



**WLLC – FRENCH - SPRING 2024**  
**SYLLABUS**  
**COURSE INFORMATION AND POLICIES**

**FRENCH 4900-001**

**Special Problem – Business French**

**TEACHING PHILOSOPHY**

Welcome to UNT and the World Languages, Literatures and Cultures department!

I am dedicated to helping you achieve the best in my courses. I 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. **Our common goal is your success.**

**COURSE ID/COURSE NAME - TIME /LOCATION**

**FRENCH 4900-001 – Meetings TBD**

**INSTRUCTOR CONTACT**

**Name :** Sophie Morton

**Email :** [Sophie.Morton@unt.edu](mailto:Sophie.Morton@unt.edu)

**OFFICE HOURS**

- **In person:** drop by or with prior request for an appointment-Lang 405C.
- Tuesday 10:00 a.m. – 11:00 a.m.

**Virtual Hours:** prior email request for an appointment only.

- Wednesday 11:00 a.m. – 12:00 p.m.
- For other ZOOM meetings availability contact the instructor

Office hours offer you an opportunity to ask for clarification or find support with understanding class material. Don't hesitate to come see me! I encourage you to contact me for support. Your success is my goal.

**COMMUNICATION EXPECTATIONS**

- 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 weekend.
- I require students to use official UNT Mail for all communication. This means that I will only respond to e-mail sent by students from a UNT Mail address (@my.unt.edu). Likewise, I 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>

I value the many perspectives students bring to our campus. Please work with me to create a classroom culture of open communication, mutual respect, and inclusion. All discussions should be respectful and civil. Although disagreements and debates are encouraged, personal attacks are unacceptable. Together, we can ensure a safe and welcoming classroom for all.

If you ever feel like this is not the case, please stop by my office to let me know. We are all learning together.

### *A note on protocol:*

- 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. If you have a problem with anything related to your course (textbook, instructor, testing, etc.), it is important you discuss the problem with me.
- If you do not get a resolution or are uncomfortable discussing a specific issue with me, do not hesitate to set up an appointment with the chair of the department.

### **ADA ACCOMMODATION STATEMENT**

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](http://www.unt.edu/oda) website (<http://www.unt.edu/oda>). You may also contact ODA by phone at (940) 565-4323.

### **COURSE DESCRIPTION AND STRUCTURE**

- Students will get conversant with terminology associated with the French-work environment. Students will also get acquainted with work-related French cultural behaviors. Topics will include: professional interaction and communication, customer service and client relations, job search and employment, major functions and departments within a company, social issues, attending professional meetings and conventions, among others. Lectures and readings will be complemented by multimedia resources. This class will be conducted in French, and the majority of readings and assignments will be in French. This is a three-credit course.
- This course is **not** approved for curriculum online delivery.

### **COURSE PREREQUISITES**

6 credit hours at advanced level or consent of instructor/department.

## COURSE OBJECTIVES

The objective of this course is to enable students to become functional in a French-speaking business environment while providing opportunities to learn new vocabulary and further develop the four language skills (reading, writing, listening, speaking).

## MATERIALS

**There are no textbooks required for French 4900**

- Students will be provided with all relevant materials (Power Points, PDFs, and links to videos, etc.) via CANVAS. This course will use **CANVAS** extensively (To sign in go to <https://unt.instructure.com>). Students are expected to check documents and information to be prepared for each class.
- **STUDENTS ARE RESPONSIBLE FOR ACCESSING MATERIALS ON CANVAS AND PRINTING THEM AHEAD OF CLASS AS NEEDED AND AS SPECIFIED BY THE INSTRUCTOR.**

**Optional:** Access to online resources such as: <http://www.laits.utexas.edu/fi/> (for grammar and practices); <https://www.duolingo.com/register> (for vocabulary practices); <https://www.wordreference.com/> (for vocabulary)

### Technology requirements for courses with digital materials:

This course has digital components. To fully participate in this class, students will need internet access to reference content on the Canvas Learning Management System and software such as a webcam and microphone. If circumstances change, you will be informed of other technical needs to access course content. Information on how to be successful in a digital learning environment can be found at [Learn Anywhere](https://online.unt.edu/learn) (<https://online.unt.edu/learn>).

## ASSESSING YOUR WORK & COURSE REQUIREMENTS

Your grade will be calculated according to the following grading scale. Please note 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

ASSESSMENTS	Percentage of Final Grade
<b>Formative</b>	
Tasks : Canvas activities (Homework, CV, Letter, Vidéo etc.) quizzes, etc.	40%
<b>Summative</b>	
Presentations	30%
Final paper	30%
<b>Total Points Possible</b>	100%

## ATTENDANCE POLICY

Attendance is mandatory. Regular and punctual class attendance is paramount for success in this course. Attendance is recorded in CANVAS. Arriving late or leaving early repeatedly may be counted as an absence and result in loss of points (see Attendance and Grading section below)

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.

To learn more about student attendance and authorized absences please visit the [University of North Texas' Attendance Policy](#) page.

([https://policy.unt.edu/sites/default/files/06.039\\_StudAttndAuthAbsence.Pub2\\_19.pdf](https://policy.unt.edu/sites/default/files/06.039_StudAttndAuthAbsence.Pub2_19.pdf)).

- **For an absence to be excused...**
  - You must contact the instructor at their UNT email or through the Canvas Inbox.
  - For unplanned absences (e.g., illness), documentation must be submitted within 5 days of absence.
  - For anticipated/planned absences, documentation must be submitted when contacting the instructor at least one week prior to planned absence.
  - If you do not contact the instructor one week in advance of an anticipated/possible excused absence, the instructor has the right to count your absence as unexcused.
- Upon satisfactory documentation of absence(s), instructor will “excuse” the absence.
- It is important that you communicate with the professor and the instructional team prior to being absent when feasible. This will help your instructor/ instructional team mitigate the impact of the absence on your attainment of course learning goals.
- **Late arrival / early departure**
  - If you arrive noticeably late to class and / or leave early, the instructor has the right to not count your attendance for that class period.

## ATTENDANCE & GRADING

You are allowed **2 absences**. Consider these “personal days”. You need to save your “personal days” for **your unexcused absences**. Please see the above section on excused absences.

### GRADING BONUS FOR ATTENDANCE

- After January 19, 2024 (the last day to add a class) . . . If you have **less than or equal to 2 unexcused absences**, your final grade will be boosted by 5% (5 points) - regardless of the grades that you received on assignments during the semester.

### GRADING PENALTY FOR ABSENCES

- After January 19, 2024 (the last day to add a class) . . . If you have **3 or more unexcused absences**, your final grade will be lowered by 10% (one letter grade) - regardless of the grades that you received on assignments.

## ATTENDANCE & PARTICIPATION

Since regular oral practice is essential for improving proficiency in a foreign language, attendance and **active participation** are necessary for your success in this course. If you do not attend class and participate, **do not expect to get credit.**

I use several participation structures in class: one-on-one instructor/student interaction, pair or group work, turn-taking participation, etc. During participation activities, you are not graded on whether the answer or your pronunciation is perfect. Instead, the structures used aim to maximize students' opportunity and give them equal opportunities to participate.

When using turn-taking participation structure in class, we go around the room so that all students have an opportunity to participate equally. We always try to pick up where we left off at the end of the previous exercise.

**After January 19, 2024 (the last day to add a class) . . . If you refuse to engage in participation activities (such as pair work, our turn-taking participation structure, etc.), you will be counted as absent—in each such case, this will be an unexcused absence.**

When I evaluate your oral coursework, the rubric below will be used to establish a grade based on a scale of 100 possible points. Preparation refers to completion of assignments (i.e., reading before class, preparing pre-viewing activities, etc.), in-class exercises and other tasks.

Level of participation and preparation	Grade
Offers relevant comments. When applicable uses French almost exclusively. Regularly participates voluntarily and without hesitations in various class activities. Consistently stays on task during partner/group work. Demonstrates extensive preparation. Exhibits excellent, cooperative behavior.	90-100 pts.
Offers mostly relevant comments. When applicable uses French often. Often participates voluntarily and without hesitations to various class activities. Mostly stays on task during partner/group work. Demonstrates a high degree of preparation. Exhibits good, cooperative behavior.	80-89 pts.
Occasionally offers relevant comments. When applicable uses some French (but needs prompting and tends to Fall back on English). Generally, does not participate voluntarily in class. Some inconsistent participation in partner/group work (chatting, distracted). Demonstrates some level of preparation (but not consistent). Exhibits mostly good, cooperative behavior.	60-79pts.
Rarely offers relevant comments. When applicable rarely uses French (frequent use of English even when prompted; unable to answer when called on). Does not participate voluntarily in class. Inconsistent participation in partner/group work (chatting, distracted). Does not demonstrate preparation. Exhibits mostly good, cooperative behavior.	40-59 pts.
Present in class <b>yet</b> does not participate. Rarely or never speaks French (unable to respond when called on). Unwilling to participate in class activities and partner/group work. Clearly unprepared for class. Does not exhibit good, cooperative behavior. Absent from class.	0-39 pts.

**Commit to engage and learn.**

To engage and learn you must give your full attention to the class, your instructor, and your peers.

- So, take off earbuds or headphones when entering the classroom.
- Be ready to take notes (bring a pen or pencil and a notebook or paper).
- Keep your cellphones out of sight and silenced (or on vibrate) during class. Text messaging, gaming, web browsing, etc. while class is in session is **prohibited**. Cellular phones and other devices can only be used when requested by the instructor.
- Use of laptop or tablet in class is allowed as permitted by the instructor when usage is needed to contribute to your learning (e.g., to access the eBook or the CANVAS page for your French class and/or to take notes for your class).

If you fail to abide by the rules stated above, you will be counted as absent for the class session (this will count as an unexcused absence; see Attendance Policy above).

Your cooperation with creating a strong and positive learning environment is appreciated and paramount to your success.

**All problems concerning attendance, participation, or grades must be resolved by Tuesday of Week 15 (May 2, 2024).**

## ASSESSMENTS

### OVERALL GRADING INFORMATION

**IMPORTANT: SOME ACTIVITIES WITHIN CATEGORIES WILL BE WEIGHED MORE HEAVILY THAN OTHERS AS THEY REQUIRE MORE WORK/INPUT.**

#### Assessment / Examination Policy

It is the student's responsibility to check due dates in CANVAS. There is no late work accepted - missed work may be excused with documented, university-sanctioned proof of emergency only. (See Late Work section)

\*\* Make-up assignments: If you must miss an assignment, 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 turn in a make-up assignment.

#### Weekly Activities

Homework such as reading assignments, CV, videos viewing and analyses, questionnaires, vocabulary research, etc. are assigned regularly. Students are expected to complete all homework **prior** to class.

#### Presentations

Student will prepare presentations. All the presentations will be turn in on CANVAS at dates indicated on the weekly agenda. General information, grading rubric, and topics will be posted in CANVAS.

#### End of semester papers

##### Final project

In lieu of a final exam, student will turn in a final project (3 parts) in French (typed; double space – Font 12 – 1" margins) on a pre-approved topic.

### A note on late work

- Late work is not accepted in this course.
- At the end of the semester (by May 1) I will drop the following grades (via Canvas Gradebook function)
  - The lowest grades of the Weekly Activities category.
- All work not completed by the deadline will receive a grade of zero unless the student has a [university-excused absence \(Links to an external site.\)](#) and provides documentation within 48 hours of the missed deadline.

### GRADE DISPUTES

- I will not discuss grades over email. If you would like to discuss a grade on a specific assignment or your overall grade, email me to set up a meeting (either in-person or via ZOOM).
- You will need to have your video feed / camera on for any ZOOM one-on-one meeting with me. 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 5 (five) days of receiving your grade, you also forfeit your right to a grade dispute.
- If you wish to appeal the decision made at my level, you can contact the chair of the WLLC department.

### EXTRA CREDIT

There are no extra credit opportunities in this course. NO EXCEPTION.

### SYLLABUS CHANGE POLICY

Instructor may make adjustments or changes to the syllabus as needed for instruction. Changes will be announced via CANVAS.

### COURSE SCHEDULE

FRANCAIS 4065-001 –PROGRAMME DE LA SEMAINE		
DATE	Read Power Points – compete activities	Activities - Assignments
Week 1 1/16 to 1/19	Syllabus, Canvas, Expectations and Objectives  Introduction : France : économie, affaires et structures Mondialisation	
Week 2 1/2 to 1/26	Module 1 L'entreprise Le modèle français Les syndicats Lois et Règlementations	
Week 3 1/29 to 2/2	Module 1 L'entreprise Climat et culture Codes Sociaux	Quiz (Canvas)
Week 4	Module 1 L'entreprise Réunions d'affaires	Visionner le film

2/5 to 2/9	Communication Interculturelle	Film / Discussion (Canvas)
Week 5 2/12 to 2/16	Module 1 L'entreprise Le salon professionnel	Quiz (Canvas)
Week 6 2/19 to 2/23	Module 1 L'entreprise Présentations 1	Présentations 1 : Fiche d'identité d'une entreprise – Zoom ou en personne
Week 7 2/26 to 3/1	Module 2 L'emploi Les professions Recherche d'emploi	Trouver des offres d'emploi (Canvas)
Week 8 3/4 to 3/8	Module 2 L'emploi Le CV La lettre de motivation	CV « papier » Lettre de motivation pour offre sélectionnée (Canvas)
<b>March 11-15 SPRING BREAK – NO CLASSES</b>		
Week 9 3/18 to 3/22	Module 2 L'emploi CV Vidéo - Je postule L'entretien d'embauche	CV Vidéo (Canvas)
Week 10 3/25 to 3/29	Module 2 L'emploi Présentations 2	Présentations 2 : Entretien d'embauche – Zoom ou en personne
Week 11 4/1 to 4/5	Module 3 Création Compétences Produit Commercialisation	Questionnaire sur un produit
Week 12 4/8 to 4/12	Module 3 Création Marketing - Publicité Marché	Regard sur un produit
Week 13 4/15 to 4/19	Module 3 Création Réglementation Financement	Quiz (Canvas)
Week 14 4/22 to 4/26	Module 3 Création Compétences Produit Commercialisation	Final Project - Topic
Week 15 4/29 to 5/3	<b>Travail indépendant pour projet final</b>	
	Final Week: Paper due on date scheduled for Final exam	

## 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.



[https://policy.unt.edu/sites/default/files/06.049\\_Standard%20Syllabus%20Policy%20Statements\\_supplement.pdf](https://policy.unt.edu/sites/default/files/06.049_Standard%20Syllabus%20Policy%20Statements_supplement.pdf)

### **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.

### **COURSE RECORDINGS**

Class recording is only allowed with written permission from the instructor. 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.

### **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. [https://policy.unt.edu/sites/default/files/06.049\\_Standard%20Syllabus%20Policy%20Statements\\_supplement.pdf](https://policy.unt.edu/sites/default/files/06.049_Standard%20Syllabus%20Policy%20Statements_supplement.pdf)

### **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.

### **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.

#### **STUDENT EVALUATION ADMINISTRATION DATES - 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 SPOT survey is administered online between April 15, 2024, and May 2, 2024, to provide students with an opportunity to evaluate how the course is taught.