only those individuals whose absences are approved by the instructor will be eligible to take a make-up exam over the material missed.

Grade Disputes

If you would like to discuss a grade on a specific assignment or your overall grade, email me to set up an in-person meeting or ZOOM meeting (I will not discuss grades over email). You will need to have your video feed / camera on for any one-on-one ZOOM meeting with the instructor. You should come to the meeting with specific questions and /or examples that demonstrate why you should have earned a different grade than you received. If you miss your scheduled meeting, you forfeit your right to a grade dispute. If you do not contact me to schedule a meeting within 2 days of receiving your grade, you also forfeit your right to a grade dispute.

Turnaround Time

My goal is to grade your work in a timely manner, within three business days of the due date (when the activity /assessment is not auto graded).

Extra Credit

There are no extra credit opportunities in this course.

UNT POLICIES

Attendance Policy

Regular and punctual class attendance is mandatory and paramount for success in this course. Attendance is recorded in CANVAS. Any unauthorized absence may result in loss of points. Upon justification of absence(s), instructor will "excuse" the absence.

Based on **Policy 06- 039** (see link below), an absence may be excused for the following reasons:

1. religious holy day, including travel for that purpose.
2. active military service, including travel for that purpose.
3. participation in an official university function.
4. illness or other extenuating circumstances.
5. pregnancy and parenting under Title IX.
6. when the University is officially closed by the President.

For details about student attendance and authorized absences please visit the University of North Texas' Attendance Policy (http://policy.unt.edu/policy/15-2-) to learn more.

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

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodations at any time, however, ODA notices of 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 accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the ODA website (https://disability.unt.edu/).

Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)

The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and

processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

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 Canvas 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 Canvas 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) 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).

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.

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.

Class Recordings & Student Likenesses

In the case of an online delivery, synchronous (live) sessions in this course will be recorded for students enrolled in this class section to refer to throughout the semester. Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

Academic Support & Student Services

Student Support Services

Mental Health
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)

Chosen Names
A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name and would like that to be used in class, please let the instructor know. Below is a list of resources for updating your chosen name at UNT.

- [UNT Records](#)
- [UNT ID Card](#)
- [UNT Email Address](#)
- [Legal Name](#)

UNT euIDs cannot be changed at this time. The collaborating offices are working on a process to make this option accessible to UNT community members.

Pronouns
Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in-person. Just as we ask and don't assume someone's name, we should also ask and not assume someone's pronouns.

You can [add your pronouns to your Canvas account](#) so that they follow your name when posting to discussion boards, submitting assignments, etc.

Below is a list of additional resources regarding pronouns and their usage:

- [What are pronouns and why are they important?](#)
- [How do I use pronouns?](#)

- How do I share my pronouns?
- How do I ask for another person's pronouns?
- How do I correct myself or others when the wrong pronoun is used?

Additional Student Support Services
- Registrar (https://registrar.unt.edu/registration)
- Financial Aid (https://financialaid.unt.edu/)
- Student Legal Services (https://studentaffairs.unt.edu/student-legal-services)
- Career Center (https://studentaffairs.unt.edu/career-center)
- Multicultural Center (https://edo.unt.edu/multicultural-center)
- Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
- Pride Alliance (https://edo.unt.edu/pridealliance)
- UNT Food Pantry (https://deanofstudents.unt.edu/resources/food-pantry)

Academic Support Services

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