

**University of North Texas - FALL 2016**  
**French 1010 TTH sections - Course Information and Policies**

**Instructor:** Ms. Melanie Switlik  
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Main office phone: (940) 565-2404  
**Office hours: M: 1:30-3, T: 11-12:30, W: 10-11, and by appointment**  
**French 1010-009 12:30 to 1:50pm, LANG 212**

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Welcome to French 1010. The following pages outline the general information and policies for this course. Read them carefully and keep them for your reference throughout the semester.

### **Course Description and Organization**

This course provides an introduction to both the French language and to the world cultures and societies where French is spoken. This course is the first of a two-course elementary French language and culture sequence at the University of North Texas.

This is a three-credit course that meets **TTH for 80 minutes**. The course is designed to maximize your opportunity to achieve the targeted level of proficiency in French.

### **Course Objectives**

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.

### **Eligibility**

This course is designed for students who have **no previous experience** in French. Students who have studied French previously (in high school, for instance) may be eligible to pass out of French 1010 and to receive official credit for the course by taking the placement test. For information about the placement test, please contact the Department of World Languages, Literatures and Cultures in LANG 101 at 565-2404. or visit the department's website: <http://worldlanguages.unt.edu/resources/testing/placement>

### **Required Materials**

**Horizons. 6<sup>th</sup> edition, 2015. Cengage.** (Textbook and electronic workbook: iLrn™ Heinle Learning Center 24-Months Instant Access for Manley/Smith/Prévost/McMinn's Horizons, 6th Edition)

Make sure to purchase the **Student Edition** only. If you decide to purchase the IAE (Instructor Annotated Edition) you will be required to purchase the student edition.

The **textbook** (hard copy or eBook) and electronic (on-line) workbook – **ILearn** – are required. The book key for the electronic workbook is usually bundled with the textbook when purchased at the University of North Texas bookstore.

If you buy a (new or used) textbook elsewhere, it is your own responsibility to make sure **the book key is bundled with the textbook. Otherwise**, it is your responsibility to buy a separate book key for the electronic workbook (ILearn).

**Important—To register for ILearn you will need the information provided below:**

**Registration website address:** <http://hlc.quia.com/books>

**Course access code** RDPEHT389

**Section number:** 1010-009

[**Chapters Préliminaire - 4** are covered in French 1010 while chapters 5-9 are covered in French 1020.]

## **General Policies and Information**

For departmental information visit the World Languages page: <http://worldlanguages.unt.edu/>. For deadlines and dates concerning registration, tuition payment, adding, dropping, withdrawing, etc. please go to: <http://registrar.unt.edu/registration/Fall-registration-guide>

It is **your responsibility** to know these dates.

For information on rules, policies, procedures, etc. please go to: <http://catalog.unt.edu>

## **Students with learning disabilities**

*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).*

## **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 Center for Student Rights and Responsibilities 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. For more information and a link to the complete Student Code of Conduct go to: [http://catalog.unt.edu/content.php?catoid=5&navoid=244#Code of Student Conduct](http://catalog.unt.edu/content.php?catoid=5&navoid=244#Code_of_Student_Conduct)

### **Policy on food and beverages in FREN 1010, 1020, 2040, and 2050 classrooms**

Students in FREN 1010, 1020, 2040, and 2050 are **not allowed to consume food** in the classroom during the class period. Students in these courses are allowed to consume appropriate/legal beverages only if the instructor gives his or her approval for doing so in the classroom during the class period.

### **Academic and personal misconduct**

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.) and personal misconduct (disruptive behavior, incivility, etc.). For detailed descriptions and information covered by this policy please go to: [http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student Affairs-Academic Integrity.pdf](http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.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 or the Coordinator of Beginning and Intermediate French Mrs. Morton: Language Building, 405H- E-mail: [sophie.morton@unt.edu](mailto:sophie.morton@unt.edu)

### **Use of Electronics in class**

Cell phones and other electronic devices **are prohibited from use during any type of examination**. Although technology is an important component of this course, emphasis is on face-to-face interaction and group communication. Individual instructors may choose to forbid use of various electronic devices during regular class time. Your instructor will need your full attention, therefore cell phones are not allowed during class (unless otherwise indicated by the instructor). Place your phone in your bag--not on the table, not on your lap. Students who opted for the electronic version of the book may bring a laptop or tablet to access it. However, students should make sure to only have the e-book open on their device. Failure to follow the above instructions will result in a loss of points in the participation/preparation category.

### **Use of E-Mail**

**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>

*A note on protocol:* If you have a problem with anything related to your course (textbook, instructor, testing, etc.), it is your responsibility to discuss the problem **first** with your instructor **before** contacting the Coordinator of Beginning and Intermediate French. Most problems or misunderstandings can be dealt with effectively and efficiently if the people most directly involved

can discuss the problem and communicate honestly with each other. However if you do not get resolution or are uncomfortable discussing a specific issue with your instructor, do not hesitate to set up an appointment with the Coordinator Mrs. Morton ([sophie.morton@unt.edu](mailto:sophie.morton@unt.edu))

### Student Perceptions 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 made available **November 21st – December 6<sup>th</sup>** to provide you with an opportunity to evaluate how this course is taught. For the spring 2016 semester you will receive an email on **November 21<sup>st</sup> (12:01 a.m.)** from "UNT SPOT Course Evaluations via IASystem Notification" ([no-reply@iasystem.org](mailto:no-reply@iasystem.org)) with the survey link. Please look for the email in your UNT email inbox. Simply click on the link and complete your survey. Once you complete the survey you will receive a confirmation email that the survey has been submitted. For additional information, please visit the spot website at [www.spot.unt.edu](http://www.spot.unt.edu) or email [spot@unt.edu](mailto:spot@unt.edu).

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**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

**A note on Incompletes:** A grade of (I), **Incomplete**, is a non-punitive grade 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 dept./division 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.

### Grade distribution:

Attendance	5%
Participation & Preparation	10%
Homework (ILearn, other activities) & Quizzes	30%
Unit Tests	40% (4 X 10% each)
Final Exam	15%

### Attendance

Regular and punctual class attendance is required in this course. Any unauthorized absence will result in loss of points when you are graded for attendance. You will get one grade for attendance which will count for 5% of your final grade in the class. Specifically, you are allowed **2 unexcused absences** out of the total meeting hours during the semester. For **every** additional unexcused absence hour during each part of the semester, the instructor will—using his or her discretion—reduce the score you would have received by **1% of the 5%** attendance grade each time.

**\*\*** Students are expected to be in class and ready by the starting time. Repeated late arrival (or leaving class early) will be subject to loss of points in the Attendance Category. Late arrival (and/or early departure) of 15 minutes or more will result in the whole hour being counted as an absence.

The following 3 cases explained below are considered authorized absences.

Absence due to participation in a sponsored activity. Absences due to participation in sponsored activities must be approved **in advance** by the chair of the Department of Foreign Languages and Literatures and by your academic dean. Within 3 days after the absence, you must obtain authorized absence cards from the Dean of Students for presentation to your instructor.

Absence for religious holidays. Absences due to the observance of a religious holiday are authorized only if the religion is officially recognized by the University and you have notified your instructor of the date of the absence within the first 15 days of the semester. Notification must be in writing, with receipt of the notification acknowledged and dated by your instructor.

Absence due to illness, family emergency, etc. Absences due to illness, death in the family, or other emergencies will be authorized **only** if you contact your instructor immediately **and** if you provide proof that the absence was unavoidable (a physician's statement, accident report, obituary, service bulletin, etc.) within 3 days after the absence.

All other absences will be considered unauthorized and missed work will not be accepted.

## Participation & Preparation

Since regular oral practice is essential for improving proficiency in a foreign language, daily attendance and **active** participation are necessary for your success in French 1010. (Be sure to see attendance policy below.) Your instructor will evaluate your in-class oral coursework 5 different times during the semester (each period corresponding to a chapter), based on the quality of your regular participation. Thus, for the purposes of grading participation, preparedness, and oral class work, the semester will be divided into five (5) grading periods corresponding to the 5 exams. Your grade will be based on the following: 1) Use of French; 2) Interaction in group work and whole-class activities; and 3) Preparation for in-class exercises and tasks (including having your textbook or eBook in class).

Each time your participation and oral classwork are evaluated, the rubric below will be used to establish a grade based on a scale of 10 possible points:

Level of participation and preparation	Grade
Uses only French when possible; exhibits excellent, cooperative behavior/participation ; always comes to class prepared	10 pts.
Uses French often; exhibits good, cooperative behavior/participation; usually prepared for class	8-9 pts.
Uses French and exhibits good, cooperative behavior/participation sometimes; adequate preparation	6-7 pts.
Frequent use of English, average participation, adequate preparation	4-5 pts.
Present in class, more English than French, minimal participation, unprepared	2-3 pts.

Present in class, <b>yet</b> does not participate; unprepared. Absent from class.	0-1 pts.
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### Homework (ILearn, other activities) & Quizzes

Homework will be assigned regularly in ILearn for each chapter. Completion of homework is paramount to your success in this course. It is the student's responsibility to check due dates. No late work will be accepted in ILearn. Individual instructor may also assign other type of homework throughout the semester.

Other activities such as "Handout" and/or "RC" that correspond to the themes and material being covered in the classroom will be assigned separately. They will be due in class on date indicated on syllabus.

Quizzes will be given regularly and may or may not be announced. Make-ups are given at the instructor's discretion.

**\*\* 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 produce the graded materials.**

### Unit Tests

There will be 4 unit exams administered during the semester (Preliminary chapter through chapter 3; chapter 4 is covered on Final exam). Dates are indicated below and on the Daily agenda starting on page 7.

Exam 1 (Chapter Préliminaire) – Thursday September 15, 2016

Exam 2 (Chapter 1) – Tuesday October 4, 2016

Exam 3 (Chapter 2) – Thursday October 27, 2016

Exam 4 (Chapter 3) – Thursday November 17, 2016

**\*\* Make-up exams:** If you must miss a chapter 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 and / or the Coordinator of Beginning and Intermediate French will be eligible to take a make-up exam over the material missed.

### Final Exam

The Final exam will have two parts: the first part will cover chapter 4 while the second part will be composed of comprehensive reading comprehension documents. Final exams are scheduled in 2 hours block and take place in the regular classroom.

The University has designated **Saturday December 10 through December 15, 2016** as the period for final examinations. For comprehensive information and schedule go to:

<http://registrar.unt.edu/exams/final-exam-schedule/Fall>

**\*\* An alternate final exam is given only to students who have an exam conflict. Appeals to reschedule a final exam must be made to your academic dean before the deadline. No exceptions.**

**Classes will not meet during the following period**

Labor Day – September 5, 2016

Thanksgiving Break – November 24-27, 2016

Reading Day - Friday December 9, 2016

Reading day is scheduled the Friday immediately preceding Final Exams:  
<http://registrar.unt.edu/exams/exam-policies>

### **How to succeed**

Your success is our success. We seek to provide you with a supportive environment and help you achieve your goals. To learn more about campus resources and information on how you can achieve success, go to: <http://success.unt.edu>

Here's how to succeed at UNT and specifically in this class:

*Show up* ⇒ Come to every class every day!

*Find support* ⇒ Ask your instructor when you need help, visit the tutors, find a classmate to study with, seek out other help as needed

*Be prepared and Take control* ⇒ Do your homework and be ready for every quiz & exam  
Keep your materials organized; refer to the syllabus and keep up with it.

*Get involved* ⇒ Check out the campus organizations related to French

*Be persistent* ⇒ Language learning takes sustained effort. Stay positive and stay focused!

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**Daily Agenda starts page 8**



## PROGRAMME JOURNALIER – Daily Agenda

Date	Class activities – READ LESSON before class	To prepare before class <b>in addition to ILEARN assignments</b> To be submitted in class (at the beginning)
Mardi 8-30	Introduction au cours : Syllabus, ILearn/Textbook  <b>Chapitre Préliminaire</b> p 4-6	
Jeudi 9-1	P 7-11 P 12-13	
Mardi 9-6	P 14-15 P 16-17	ILearn registration must be completed before start of class
Jeudi 9-8	P 18-19 P 20-21 P 22-23	
Mardi 9-13	P 24-25 Approfondissement	<b>Handout 1</b>
Jeudi 9-15	<b>Exam 1</b> Ch. <i>Préliminaire</i> (50 min.)  <b>Chapitre 1</b> P 30-32	
Mardi 9-20	P 33-37 P 38-41	RC 1
Jeudi 9-22	P 42-43 P 44-47	
Mardi 9-27	P 48-51 P 52-55	RC 2
Jeudi 9-29	P 58-59 Approfondissement	<b>Handout 2</b>
Mardi 10-4	<b>Exam 2</b> Chapitre 1 (50 minutes)  <b>Chapitre 2</b> P 66-67	RC 3
Jeudi 10-6	P 68-76	
Mardi 10-11	P 77-81	RC 4
Jeudi 10-13	P 82-87	
Mardi 10-18	P 88-91 P 92-93	RC 5
Jeudi 10-20	P 94-95 P 96-97	
Mardi	Approfondissement	RC 6



10-25	<b>Chapitre 3</b> P 106-107	<b>Handout 3</b>
Jeudi 10-27	<b>Exam 3</b> Chapitre 2 (50 minutes) P 108-109	
Mardi 11-1	P 110-113	RC 7
Jeudi 11-3	P 114-117 P 118-119	
Mardi 11-8	P 120-125	RC 8
Jeudi 11-10	P 126-131	
Mardi 11-15	P 132-133 Approfondissement	RC 9 <b>Handout 4</b>
Jeudi 11-17	<b>Exam 4</b> Chapitre 3 (50 minutes)  <b>Chapitre 4</b> P 144-145	
Mardi 11-22	P 146-147 P 150-151  P 142-143 Independent Studies (Blackboard activity)	RC 10
Jeudi 11-24	Thanksgiving Break - No classes	
Mardi 11-29	P 152-153 P 154-157	RC 11 <b>Blackboard Activity</b>
Jeudi 12-1	P 158-161 P 162-163	
Mardi 12-6	P 164-165 P 166-167	
Jeudi 12-8	Approfondissement <b>Révisions générales</b>	<b>Handout 5</b>
Vendredi 12-9	Review Day – No classes	
<b>Jeudi 12-15</b>	<b>Final Exam : Chapitre 4 + Comprehensive Reading Materials</b> <b>10:30 a.m. - 12:30 p.m.</b> <a href="http://registrar.unt.edu/exams/final-exam-schedule/Fall">http://registrar.unt.edu/exams/final-exam-schedule/Fall</a>	