Welcome to French 4080. The following pages outline the general information and policies for this course. Read them carefully and keep them for your reference throughout the semester. Please note that the instructor reserves the right to modify the course syllabus. You will be notified of any changes made to the course information and policies.

Course description:
4080. Business French. 3 hours. Students become familiar with business terminology in French. They also learn to function in a French business environment, including writing business letters, conducting telephone conversations and business meetings. This course serves as preparation for the exam leading to the Certificat Pratique of the Paris Chamber of Commerce and Industry. Prerequisite(s): 6 hours of advanced French. No previous background in business is required.

Course objectives:
The objective of this course is to familiarize students with all facets of business in France while providing opportunities to learn new vocabulary and further develop the four language skills (reading, writing, listening, speaking). Through the semester, students will get an overview of French Business. Students will be introduced to various vocabulary and practices associated with business in France, as well as an overview of current issues in the French Business World. Lectures and readings will be complemented by multimedia resources. Most readings and assignments will be in French. Students are expected to use French in class discussion. Presence is mandatory (see Attendance Policy below).

Required Texts:

Use of E-Mail:
The instructor requires students to use official UNT email (my.unt.edu) for all communication. This means that your instructor will only respond to e-mail sent by their students from a UNT Mail address. Likewise, your instructor will only send e-mail to your UNT Mail address. For more information go to https://my.unt.edu/.

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.

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Letter Grade</th>
</tr>
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<tbody>
<tr>
<td>90 – 100 %</td>
<td>A</td>
</tr>
<tr>
<td>80 – 89.9 %</td>
<td>B</td>
</tr>
<tr>
<td>70 – 79.9 %</td>
<td>C</td>
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<tr>
<td>60 – 69.9 %</td>
<td>D</td>
</tr>
<tr>
<td>0 – 59.9 %</td>
<td>F</td>
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</tbody>
</table>
Grade distribution:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>Attendance</td>
<td>5%</td>
</tr>
<tr>
<td>Participation &amp; Preparedness</td>
<td>10%</td>
</tr>
<tr>
<td>Homework (written tasks) and quizzes</td>
<td>15%</td>
</tr>
<tr>
<td>Projects</td>
<td>10%</td>
</tr>
<tr>
<td>Exams (3)</td>
<td>45%</td>
</tr>
<tr>
<td>Final exam</td>
<td>15%</td>
</tr>
</tbody>
</table>

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.

Participation & Preparedness:
Since regular practice is essential for improving proficiency in a foreign language, active participation (oral and written) as well as daily attendance are necessary for your success in this course. (Be sure to see attendance policy below.)
Your grade will be based on the following: in class participation (individual and group work) and preparedness (reading materials prior to class, learning vocabulary, preparation of articles, completion of exercises, quizzes, etc). Participation is expected to be mostly in French.

Absences and attendance policy:
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 absence hours 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 percentage score you would have received by 1% of 5% attendance grade each time.

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.
Late Arrival:
Students are expected to be in class and ready by the starting time. Repeated late arrival will be subject to loss of points in the Attendance Category. Late arrival of 15 minutes or more will result in the whole class period being counted as an absence.

Make-up policy:
Exams make up will only be given with proof of authorized absences.
Final exam – 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.
Daily work – Other work (homework, quizzes, etc.) may not be made up.

Keeping records
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 show the graded materials.

Use of Electronics in class
Cell phones and other electronic devices are prohibited from use during any type of examination.

Disability Accommodation Statement
The University of North Texas is on record as being committed to both the spirit and letter of federal equal opportunity legislation; reference Public Law 92-112, The Rehabilitation Act of 1973 as amended. With the passage of new federal legislation entitled Americans with Disabilities Act (ADA), pursuant to section 504 of the Rehabilitation Act, there is renewed focus on providing this population with the same opportunities enjoyed by all citizens.

Students must follow the Procedure for Requesting Special Accommodation, as indicated in the UNT Policy Manual, Volume 3, 18.1.14, part II. According to these guidelines, "[w]ithin the first week of class, qualified students must notify the instructor or academic unit liaison for disability accommodation that options to standard methods of educational access will be needed" (part II, section B).

Policy on food and beverages in FREN 4080 classroom:
Students in FREN 4080 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. This policy on the consumption of food and beverages for students has been created in accordance with the University of North Texas Policy Manual, volume II, part/classification number 9.8 (Policy on smoking, food and beverages on campus and in leased facilities), section 4, sub-section 4.2. Please note that "students . . . who violate the provisions of this policy are subject to disciplinary action" (volume II, part 9.8, section 6).

Academic and personal misconduct:
The Department of Foreign Languages and Literatures 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://www.unt.edu/csrr/. 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:

Mrs. Morton - Language Building, 405E
E-mail: mailto:smorton@unt.edu; Telephone: 565-4575; Departmental Office: 565-2404
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. The Code of Student Conduct can be found at www.unt.edu/csrr

Important Dates and Links for Fall 2010
You must consult the official Academic Calendar for other important deadlines and dates concerning registration, tuition payment, etc. It is your responsibility to know these dates. A link to the Academic Calendar can be found on the Web page at the address listed below: http://www.unt.edu/attendingclasses.htm. As a student, you are also responsible to know the rules, policies, procedures, etc. that are found in the appropriate student catalog (undergraduate or graduate). These can be accessed on line at the following address: http://www.unt.edu/catalog/.

Please know that you are responsible for the material in the chapters covered during the semester as well as any extra materials distributed by the instructor and/or covered orally. Your instructor will decide which homework and what type to give, collect, and grade, as well as when to give quizzes (which may be announced or unannounced).


Final Exam – Exact dates vary, depending on which section you are in. Each instructor will discuss the dates and structure of the final exam in class. Nonetheless, it is your responsibility to consult the final exam schedule on the Web and to confirm the time/place with your instructor. UNT has published the final exam schedule on the Web at the address given below: http://essc.unt.edu/registrar/schedule/scheduleclass.html

The University has designated December 13-17, 2010 as the period for final examinations. Do not ask your instructor if you can take the exam with a different section. Do not ask the Coordinator of Elementary & Intermediate French if you can take the exam with a different section. Do not call the Department of Foreign Languages & Literatures to ask if you can take the exam with a different section.

Classes will not meet during the following period:
Labor Day – September 6th, 2010
Thanksgiving Break – November 25th – 28th, 2010

Weekly Agenda
• Homework is assigned and must be completed prior to class time. Other homework may be assigned for the next period in class and/or via WEBCT.
• Daily agenda is subject to change at the discretion of the instructor. Should the class need more time for some sections and less time for other sections adherence to this schedule will be adapted.

Semaine 1, 8/27: Introduction au cours ; Texte Lecture
Semaine 2, 8/31 – 9/3: Texte: vocabulaire et discussion ; Ch 1 pp 2-4
Semaine 3, 9/6 – 9/10:  **Labor Day-no classes**
Ch 1
Ch 2 pp 27-40 : ex I # A

Semaine 4, 9/13 – 9/17:  Ch 2 pp 27-40 ; ex I # B ; Quiz vocabulaire
Ch 3 pp 47-54 ; Préparer son CV et sa lettre : ex I p 59-60 # 1
Ch 3 pp 55-59 ; ex I p 59-60 # 3

Semaine 5, 9/20 – 9/24:  **Exam 1**
Ch 4 pp 62-74 ; ex I pp 75-76
Ch 4 pp 62-74 ; ex II pp 76-77; Quiz vocabulaire

Semaine 6, 9/27 – 10/1:  Ch 5 pp 81-85 ; ex I
Ch 5 ex III pp 87-88 : préparation
Ch 5 ex III : fin et rapport

Semaine 7, 10/4 – 10/8:  Ch 6 pp 91-97 ; ex I pp 99-100
Ch 6 pp 91-97 ; ex II p 100-101 ; Quiz vocabulaire
Texte et discussion

Semaine 8, 10/11 – 10/15:  Ch 7 pp 103-120 ; ex I pp 121-122
Ch 7 pp 103-120 ; ex III p 123 # 3-5 ; Quiz vocabulaire
Révisions

Semaine 9, 10/18 – 10/22:  **Exam 2**
Les entreprises françaises
???

Semaine 10, 10/25 – 10/29:  Lire pp 128-131 ; Ch 8 pp 133-143 ; ex I pp 145-146
Ch 8 pp 133-143 ; ex II p 146-147 ; Quiz vocabulaire
Texte et discussion

Semaine 11, 11/1 – 11/5:  Ch 9 pp 149-156 ; ex I p 157
Ch 9 pp 149-156 ; ex II p 158
Ch 10 pp 161-168 ; ex I pp 169-170

Semaine 12, 11/8 – 11/12:  Ch 10 pp 161-168 ; ex II p 170 ; Quiz vocabulaire
Texte et discussion
Ch 11 pp 173-184 ; ex I pp 186-187

Semaine 13, 11/15 – 11/19:  Ch 11 pp 173-184 ; ex II pp 187-188
Ch 11 pp 173-184 ; Quiz vocabulaire
Révisions

Semaine 14, 11/22 – 11/26:  **Exam 3**
Activité en ligne (11/24)
Thanksgiving Break
Semaine 15, 11/29 – 12/3:  Lire Epilogue pp 190-193 ; Projet à rendre: tri-fold on a French company
Evaluation du projet
Texte et discussion

Semaine 16, 12/6 – 12/10:  Révisions
Révisions
**Pre-final reading day: no class**