Welcome to French F100, the first semester in the Elementary French Language and Culture sequence at Indiana University. Please read the following pages carefully; they contain essential information that will be important to you throughout the semester. In addition, all students of F100 are responsible for and are expected to comply with these policies. Should you have any questions regarding F100, please ask your instructor.

I. Goals

This introductory course is for students who have no prior study of the French language. It is designed to help students build basic communication skills in French. We emphasize all four language skills: speaking, listening, reading, and writing. By the end of the semester, students should be able to (a) interact successfully in French, (b) understand the main ideas of what they hear and read in French, and (c) express themselves clearly in simple written French.

In reference to the American Council on the Teaching of Foreign Languages (ACTFL) proficiency guidelines, over the course of F100 students will move from Novice to low Intermediate level proficiency.

Novice-level speakers can communicate short messages on highly predictable, everyday topics that affect them directly. They do so primarily through the use of isolated words and phrases that have been encountered, memorized, and recalled.

Speakers at the Intermediate level are distinguished primarily by their ability to create with the language when talking about familiar topics related to their daily life. They are able to recombine learned material in order to express personal meaning. Intermediate-level speakers can ask simple questions and can handle a straightforward survival situation. They produce sentence-level language, ranging from discrete sentences to strings of sentences, typically in present time. (see: http://actflproficiencyguidelines2012.org/).

In addition to linguistic skills, students will also gain a deeper understanding of diverse aspects of Francophone cultures. The course textbook is specifically designed to help students achieve these goals. Learning a new language is an experience that is sometimes frustrating, often slow and time consuming, but always rewarding, imaginative, and fun!

II. Required materials
- Textbook


- Workbook / Lab Manual / Video manual

PLEASE NOTE THE NEW EDITION!
This year, all students are to complete their workbook activities online through MyFrenchLab (www.mylanguagelabs.com). For the registration guide and instructions, please refer to Oncourse.

- Dictionary
The IU bookstore offers the Larousse pocket dictionary; this is adequate for a beginning learner and is a convenient size to carry to class. Should you prefer another dictionary, the Collins-Robert is excellent and is available in different sizes. As a general rule, the bigger, the better, but it all depends on how far you want to go with the French language.

III. Grading

Grades will be calculated according to the following scale. Grades are not curved, and except for those special circumstances that may occasionally present themselves, there is no extra credit awarded in F100.

Grades for F100 will be distributed among the following categories:

<table>
<thead>
<tr>
<th>Rubrics</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td>Attendance &amp; participation 10 pts × 14 weeks</td>
<td>140</td>
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<tr>
<td>Exams</td>
<td>350</td>
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<tr>
<td>- Chapitre préliminaire : 50 pts</td>
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<tr>
<td>- Chapitres 1 - 4 : 75 pts (a piece)</td>
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<tr>
<td>Productive Skills Exams</td>
<td>100</td>
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<tr>
<td>- Writing exam : 50 pts</td>
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<td>- Pronunciation exam : 50 pts</td>
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<tr>
<td>Final exam</td>
<td>200</td>
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<tr>
<td>Ciné Club</td>
<td>40</td>
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<tr>
<td>Homework and quizzes</td>
<td>170</td>
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<tr>
<td>- MyFrenchLab: 100 pts</td>
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<tr>
<td>- Writing Assignments: 40 pts</td>
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<tr>
<td>- Quizzes: 30 pts</td>
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IV. Attendance and Participation – 14%
Regular oral practice is essential for improving proficiency in a foreign language; thus attending class and participating actively on a daily basis is necessary for a student’s success in F100. You are also required to **check email and Oncourse at least once a day** in order to keep up with important announcements from your instructor.

In class, in addition to participating actively, you are expected to **maintain civil behavior** and refrain from eating, chewing gum, drinking, cell phone use, and disruptive behavior (e.g., chatting, reading the paper, doing other homework). Engaging in these activities will result in a lower participation score.

**Our classes are conducted entirely in French.** You are expected to come to class having sufficiently prepared the day’s material in advance to enable your active participation. Your instructor will note your participation on a daily basis and average your daily scores from the week into your weekly participation grade. A maximum participation score of 10 points can be earned per week of class. The following are the general guidelines your instructor will follow in assigning your participation grade:

**9-10 points** - Used only French and spoke often during class period. Participated actively during group work. Volunteered often and in a meaningful way to class discussion. Listened attentively and responded to others. Was well prepared for class and able to respond to detailed questions about material.

**7-8 points** - Used mostly French but used English on occasion (including during partner work). Spoke somewhat often during class period. Participated actively during group work. Volunteered occasionally. Listened and responded generally to others. Was adequately prepared for class and able to respond correctly to basic questions about material.

**5-6 points** - Used quite a bit of English on several occasions during group work and/or whole class discussion OR didn’t speak often. Not very engaged during group activities. Did not volunteer during classroom discussion. Did not bring textbook or other materials to class. Was not familiar with the material for the day and unable to respond to basic questions about it.

**0-4 points** - Used more English than French OR did not speak during class. Was not engaged during group activities, was distracting to others, or strayed from the topic during group activities. Chatted in English with classmates, did homework, slept, read the news, or did not pay attention during class activities.

**Concerning cell phones/smart phones/iPods, etc.:** Be respectful and turn it off. Your instructor reserves the right to take away any device and return it at the end of class. **Concerning Laptops:** The focus in class will be on speaking and interacting with your classmates; unless you have special need of a laptop in class—for which you must provide documentation; see Disability Services section below —the only materials you will need in class daily are your book, paper, and a pen.

**V. Homework and quizzes - 17%**

Homework is due at the **start** of class. **Late homework will not be accepted** in F100, out of fairness to all F100 students. **Note that translation programs are not permitted.** Not only do translation programs produce poor results but their use in your French class is considered cheating (see Academic Honesty Statement). Your professor and textbook are more effective resources. Consult them as much as you like!

**MyFrenchLab (MFL)**
The MFL exercises are intended to prepare you for the day’s lesson in advance, to enable you to participate in class discussion and activities, and to reinforce your understanding and mastery of the vocabulary and structures in each chapter. You are expected to keep up with the MFL on a daily basis; however, we wish to leave you some freedom in choosing when to complete your work. Therefore, you have both the possibility of completing exercises in advance of the due dates as well as a grace period of not more than three days (72 hours) in which to complete late work before you lose all credit for missed exercises. Once the grace period has passed, you may no longer submit work for credit unless you have provided your instructor with documentation for an excused absence.

How to do homework in MFL: In the MFL platform, you have an unlimited number of attempts to submit an exercise or activity for a grade. Should any answer submitted be incorrect, the program will give you hints and will point you to the grammar or vocabulary point within Chez nous. Be aware, however, that the program will never provide you with the correct answer and that your instructor can and will see each attempt you make (as well as the amount of time it took you to complete the activity). For more detailed instructions, see Oncourse.

Writing assignments
Throughout the semester, your instructor will assign you writing assignments to be completed (by hand) with your homework. For these periodic assignments, ALL rules of academic honesty are in effect (for more information regarding academic honesty, please refer to the Academic Honesty section below as well as the Academic Honesty Statement on OnCourse).

Quizzes
Your instructor may also randomly check MFL exercises during a chapter, assign additional activities, or give in-class quizzes (announced or unannounced).

VI. Testing – 65%

Chapter exams, productive skills tests, and final exam
Each chapter will be tested individually. The exam will emphasize the current chapter but will contain some cumulative material. These exams are all designed to evaluate your progress in French in the areas of listening, reading, writing, speaking, and cultural knowledge. They will test mastery of both grammatical details as well as students’ abilities to use and interpret the language as a whole. The final exam, worth 200 points, will be comprehensive but with special emphasis on Chapter 5, for which no chapter test is given.

Examen d’écriture
The goal of the writing exam is to provide you with the opportunity to express yourself on a guided topic in French. Your writing will be primarily evaluated on content, but you will also receive feedback on the accuracy of the grammar and vocabulary points in focus. Part of your grade will also come from re-writing the assignment, keeping improvement in mind as a goal. This exam has three parts: an at-home pre-writing exercise, the in-class writing, and the revision following feedback.

Examen de prononciation
The pronunciation exam is intended to evaluate students' understanding and mastery of the most important aspects of the French sound system—that is, those that have a direct impact on meaning and comprehension. This exam will be conducted in a language lab.

VII. Tardiness and absence

It is expected that students will regularly and punctually attend ALL class meetings and that any absences will be handled responsibly. This means notifying the instructor of an absence for any
reason **ahead of time**, promptly providing adequate **documentation** when required, and taking the initiative in **handing in or making up work** in a timely manner.

**Arriving late**  
Tardiness as well as early departures count against overall participation. **Three late arrivals will be counted as one absence.**

**Missing class**  
If you miss class, you are still responsible for all work due on that day. You should **inform your instructor** of your absence and still submit your homework via MyFrenchLab. Should you miss any **test** for a valid, documented reason, you will have exactly **24 hours** to contact the instructor and present **written, verifiable proof** of an urgent reason. Out of fairness to all students of F100, there will be **NO EXCEPTIONS** to these testing policies.

**Making up work**  
If your absence is **excused**, you may make up participation points, homework, and in-class quizzes or exams. Quizzes and exams should be made up within a week if possible; **homework is due the first day the student returns to class**. If your absence is **unexcused**, you may still receive credit for homework if it is handed in **early or by class time** on the day it is due. However, participation points may not be made up for unexcused absences.

**Excusing an absence**  
Excusable absences include illness, tragedy, religious observance, participation on a team in university-sponsored athletic events, and performances required for a degree. Work, job interviews, weddings, conferences, rehearsals or practice, study sessions, exams for other classes, court or medical appointments, and travel may not be considered excused. An absence will be excused only if **written, verifiable documentation** is presented to the instructor **the next class period** you attend. The documentation must be **official** in nature, must clearly and **fully explain** why the absence was necessary, and must be **signed** and **dated**.  
To be excused for a religious holiday, you must submit a request for accommodation for religious observances to your instructor **by the end of the second week of classes**.

**Additional penalties**  
Given that participation in class activities is an essential part of learning a foreign language, **after a total of 3 unexcused absences (day class) or 2 unexcused absences (evening class)**, your **course grade** will be lowered by **1%** for each additional unexcused absence (2% in an evening class).

**Instructor absence**  
If your instructor does not arrive for class and no explanation from the department is posted, please send a representative from your class to the FRIT main office (BH 642) to consult an administrative staff member.

**VIII. Academic Honesty**  
The Department fully supports all university policies and procedures regarding academic misconduct (e.g., cheating, fabrication, plagiarism, interference) as outlined in the Code of Student Rights, Responsibilities and Conduct (see: http://www.iu.edu/~code/code/index.shtml). Acts of cheating are not tolerated in F100 and will be subject to academic misconduct procedures. All F100 students are required to sign the Academic Honesty Statement before submitting any written work. Any work that is submitted if the Academic Honesty Statement has not been received will be given a grade of zero.
Additionally, we encourage you to understand your rights and responsibilities as a student at Indiana University.

**IX. Incompletes**

A final course grade of I (Incomplete) may only be assigned for reasons of illness or family emergency during the last four weeks of the semester. An incomplete is NOT issued for chronic missed work over the course of the semester. A student must be passing in order to be considered for an incomplete, and at least 60% of the coursework must be completed. **All incompletes must be approved by the F100 course supervisor and must comply with policies issued from the College of Arts and Science.**

**X. Disability Services**

We work closely with the Office of Disability Services for Students to provide accommodations to students with learning and/or physical disabilities. If you are seeking accommodations, please obtain the information letter from OFSS in Franklin Hall 096, and then make an appointment to see your instructor to work out a plan for the semester. In order for us to make appropriate and adequate accommodations, we request that you notify your instructor AND the course supervisor and provide the necessary documentation **by the end of the first week of classes.**