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Course Information and Policies

Welcome to French F150, the second 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. *All students in F150 are responsible for and are expected to comply with these policies.*

*This course will be conducted in French and will operate under a flipped model. “Flipped” means that all homework and reading on the grammar and vocabulary will be completed **before** our online sessions, which will be dedicated to speaking and using the material you have learned.

I. Goals

In reference to the American Council on the Teaching of Foreign Languages (ACTFL) proficiency guidelines (<http://actflproficiencyguidelines2012.org/>), over the course of F150 students will continue developing intermediate level skills while gaining tools needed to perform at the Advanced proficiency level:

“*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. [...] 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.

Speakers at the Advanced level engage in conversation in a clearly participatory manner in order to communicate information on autobiographical topics, as well as topics of community, national, or international interest. The topics are handled concretely by means of narration and description in the major time frames of past, present, and future. [...] Advanced-level speakers have sufficient control of basic structures and generic vocabulary to be understood by native speakers of the language, including those unaccustomed to non-native speech.”

According to the **Indiana University World Languages and Cultures Learning Outcomes**, students who complete the World Languages and Cultures requirement will demonstrate:

1. an understanding of culture within a global and comparative context (specifically, an understanding that a particular culture is one of many diverse cultures and that alternate perceptions and behaviors may be based in cultural differences);
2. knowledge of global issues, processes, trends, and systems (such as economic and political interdependency among nations, environmental-cultural interaction, global governance bodies, and nongovernmental organizations);
3. knowledge of other cultures (including beliefs, values, perspectives, practices, and products);
4. the ability to use cultural knowledge, diverse cultural frames of reference, and alternate cultural perspectives to think critically and solve problems;
5. the ability to communicate and connect with people in other language communities in a range of settings for a variety of purposes, developing skills in each of the four modalities: speaking (productive), listening (receptive), reading (receptive), and writing (productive) [N.B. This learning outcome applies specifically to students who study a foreign language.];
6. the ability to use foreign language skills and/or knowledge of other cultures to extend access to information, experiences, and understanding.

II. Class format

In order to achieve the objectives described above, classroom activities will focus on practice and reinforcement of the material covered in the textbook. The nature of F150 is highly interactive; you will speak French with your classmates and work together on various communicative activities. For successful interactions in class, make sure that you are well prepared **BEFORE** the class period. Students are expected to set aside daily study time to work on **MyFrenchLab (MFL)** and **Canvas (CV)** online assignments. Preparation for class includes studying the textbook (or eText) pages assigned on the syllabus and completing any and all homework (both on MyFrenchLab and/or Canvas) for the day it is due (the date listed on the syllabus). **It is essential that students complete the assigned work before each online session to be able to fully participate in the day's class activities.** Please also respect individual assignment deadlines, as **no late homework will be accepted and no extensions on due dates will be given.**

Class roster: If you prefer to be called a different name than what is on the class roster, please let me know. Feel free to correct me on your preferred gender pronoun or pronouns you use. If you have any questions or concerns, do not hesitate to contact me.

III. Materials

- **Textbook:** Valdman, A., C. Pons, and M. E. Scullen. *Chez Nous / Media-Enhanced 4th Edition* (Custom IU edition). You have the option to only purchase the access code for the online material *MyFrenchLab* or the bundle “Textbook [CN] and [MFL] Access code” (Pearson Prentice Hall, 2009. ISBN: 978-0-55-834494-8).

This means that you are not required to purchase a hard copy version of the book for this class. Once you have purchased access to MyFrenchLab, you have access to an eText version of the book. However, if you decide to buy a hard copy of the book from TIS or the campus bookstore, it comes prepackaged with an access code to MyFrenchLab (MFL). You cannot purchase the *Chez Nous* text book from the bookstore without access to MFL. If you have a textbook from a different source that did not come with an access code, the code **MUST** be purchased.

MyFrenchLab is integrated into our Canvas course website. When you go into our canvas site, click on the “MyLab and Mastering” tab on Canvas. This will take you to the Pearson website and you can choose to purchase an access code here. For registration instructions, please refer to the Welcome page on Canvas for an instructional video.

Note: If buying from a 3rd party vendor you must purchase “Modified and Mastering for MyFrenchLab” access code that is compatible with Canvas. **IF YOU BUY THE WRONG VERSION FROM A THIRD PARTY VENDOR, IT WILL NOT WORK AND WE HAVE NO WAY TO REIMBURSE IT!** It would be much simpler to purchase access through the Canvas link to the Pearson Website!

Highly Recommended Materials.

- ❖ **Dictionary:** An excellent French-English dictionary such as the Collins-Robert or *The Oxford New French Dictionary*, 3rd edition, ISBN 9780425228616.
- ❖ **Grammar Book:** Morton, Jacqueline. *English Grammar for Students of French*, 6th edition. If you struggle with knowledge of English Grammar, this book can give you explanations and examples in English that will help you to better understand the French grammatical explanations and examples in your *Chez Nous* text and in class. This is recommended for all levels of French classes, so you can use it for multiple semesters.

IV. Grading

Grades will be calculated according to the following percentages. **Grades are not curved**, and there is **no extra credit** awarded in F150.

Grades for F150 Online will be distributed among the following categories:

A. Preparation/Attendance/Participation: 10%

B. MyFrenchLab (MFL): 25%

C. Canvas Homework: 35%

- Video journals (10 %)
- Vie et Culture, Écrivons, Quizzes, & Other HW (15 %)
- Video Conversations (5 %)
- Pronunciation Exercises (5 %)

D. Mid-Term Exam: 15%

E. Final Exam: 15%

Grading Scale:

A+ = 97.5% – 100%; A = 92.5% – 97.4%; A- = 89.5% – 92.4%
B+ = 87.5% – 89.4%; B = 82.5% – 87.4%; B- = 79.5% – 82.4%
C+ = 77.5% – 79.4%; C = 72.5% – 77.4%; C- = 69.5% – 72.4%
D+ = 67.5% – 69.4%; D = 62.5% – 67.4%; D- = 59.5% – 62.4%
F = < 59.4%

A. Participation, Attendance and Preparation – 10%

Regular oral practice is essential for improving proficiency in a foreign language; thus attendance is mandatory and participating actively in our online sessions on a daily basis is necessary for a student's success in F150.

Attendance:

Given that participation in class activities is an essential part of learning a foreign language, **for more than one unexcused absence, your final course grade will be lowered by 5 % for each additional unexcused absence.** It is therefore very difficult to pass this class without attending regularly.

Tardiness and absence

It is expected that students will regularly and punctually attend ALL online sessions 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 **submitting or making up work** in a timely manner.

Arriving late or leaving early to online sessions

Tardiness as well as early departures count against overall participation. **Three tardies (late arrivals or early departures) will be counted as one unexcused absence.**

Missing class

If you miss class – whether it is an excused or an unexcused absence – you will receive a grade of zero for participation that day. Additionally, you are still responsible for all work due on that day. You should **inform me** of your absence and still submit your homework via MyFrenchLab and/or Canvas. 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 F150, there will be **NO EXCEPTIONS** to these testing policies.

Making up work

Since all coursework is due online and all due dates are given at the beginning of the semester, there will be no make-up homework allowed for the course, except under extreme extenuating circumstances approved by your instructor. If you are absent from an online session on the day of an exam, and this absence is **excused**, you may make up the exam. Exams should be made up within a week if possible. No work may be made up for unexcused absences.

EXCUSED ABSENCES

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 other 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**. Once your documentation is accepted, you will be allowed to make up missed work. You must obtain

documentation from a doctor and from Student Disability Services if your chronic health issues prevent you from regularly attending class. *NB: An IU HEALTH CENTER VERIFICATION OF VISIT does not suffice to excuse you from class.

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*. The official form can be downloaded at <http://vpfaa.indiana.edu/forms/>

**** Please do not ask your instructor to excuse an absence if you cannot provide documentation in a timely manner. ****

Note that this is an online class which doesn't require you to attend face-to-face meetings. Consequently, **I will only excuse your absence if it's a true emergency**. To give you an example, staying at home with a cold will not be considered an excused absence, whereas having the flu with a high fever is excusable.

Participation:

During our online meetings, in addition to participating actively, you are expected to **maintain civil behavior** and refrain from eating, chewing gum, drinking, cell phone use, and other disruptive behavior. Engaging in these activities will result in a lower participation score.

Our classes are conducted entirely in French. When you log on for our online sessions, you are expected to have sufficiently prepared the day's material to enable your active participation in class. I will note your participation on a weekly basis and will give you a weekly participation grade. A maximum participation score of 10 points can be earned per week of class. The following are the general guidelines I will follow in assigning your participation grade:

8.5-10 points	Used <u>only French</u> and spoke often during class. Participated actively in pair and 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 (including during pair work). Spoke often during class. Participated actively in pair and 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.
5-6.5 points	Used quite a bit of English on several occasions during pair or group work and/or whole class discussion OR didn't speak often. Not very engaged in group activities. Did not volunteer during classroom discussion. Was not familiar with the material for the day, and unable to respond to basic questions about it.
0-4.5 points	Used more English than French OR did not speak during class. Was not engaged in group activities, was distracting to others, or strayed from the topic during group activities. Chatted in English with classmates, did other homework, slept, text-messaged, read the news, or did not pay attention during class activities.

B. MyFrenchLab (MFL) – 25%

Homework is to be completed by the **start** of each online session. **Late homework will not be accepted** in F150, out of fairness to all F150 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 Statement of Academic Honesty). Your professor and textbook are more effective resources. Consult them as much as you like!

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**. MFL assignments are due **twice a week**: Saturday by 11:59 pm and Monday by 11:59 pm. It is your responsibility to check MFL, Canvas, and the syllabus for reminders. **There will be no grace period for missed assignments** unless you have provided me with documentation for an excused absence.

If you must wait till the second week of classes to purchase access to MFL, **you will have to register for MFL with temporary free access (which lasts 14 days) for the first week anyway**, to avoid missing Thursday's MFL homework. Going from temporary to full access after the first week is a really easy process and instructions can be found on Canvas.

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 that the program will provide you with the correct answer after the due date so that you can review. Also note 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 Canvas.**

C. Canvas Homework – 35%

Video journals (10 %)

At the end of each chapter, you will record and upload a 3-4 minute “journal” entry using the chapter’s vocabulary and grammar. Your journals will be graded based on appropriate length, content, rich and varied vocabulary use, correct grammar, and pronunciation. I will give you detailed directions for each journal.

Vie et Culture, Écrivons, Quizzes, & Other HW (15 %)

You will submit responses to discussion board threads, reading and writing assignments, culture quizzes, etc. through Canvas. **Grading rubrics and detailed directions for each assignment will be posted to Canvas.**

Video Conversations (5 %)

For each chapter, you will participate in one 10-minute conversation with a partner outside of class using the structures you are learning during that chapter. This will allow you to build up your informal conversational skills. You may choose to meet your partner in person or to use a video conferencing tool. These will be recorded using Zoom or other software outside of class time and turned in for a grade.

Pronunciation Exercises (Sons et lettres) (5 %)

Several times during a chapter, you will be asked to work on your French pronunciation. You will first watch a video which explains an important pronunciation point in French and teaches you how to pronounce the sounds correctly. Then, you will record yourself reading pronunciation exercises in *Chez Nous* and will submit your recording for a grade.

D. & E. Mid-Term Exam (15 %) and Final Exam (15 %)

There will be one mid-semester exam that covers chapters 6-8 and one final exam that is cumulative. These exams are 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 will be comprehensive but with special emphasis on Chapter 10. The final exam will take place **in person on Monday, April 30, 2018 from 12:30-2:30pm**. If you have a conflict with the final exam, please let your instructor know as soon as possible.

V. Academic Integrity

As a student at IU, you are expected to adhere to the standards and policies detailed in the [Code of Student Rights, Responsibilities, and Conduct](#) (*Code*). When you submit an assignment with your name on it, you are signifying that the work contained therein is yours, unless otherwise cited or referenced. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged. If you are unsure about the expectations for completing an assignment or taking a test or exam, be sure to seek clarification beforehand. All suspected violations of the *Code* will be handled according to University policies. Sanctions for academic misconduct may include a failing grade on the assignment, reduction in your final course grade, a failing grade in the course, among other possibilities, and must include a report to the Dean of Students, who may impose additional disciplinary sanctions.

All F150 students are required to sign the Statement of Academic Honesty before submitting any written work. **If you don't submit the Statement of Academic Honesty and turn in written work (Canvas assignments, MFL, etc.), your assignment(s) will get a grade of zero.** We also encourage you to understand your rights and responsibilities as a student at Indiana University

Approved writing resources

Translation programs are not permitted in our French classes, and their use is considered cheating.

For your writing homework assignments, you have all of your resources available to you. You must, however, know how to properly use them. In addition to your instructor and your textbook, the following are acceptable online resources that you may find useful for your writing:

WordReference – <http://www.wordreference.com/> – online English-French dictionary

AboutFrench – <http://french.about.com/> – French grammar explanations

Tex’s French Grammar – <https://www.laits.utexas.edu/tex/> – open-source French grammar lessons

BonPatron – bonpatron.com – basic writing editor (correcteur de grammaire et d’orthographe)

When looking up words in dictionaries, many words have homonyms or different shades of meaning that can be confused. You can help make sure that the word you end up with is in fact the correct translation by making sure it is the same part of speech that you are looking for and cross-checking it by looking up the new French word to make sure it has the correct English translation.

Remember, however, that what we are asking you to do is to use what we have taught you, so you should already have all the tools and vocab necessary to complete your assignments using your Chez Nous textbook.

ACADEMIC HONESTY AND INTEGRITY

All work in F150, whether written or oral, submitted on paper or online, **must be strictly your own**. This means asking anyone other than your instructor to help you complete or revise any assignment turned in for a grade is considered academic misconduct. Cheating and plagiarism will be dealt with according to Indiana University’s guidelines for academic misconduct (details at <http://www.iu.edu/~code>).

IMPORTANT NOTE ON ACADEMIC INTEGRITY, PLAGIARISM AND ORIGINALITY OF WRITTEN WORK in F150

Translation programs, native speaker friends/family/acquaintances or tutors are not permitted to write or correct your written work in F150! **What is the difference between translation software and a dictionary?**

A **dictionary** allows you to look up an individual word or expression (for example SIMPLE NOUNS: “pillowcase; computer science; sunrise; aardvark; oil painting; stomach ache”; VERBS: to get over something; to study abroad; to build; to eat; to step on”; ADJECTIVES: “broken; colorful; delicious; funny”; PREPOSITIONS AND CONNECTORS furthermore; toward; because of; due to; besides” etc.

Translation software is any tool, including Google, that allows you to submit a portion of a sentence, whole sentence, paragraph or entire composition to be translated from one language to another. Typing “*How do you say ‘The student who was next to me on the bus’ in French?*” into the Google search bar (or AboutFrench.com, or any other software, search engine or website that has translation capabilities) is unethical, for example, since it constitutes a complex noun-phrase. **Use of any kind of translation tool beyond single words is not permitted, is considered cheating and constitutes plagiarism.** Why is translation software not allowed? Because one of the goals of studying a foreign language is to learn how a given language, and language(s), work in general, and how to put the language together yourself to make meaning. A word of caution: sentences and paragraphs produced using translation software are easy for your teacher to spot. They typically contain very advanced, overly sophisticated structures far beyond the level of an F150 student’s abilities. Any sign that your written productions have, in part or in whole, been written in English and run through an automatic translation generator will be treated as academic misconduct. If you cannot explain a structure, or identify the tense you used and explain why you used it, the writing will not be considered to be your own. If your teacher has concerns about the originality of your work, you will also be asked to produce writing on a similar topic in controlled office conditions, and the quality of that writing will be compared with the quality of the original assignment. If the proctored writing exercise is of significantly lower quality, your instructor is required by the university to submit an academic misconduct report to the Office of Student Ethics. In the fall semester of 2016, 7.4% of F150 students were found in violation of these codes of ethics. (See <https://studentaffairs.indiana.edu/office-student-ethics/misconduct-charges/index.shtml> for more information).

- Bottom line:** DON’T DO IT! Cheating and getting a misconduct report on your academic record is not worth it!
- When in doubt, or if you need help with your writing, set up an appointment to meet with your instructor.

OTHER IMPORTANT INFORMATION:

Instructor absence

If your instructor does not show up to the online class meeting and no explanation from the department is posted, please an e-mail to the Department of French & Italian (fritdept@indiana.edu) and copy your instructor to inform the department of this absence.

Religious Observance

Indiana University excuses absences for students who are observing an officially recognized religious holiday. You must submit an official form to your instructor within the first two weeks of the semester (by January 19, 2018) requesting that you be excused for the relevant religious holidays. Please note that absences are excused on the day of the religious holiday only; additional days (e.g., days to travel) are NOT excused. The official form and further information can be found at: <http://vpfaa.indiana.edu/forms/index.shtml> (scroll down to the heading “Religious Observances”).

Students with Disabilities

Students with documented disabilities who will require accommodations should contact the Office of Disability Services for Students at 812-855-7578. If you already have a memo from this office, please bring it to your instructor as soon as possible so that together you may discuss a plan for the semester.

Incompletes

A final course grade of I (Incomplete) may only be assigned if extreme circumstances occur during the last four weeks 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. An incomplete may NOT be issued for chronic missed work over the course of the semester. All incompletes must be approved by the F250 course supervisor.

Sexual Misconduct & Title IX:

As your instructor, one of my responsibilities is to create a positive learning environment for all students. Title IX and IU's Sexual Misconduct Policy prohibit sexual misconduct in any form, including sexual harassment, sexual assault, stalking, and dating and domestic violence. If you have experienced sexual misconduct, or know someone who has, the University can help. If you are seeking help and would like to speak to someone confidentially, you can make an appointment with:
The Sexual Assault Crisis Services (SACS) at [\(812\) 855-8900](tel:8128558900) (counseling services)
Confidential Victim Advocates (CVA) at [\(812\) 856-2469](tel:8128562469) (advocacy and advice services)
IU Health Center at [\(812\) 855-4011](tel:8128554011) (health and medical services)

It is also important that you know that Title IX and University policy require me to share any information brought to my attention about potential sexual misconduct, with the campus Deputy Title IX Coordinator or IU's Title IX Coordinator. In that event, those individuals will work to ensure that appropriate measures are taken and resources are made available. Protecting student privacy is of utmost concern, and information will only be shared with those that need to know to ensure the University can respond and assist. I encourage you to visit stopsexualviolence.iu.edu to learn more.