

PLEASE READ THIS ENTIRE SYLLABUS CAREFULLY. It contains information on:

- Testing policy
- Attendance policy
- Class participation
- Grading policies
- Grade distribution
- Schedule of tests, assignments
- University policies
- Student concerns

You will be held responsible for the content of this document. **Failure to read the syllabus does NOT exempt you from its contents.**

Who can enroll?

Students enrolled in FREN 2002 must have had the prerequisite classes FREN2001 at UGA, or have received transfer credit for their equivalent at another institution, or have placed into 2002 through the UGA foreign language placement test.

Introduction to FREN 1001 through 2002

The first four courses in French (or the first three courses for those who start with FREN 1110) form a unified program designed to help you develop the ability to speak, read, write, and understand the language. You will also learn about how various people who speak French conduct their lives. The majority of class time will be spent working on speaking French; you will develop the other skills primarily through assignments. To achieve these goals, your teacher will speak only French in class. Since talking *about* grammar is not as beneficial as *using* the grammar, you should not expect your teacher to devote class time to explanations of grammatical concepts. S/he will conduct exercises requiring you to use the new structures, but afterward will be happy to answer any remaining questions. Consult your syllabus and your teacher to determine whether you are in the right course.

Goals

At the end of this class, you should be able to:

- use French in spontaneous ways
- maintain conversations with someone who speaks only French
- ask and answer questions on multiple topics
- express opinions
- understand most everything that goes on in the classroom, as well as narratives and dialogues
- read and understand stories, newspaper articles, etc.
- write expository prose with descriptions and opinions, linking sentences and paragraphs.

The majority of class time will be spent working on speaking French; you will develop the other skills primarily through assignments. To achieve these goals your teacher will conduct class in French.

Required Texts

Jeannette D. Bragger and Donald B. Rice, *Quant à moi...*, Manuel de classe, 4e édition, Boston: Heinle, 2010.

Jeannette D. Bragger and Donald B. Rice, *Quant à moi...*, Manuel de préparation (workbook/lab manual), 4e édition, Boston: Heinle, 2010.

Grade Breakdown

Class participation and preparation:	15%	Written work (Graded for accuracy)	10%	Oral exam:	10%
Tests (5% each x 3)	15%	Oral presentation:	10%	Final exam:	15%
Written work (Manuel de préparation)	10%	Compositions (7.5% each x2)	15%		

Class Attendance (MWF Sections)

- Students missing the first two days of class will be dropped from the course to allow others to add.
- There are NO EXCUSED absences from this course. All students are allowed 5 absences, for whatever reason.
- Absences beyond the 5 that are allowed will result in a lower class participation grade. If you miss 5 or fewer classes, you will lose no points from your participation grade. However, if you have more than 5 absences, the instructor will deduct three points for **every** absence, including the first five. That is, your sixth absence will result in a loss of fifteen points from your participation grade.
- ***Students who miss 23 or more classes are not allowed to take the final exam.***

Testing Policy

- You will take two chapter tests and one film test.
- Everyone will take the tests on the date indicated on the syllabus. We do not give “make-ups,” nor do we allow students to take tests early, so please do not ask. This applies to ALL students.
- Students who miss an exam due to an emergency and who have appropriate documentation should contact their instructor. In those cases where there is sufficient cause to grant an exception to the policy, the student’s final exam grade will be used to replace the missing test grade. This exception will be granted only in cases of emergency (NOT for pre-planned events) where the student presents documentation justifying the absence.
- There is no make-up for the oral exam or the oral presentation.
- The final exam may be postponed and an incomplete granted only in emergency situations. Consult the *Undergraduate Bulletin* for the rules.
- Students scheduled for three final exams on the same day or two exams at the same time may petition to reschedule **one** exam at a different time or day. On-line instructions and forms are available at the following web sites: www.bulletin.uga.edu or www.curriculumsystems.uga.edu. **Student Affairs Does Not Manage Final Exam Conflicts.**
- **Final exams in the Department of Romance Languages are never administered before the assigned time.** If you know now that you cannot be present for the final exam, you cannot take this course. Students with 3 exams on the same day or 2 exams at the same time are the only exceptions to this policy.
- Please note that the make-up final will be administered on Saturday, 7 May from 9AM until noon. This is the **ONLY** make-up session that will be offered.

Academic Honesty

The French 1001-2002 program at the University of Georgia adheres strongly to a program of academic honesty. This means very simply that all the work you do for this class must be your own. The use of a dictionary on homework is allowed, but not recommended. The use of online translator is not acceptable. All assignments that you turn in and all tests that you take must be based on your own knowledge and abilities, or you must document ALL of your sources in an acceptable academic format (ex: MLA style). This includes any information taken from the Internet. The only exception to the policy is the occasional group activity done in class; all students who contribute must sign their names. All academic work must meet the standards contained in "A Culture of Honesty." Students are responsible for informing themselves about those standards before performing any academic work. The link to more detailed information about academic honesty can be found at: <http://www.uga.edu/ovpi/honesty/acadhon.htm>

Students with Disabilities

If you plan to request accommodations for a disability, you must register with the Disability Resource Center, located in 114 Clark Howell Hall. You can reach them at 706-542-8719. Your teacher will work with you to make reasonable accommodations once you have presented her/him with the appropriate forms from the Disability Resource Center.

Student Concerns

If you have a concern about your French class, you should do the following:

- First, try to resolve the problem with the teacher of the course. This is best handled in a one-on-one conference during the teacher’s office hours and NOT immediately before or after class.
- If this does not solve the problem, contact the French Preceptor, Nannette Mosley (Inmosley@uga.edu) to arrange a meeting.
- If, after having spoken with both the course instructor and the Preceptor, your concerns have still not been resolved, then contact the Supervisor, Dr. Debbie Bell (debell@uga.edu), to discuss the problem with her.

While it might seem as if going “directly to the top” would bring about a swifter resolution to the problem, that is not the case, as those at the top are usually not aware of the situation. This is especially true in instances where the course instructor has not been informed that you are experiencing some sort of problem. Following this process should help you resolve whatever difficulties you are having in the fastest and most efficient way.

Your Teacher’s Availability

If you have a specific problem or need help or information pertaining to the course, your teacher will be happy to meet with you in his/her office during posted office hours or at another convenient time. Please do not try to conduct important or lengthy business with your teacher either immediately before or after class. Like you, your teacher will probably have consecutive classes in different parts of the campus and will need to leave class punctually to get there.

Your teacher is required by the University to have three office hours per week. At these times your teacher must always be in his/her office to talk to you in person or by telephone. An appointment is not necessary to meet with your teacher during these office hours, although it can be helpful to inform him/her that you're coming so that s/he doesn't make an appointment with another student for the same time. Your teacher should tell you his/her office hours on the first day of class. Additionally, all teachers in the French program are required to provide you with an e-mail address at which they can be contacted. This information—office hours and e-mail addresses—is also available at the reception desk in Gilbert Hall and on the Romance Languages web page (www.rom.uga.edu). If you experience problems regarding your teacher's availability, please contact the French Preceptor (Nannette Mosley) immediately.

Tutoring

If you need extra help, the University provides free tutoring (542-7575). There are also people who will tutor you for a fee; inquire at the reception desk in Gilbert Hall or call 542-1075. It is very difficult to arrange for these services at the last minute, especially just before exams, so please plan for them in advance. Please note: your own teacher **cannot** tutor you for a fee, but s/he must be available to you for help during his/her office hours. However, it is not feasible for your teacher to devote all of his/her office hours to giving extra help to one student. If you find you are having difficulties, first talk to your teacher, then consider getting a tutor (either free or paid).

Oral Assessments

Will consist of: 1. A cultural or current events presentation and 2. An oral exam at the end of the semester.

Written Work

This grade consists of two separate and distinct groups of assignments: the "Manuel de préparation" (10% of the final grade) and other written assignments (10% of the final grade). Handouts, classwork, quizzes, or other tasks that the teacher deems appropriate are included here. The "Manuel de préparation" will be graded as detailed below. The other assignments will be graded for degree of accuracy and NOT merely for completion.

Assignments in the "Manuel de préparation"

You will complete the self-correcting assignments in the "Manuel de préparation" and submit them on the dates indicated by your instructor. The answer key for these activities is in the back of the book. You will complete the exercises in either blue or black ink and then correct them using another color (not blue or black). Your original answers, as well as your corrections, must be visible and legible. Your workbook activities will be graded as follows:

- **A:** In order to earn an A, you will complete all exercises in the chapter, including the self-correcting listening comprehension activities. Self-correcting of all exercises will be evident.
- **B:** In order to earn a B, you will complete at least 80% of the exercises in the workbook, including self-correcting listening comprehension activities. Self-correcting of all exercises will be evident.
- **C:** In order to earn a C, you will complete at least 70% of the exercises in the workbook, including self-correcting listening comprehension activities. Self-correcting of all exercises will be evident.
- **D:** In order to earn a D, you will complete at least 60% of the exercises in the workbook, including self-correcting listening comprehension activities. Self-correcting of all exercises will be evident.
- **F:** If you complete and correct less than 60% of the activities in the Manuel, you will be graded according to the percentage of the exercises, including the self-correcting listening comprehension, that you complete.

Remember that all activities are due on the class day prior to the chapter test. See the syllabus for the exact dates.

Note about the "Manuel de préparation"

It has been our experience that students who faithfully and conscientiously complete the self-correcting exercises in the "Manuel de preparation" do MUCH better in this course than those who devote little effort to these assignments. Please reread the descriptors of what you need to do to earn an A, a B, etc., and know that your instructor will follow these guidelines quite strictly. The exercises that you self correct are meant to help prepare you, without penalty for accuracy. You are **STRONGLY** encouraged to do these exercises and to do the self-correction in a different color, as specified.

Class Participation and Preparation

This grade is based on two factors: 1. evidence that you have prepared for class, 2. active demonstration of your preparedness and willingness to be involved in class activities and discussions. Participation in English does not constitute good participation. Instead, it detracts from the class and will lower your grade.

- **A=** Excellent participation, always well-prepared, virtually no English spoken

- **B**= Good participation, almost always prepared, very little English spoken
 - **C**= Fair participation, generally prepared, some English spoken
 - **D**= Irregular participation, infrequently prepared, English spoken frequently
 - **F**= Little to no participation, infrequently prepared, English spoken consistently
- Obviously, your grade is based on a number of factors. The above are general guidelines.

Department of Romance Languages Grading System

NUMERIC GRADE	LETTER GRADE	GPA	NUMERIC GRADE	LETTER GRADE	GPA
100-93	A	4.0	79-77	C+	2.3
92-90	A-	3.7	76-71	C	2.0
89-87	B+	3.3	70-68	C-	1.7
86-83	B	3.0	67-60	D	1.0
82-80	B-	2.7	59-0	F	0

Compositions

- This course will emphasize writing as a process, which will include preparatory exercises in class, as well as rewriting on your own.
- The first step in the writing process will be a detailed outline in which the student will brainstorm, create vocabulary lists, a plan and a résumé for the actual writing of the composition.
- In the next step, the student will turn in a draft of the composition that the instructor will read. At this stage, the instructor is going to comment on the content of the composition, making suggestions as to how the student can improve the ideas and organization of the composition. The instructor will also indicate grammatical errors on this draft.
- Once the student has this draft returned, a final version will be written and turned in. This final version will be graded for content and grammar.
- All drafts should be a **minimum** of 2 pages typed, double-spaced using Times New Roman 12 point font and 1-inch margins all-around.
- The first draft (outline, plan, and résumé) of the composition is worth 20 percent. The second draft is worth 30 percent, and the final draft is worth 50 percent.
- The compositions should represent **YOUR OWN WORK**. Use of spell or grammar check computer programs is allowed. **Use of translation programs is a violation of academic honesty. It is a violation of academic honesty to receive help of any kind (including proofreading) from anyone but your instructor.**

French Table

French Table provides a friendly environment in which students and other Francophiles can speak French together. All are welcome to participate. French Table is held weekly at The Globe (Clayton & Lumpkin Sts. near the Georgia Theater). Details to follow!

Other Guidelines

1. All cell phones should be turned OFF (NOT on vibrate or silent). There should be no texting during class. Your instructor reserves the right to mark you absent in the event that you are texting in class.
2. NO laptop computers are permitted. If you bring your laptop to class, it must remain in your bag or backpack and should not be turned on.
3. Your instructor will likely have his/her own policies in addition to those listed here.

NB: The course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary.

FREN2002		Course Syllabus: MWF Sections		Spring 2011
DATE		Pages to prepare in Manuel de Préparation (MP) BEFORE CLASS	Material covered in the Manuel de Classe (MC) in class on this day	
Jan.	10 M	SNOW DAY; NO CLASSES		
	12 W	SNOW DAY; NO CLASSES		
	14 F	NONE	Intro to course; discussion of syllabus, policies AND MC: pp. 142-147	

	17 M	MLK Holiday; no classes	
	19 W	MP: pp. 154-167	MC: pp. 148-155
	21 F	MP: pp. 167-170	MC: pp. 156-159 Composition outline due
	24 M	NONE	MC: pp. 160-162
	26 W	MP: pp. 171-173	MC: pp. 163-168
	28 F	MP: pp. 174-180	MC: pp. 169-173
	31 M	NONE	MC: pp. 174-175 1st draft of composition #1 due
Feb.	2 W	MP: pp. 181-183, 190	MC: pp. 176-181
	4 F	MP: pp. 183-188	MC: pp. 182-183
	7 M	MP: pp. 192-195	MC: pp. 184-189 WORKBOOK DUE
	9 W	NONE	Review for Test #1, Chapter 4
	11 F	NONE	TEST #1 (Chapter 4)
	14 M	NONE	MC: pp. 192-195
	16 W	NONE	MC: pp. 196-197 FINAL VERSION COMPO #1 due
	18 F	MP: pp. 198-206	MC: pp. 198-205
	21 M	MP: pp. 207-209	MC: pp. 206-208
	23 W	NONE	MC: pp. 209-210
	25 F	MP: pp. 210-219	MC: pp. 211-217
	28 M	MP: pp. 220-221	MC: pp. 218-220
Mar.	2 W	NONE	MC: pp. 221-223
	4 F	MP: pp. 222-229	MC: pp. 224-229
	7 M	MP: pp. 231-233	MC: p. 230 WORKBOOK DUE
	9 W	MP: pp. 230	MC: pp. 231-233
	11 F	NONE	Review for Test #2 (Chapter 5)
	14-18	SPRING BREAK ; NO CLASSES	
	21 M	NONE	TEST#2 (Chapter 5)
	23 W	No exercises from MP	Film
	(24 R)	MIDPOINT WITHDRAWAL DEADLINE: last day to withdraw with "WP"	
	25 F	No exercises from MP; film exercises	Film
	28 M	No exercises from MP; film exercises	Film
	30 W	No exercises from MP; film exercises	Film; Outline for Composition #2 due
Apr.	1 F	No exercises from MP; film exercises	Film, Review

		ORAL EXAMS THIS WEEK	
	4 M	N/A	TEST#3 (Film)
	6 W	NONE	MC: pp. 236-239
	8 F	NONE	MC: pp. 240-242
	11 M	MP: pp. 236-248	MC: pp. 243-249 1st draft of Composition #2 due
	13 W	MP: pp. 249-253	MC: pp. 250-252
	15 F	NONE	MC: pp. 253-254
	18 M	MP: pp. 254-258	MC: pp. 255-261
	20 W	MP: pp. 259-269	MC: pp. 262-265
	22 F	NONE	MC: pp. 266-268 Course Evaluations, details TBA FINAL VERSION COMPO #2 due
	25 M	MP: pp. 270-273; 280-281	MC: pp. 269-274
	27 W	MP: pp. 273-279 Requests for exam change due (for those with 3 exams on same day or 2 exams at same time)	MC: pp. 275-276 WORKBOOK DUE
	29 F	MP: pp. 281-282	MC: pp. 277-280
May	2 M	N/A	Exam review
	3 T	Reading Day	



Final- Friday, MAY 6; 7:00-10:00PM



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- The final exam may be postponed and an incomplete granted only in emergency situations. Consult the *Undergraduate Bulletin* for the rules.
- Final Exam conflicts are managed by the Office of Curriculum Systems (542-6358). Students scheduled for three exams on the same day or two exams at the same time may petition to reschedule one exam at a different time or day. On-line instructions and forms are available at the following web sites: www.bulletin.uga.edu or www.curriculumsystems.uga.edu. Student Affairs Does Not Manage Final Exam Conflicts.
- Please be advised that the make-up exam will be given on Saturday, May 7, from 9AM until noon. This is the only make-up session that will be offered.