



SYLLABUS: FRENCH 1103.61 BEGINNING FRENCH 3 (INDIVIDUALIZED DISTANCE LEARNING) SPRING 2020

Course overview

Instructor Information

Instructors: Roger Anderson.2299, Mackenzie Leadston.1, Denis Mingallon.1, Julie Parson.30

Program coordinator: Julie Parson.30

Individualized Instruction phone number: 614-292-7060

Office hours: Dr. Parson's office hours are on Tuesdays and Thursdays from 10:00am to 11:00am in Hagerty Hall 233 this term.

GE Goals:

Students demonstrate skills in communication across ethnic, cultural, ideological, and national boundaries, and appreciate other cultures and patterns of thought.

GE Expected Learning Outcomes:

1. Students employ communicative skills (e.g. speaking, listening, reading, and/or writing) in a language other than their native language.
2. Students describe and analyze the cultural contexts and manifestations of the peoples who speak the language that they are studying.
3. Students compare and contrast the cultures and communities of the language that they are studying with their own.

Course description

French 1103.61 is an online Individualized Instruction version of the classroom course for French 3. French Individualized Instruction is a self-paced, mastery-based program that is designed to mirror the courses offered in the classroom. Both Individualized Instruction and the classroom track aim to help students achieve a certain level of proficiency. Individualized Instruction differs from the classroom track in the following ways:

French Individualized Instruction is mastery-based: Because of the independent nature of language learning in the program, we require that students perform at the level of 75% or better on each unit. If you are not able to score at least a 75% on all work (including the unit exam) after 3 attempts, we will ask you to drop the course so that you do not receive an E in the course.

French Individualized Instruction offers:

Flexible credit: One complete course is four credits. Unlike the classroom, you can complete four credits in one semester or spread them out over two or more semesters. The minimum number of credits you can sign up for is two unless you are finishing up a course.

Flexible meeting times: Video appointments via [CarmenZoom](#) are available Monday through Friday, with appointment times available in the mornings and in evenings at least two days a week. Appointments can be made [here](#). You are encouraged to make an account on the scheduling page so that you can review appointments made.

One-on-one instruction: You will complete the majority of your learning on your own by completing the work in each unit's module on Carmen, but you will make video appointments with instructors to demonstrate mastery of the material.

Student autonomy: You are in charge of your learning in that you decide how many credits you would like to take in a given term. You schedule video appointment times and decide when you are ready to take tests (note: you must take them before unit deadlines).

Course Learning Outcomes:

By the end of this course, students should successfully be able to:

- engage in brief conversations with native speakers who are sympathetic to the communicative needs of language learners;
- understand brief discussions by native speakers on familiar topics;
- understand presentations and lectures by the instructor on French and Francophone culture accompanied by clarifications and explanations;
- read and understand short authentic texts such as magazine articles, literary excerpts, and interviews;
- write essays on topics related to readings, class activities or other materials used in class using the grammar and vocabulary you have learned in this course as well as from 1101 and 1102;
- demonstrate a broad understanding of a variety of topics related to French and Francophone culture, society, and history, and be able to compare and contrast them to features of your own culture.

More information can be found on [Carmen](#). Please see the student orientation video and Getting Started page.

Consider Majoring or Minor in French

We are sure that you will continue to find your French courses interesting, engaging, and fun! In fact, you only have a few more courses to go to minor in French. For those who may be interested in developing their language skills beyond the 1100-level and learn more about French and Francophone cultures, please contact your instructor for information about majoring and minoring in French.

Course materials

Required Materials: You have three options for purchasing the required materials for this course. These are available in the bookstore, or you may make your purchase through Carmen.

1. Loose-leaf book with MindTap 1-semester access code

Bundle: Encore Intermediate French: Niveau intermediaire, Loose-leaf Version, 2nd + MindTap, 1 term Printed Access Card

ISBN 9780357294963

2. MindTap Instant Access code (includes eBook access)

Wong/Weber-Fève/Lair/VanPatten -MindTap for Wong/Weber-Fève/Lair/Vanpatten's Encore Intermediate French, Student Edition: Niveau intermediaire, 1 term Instant Access

ISBN 9780357423981

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2nd Edition

3. Cengage Unlimited 1 Semester \$119.99

ISBN 9780357700006

Course technology

For help with your password, university e-mail, Carmen, or any other technology issues, questions, or requests, contact the OSU IT Service Desk. Standard support hours are available at <https://ocio.osu.edu/help/hours>, and support for urgent issues is available 24x7.

- **Self-Service and Chat support:** <http://ocio.osu.edu/selfservice>
- **Phone:** 614-688-HELP (4357)
- **Email:** 8help@osu.edu
- **TDD:** 614-688-8743

Baseline technical skills necessary for online courses

- Basic computer and web-browsing skills
- Navigating Carmen, [CarmenZoom](#), MindTap

Technology skills necessary for this specific course

- [CarmenZoom](#) text, audio, and video chat
- MindTap navigation to complete online homework

Necessary equipment

- Computer: current Mac (OS X) or PC (Windows 7+) with high-speed internet connection
- Webcam: built-in or external webcam, fully installed
- Microphone: built-in laptop or tablet mic or external microphone
- Headphones: Please note that using a headset with a built in microphone will work best for online appointments
- **NOTE: if your instructor is not able to understand you, you will be required to reschedule your appointment using different equipment. It is your responsibility to make sure that you have the necessary equipment to complete online appointments.**

Grading and faculty response

Grades and Normal Progress – Per Unit (There are 7 units if taking all 4 credit hours)

Assignment or category	Points
<p>Unit Pre-test Homework Activities (Found on MindTap and Carmen)</p> <p>(Online submission): There are two parts to the homework assignment:</p> <ol style="list-style-type: none"> 1. Complete written workbook activities for the unit. You can find a link to MindTap in your Carmen course. 2. Upload your written Cultural Summary to Carmen. You will find the prompt in the Homework Activities assignment in Carmen. <p>Cultural Summaries must be typed, double-spaced. The topic and length are specified in each unit's learning packet (found on Carmen). Please submit this assignment after you have completed all MindTap activities. Please see the Academic Misconduct Policy regarding the use of web translators and/or translation software.</p>	<p>10 points</p>

<p>You must complete all assigned activities in MindTap AND upload the writing assignment to receive credit. Please complete all MindTap assignments first and then submit your written Oui, je peux activity on Carmen. Also, please keep in mind that some of the activities ask you to complete the assignment with another student, so you will need to plan ahead for this.</p>	
<p>Unit Pre-test Conversation Check</p> <p>(Appointment required): Select 5-6 activities listed on Carmen. Each one should be from a different grammar and vocabulary section. You will be expected to use the entire 15 minutes of the appointment to practice speaking in French with your instructor. No credit will be given if the student does not perform at the 75% level. Students may NOT use notes, nor may they read from activities that are already written out.</p>	<p>10 points</p>
<p>Unit Pre-test PMAT (via CarmenZoom)</p> <p>(Appointment recommended): Download then take the Practice MAT diagnostic test. The test, listening files, and answer key can be found on Carmen. <u>Correct your answers with a different color ink and scan or use Word's track changes and submit the file to Carmen.</u> We recommend that you make an appointment to review your practice test (especially if you are new to Individualized), but it is not required. Please note that if you do not make an appointment to have your PMAT reviewed and graded, you must allow 48 hours for the grading of your PMAT before being able to proceed to take the MAT and Interrogation Orale. Students must earn an 75% or higher to proceed.</p>	<p>10 points</p>
<p>Once you have completed these required pre-test activities and have been assigned grades for them, your exam module will open up automatically in Carmen. The exam module includes a Written Exam and an Interrogation Orale (oral exam completed on Carmen). Once you have taken the Written Exam and recorded the Interrogation Orale (completed on Carmen), you may schedule ONE follow-up appointment scheduled at least 48 hours after your submission via CarmenZoom to go over the following:</p>	
<p>Unit Written Exam (taken via Proctorio or in pre-approved testing center; to be graded by instructor before follow-up appointment – please allow 48 hours)</p>	<p>60</p>
<p>Unit Interrogation Orale (record on Carmen – please allow 48 hours)</p>	<p>10</p>

NOTE: The follow-up appointment for the exam module is required for your first unit and for any unit you fail. If you pass your exam with a 90% or higher, you are not required to complete a follow-up appointment. We recommend follow-up appointments for passing grades under 90%.	
Total for each unit	100

Please note that the activities described above are only the **minimum** required to complete a unit hour. You are welcome and encouraged to make an appointment more often for any kind of help or supplementary work you need. Appointments can be made [here](#). Please use your OSU email to schedule appointments. You should make an account so that you can manage your appointments more easily.

The amount of work that you complete in your course depends on the number of credit hours that you are taking. Each credit hour corresponds to a given amount of work. Please consult this chart to see how much work you will complete for each credit hour you take.

Work Required per Credit hour	Chapter(s)
Credit Hour 1	Chapters P, 1 and 2 (1 unit)
Credit Hour 2	Chapter 3 and 4 (1 unit)
Credit Hour 3	Chapters 5 and 6 (1 unit)
Credit Hour 4	Chapters 7, 8 and 9 (1 unit)

Requirements per unit (if taking 4 credits)	Deadlines*
Unit 1 (Chapters P, 1, and 2) Pre-test Work	Friday, January 24
Unit 1 (Chapters P, 1, and 2) Exams (written and oral)	Friday, January 31
Unit 2 (Chapters 3 and 4) Pre-test Work	Friday, February 21
Unit 2 (Chapters 3 and 4) Exams (written and oral)	Friday, February 28
Unit 3 (Chapters 5 and 6) Pre-test Work	Friday, March 20
Unit 3 (Chapters 5 and 6) Exams (written and oral)	Friday, March 27
Unit 4 (Chapters 7, 8, and 9) Pre-test Work	Friday, April 10

Unit 4 (Chapters 7, 8, and 9) Exams (written and oral)	Friday, April 17
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* No work can be accepted after 4pm on Friday, April 24. You will need a score of 75% on all work to complete the unit and move on to the next one. Late submissions will result in grade penalties. Please see below for the late assignment policy.

Late assignments

Each unit you complete will have a deadline for pre-test work (homework activities and conversation meetings) and a deadline for the written and oral tests. You may complete work at your own pace, but you must complete all of the work required (both pre-test requirements and the written and oral tests themselves) for a unit on or before the deadlines given*. You will receive 25% off of your grade if you submit your pre-test work (homework) after the deadline. For exam modules, you will receive a 4-point deduction from your written exam grade if either part of your exam module is submitted after the deadline. There is no penalty for a late PMAT, though completing it late will likely cause you to complete your exam module late.

You are encouraged to work ahead. Do not confuse deadlines with due dates. To be successful in this course, you should not think of deadlines as due dates. The nature of Individualized Instruction allows students great flexibility in managing their work, but deadlines are firm and will not be changed for any reason. Waiting until the last day to complete your unit is not an excuse for missing deadlines. No waivers to the late penalty for exams will be given without documentation of an extended, excused absence.

*If you fail an exam, you will be required to make an appointment to meet with an instructor and go over your exam before being allowed to take it again. Grade penalties for second and third attempts will match the first attempt. That is, if you completed the first attempt of the written and oral exams on or before the deadline for the unit, you will receive no penalty for the second and third attempts. Conversely, if you did receive the penalty on the first attempt, you will receive the penalty on the second and third attempts.

** Retaking an exam for a higher passing grade is permitted one time per unit and must be completed before moving on to the following unit. See the orientation webinar for more information.

Grades and Policies

This section explains other important policies concerning grades, testing, scheduling, and Contract Week.

Grading scale

93–100: A

90–92.9: A-

88–89.9: B+

83–87.9: B

80–82.9: B-

78-79.9: C+

75-77.9: C

74.9 or below: E

All work must be completed at the 75% or above level. Students have three chances to pass exams with a 75% or above. If you cannot achieve at least a 75% by the third attempt, we will ask you to drop the course to avoid receiving an E.

Faculty feedback and response time

Grading and feedback

Students receive feedback from MindTap activities immediately from MindTap. They make appointments for conversation activities with instructors and receive feedback during that appointment. Students submit work such as writing activities, PMATs, and written tests and oral tests via Carmen. These activities will be graded in the order that they are received. We ask students to be patient, as we receive assignments from not only the students in this course, but in several other Individualized Instruction courses as well. Please be mindful of the fact that it takes time to grade assignments, particularly during busy times such as unit deadlines. We strive to grade submitted assignments within 48 hours, but it sometimes takes longer. **Please understand that waiting to submit pre-test work until the deadline may result in assignments not being graded on time for you to submit your exam module components on time. This will result in a -4 penalty on your written exam, so plan ahead.**

E-mail

We will reply to e-mails within **48 hours** in most circumstances. During semester breaks, we will reply after the break.

Proctoring of Written Exams in Carmen

For each unit that you complete in French 1103.61 (see chart above for the breakdown of the units you will take based on the number of credit hours you register for), you will complete, in addition to the pre-test work, a written exam and an oral exam. In order to complete written exams, you will need Proctorio, the online proctoring software that is fully integrated into all Carmen courses at OSU. To be able to use Proctorio in this course, you will first be required to read and agree to the terms and conditions outlined in the Carmen quiz, entitled, "Using Proctorio in French 1103.61." This quiz is located in the "Getting Started" module and is one of the requirements needed to be able to start work in the course. If you do not agree to the terms and conditions outlined in the quiz, you will not be permitted to use Proctorio to complete your exams.

Overview of Proctorio: Proctorio is an online proctoring software utilized by The Ohio State University to administer online assessments. It is designed to track 20 types of suspicious behavior so that you can be sure that your exam was proctored fairly and impartially. Once you complete each quiz/exam, your instructor will automatically be sent a suspicion report for his/her review. The report will indicate any abnormal behavior detected during the exam;

abnormal behaviors include but are not limited to obstruction of any portion of your face, communication with someone on and/or off screen, activation of the copy and paste, print, and/or screen capture feature, and use of other electronic devices.

Terms and conditions for using Proctorio in French 1103.61: In order to use the online proctoring software to complete course quizzes and exams, you ***must*** abide by the requirements listed below. **If *at any point during a quiz/exam you choose to violate the requirements listed below, a zero will be awarded for the exam. This means you will lose that attempt at the unit exam and the unit bonus, if applicable.*** Furthermore, if your instructor *suspects* academic misconduct a report ***will*** be submitted to the University's Committee on Academic Misconduct (COAM). Review the following requirements for using Proctorio to complete course quizzes and exams. If you have any questions or concerns, contact your instructor.

A student using Proctorio to complete a quiz and/or exam in French 1103.61 must...

- keep his/her *entire* face visible during exam
- keep his/her eyes towards screen
- take the exam alone in a private room/space
- turn off all sources of external sound such as but not limited to radio, tv, phones, etc.
- remove all phones, laptops, tablets, and/or other electronic devices from view
- remove all external resources (e.g., books, websites, notes, etc.)
- avoid the use of features such as copy and paste, screen capture, and print

NOTE: You must be 18 or older to use Proctorio. If you are under the age of 18 please notify your instructor ***by the end of week 2*** of the semester so that alternative accommodations may be arranged.

Attendance, participation, and discussions

Student participation requirements

Because this is an Individualized Instruction course, you work at your own pace and within unit deadlines. Attendance is not graded, but here are some recommendations to help keep you on track so that you do not lose points due to late submissions:

- **Logging in: FREQUENTLY**
You are required to engage with the course content frequently so that you understand the requirements of the course as well as the content of the course. Since this is an Individualized Instruction course, it is your responsibility to make sure that you meet all deadlines and that you understand all course policies. If you do not, you must ask an

instructor in a timely manner. Not knowing that something was due is not an excuse for missing a deadline and a penalty will be assessed.

- If you have a situation that might cause you to miss a deadline, discuss it with Dr. Parson *as soon as possible*. No deadline extensions will be given for any reason, but a penalty may be waived with documentation of an extended illness or other emergency. Please plan ahead for things like job interviews and the like. Vacations are not excused absences and your penalty will not be waived.
- **Video office hours: OPTIONAL OR FLEXIBLE**
Dr. Parson's office hours will be on Tuesdays and Thursdays from 10:00am to 11:00am this term. You can schedule an appointment with me outside of these times by emailing me at frenchii@osu.edu.

Other course policies

Academic integrity policy

It is the responsibility of the Committee on Academic Misconduct to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term "academic misconduct" includes all forms of student academic misconduct wherever committed; illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. Instructors shall report all instances of alleged academic misconduct to the committee (Faculty Rule 3335-5-487). For additional information, see the Code of Student Conduct <http://studentlife.osu.edu/csc/>.

If I suspect that a student has committed academic misconduct in this course, I am obligated by University Rules to report my suspicions to the Committee on Academic Misconduct. If COAM determines that you have violated the University's *Code of Student Conduct* (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the University.

If you have any questions about the above policy or what constitutes academic misconduct in this course, please contact me.

Copyright Disclaimer

The materials used in connection with this course may be subject to copyright protection and are only for the use of students officially enrolled in the course for the educational purposes associated with the course. Copyright law must be considered before copying, retaining, or disseminating materials outside of the course.

Statement on Title IX

Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories (e.g., race). If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleix.osu.edu> or by contacting the Ohio State Title IX Coordinator, Kellie Brennan, at titleix@osu.edu

Accessibility accommodations for students with disabilities

Students with disabilities (including mental health, chronic or temporary medical conditions) that have been certified by the Office of Student Life Disability Services will be appropriately accommodated and should inform the instructor as soon as possible of their needs. The Office of Student Life Disability Services is located in 098 Baker Hall, 113 W. 12th Avenue; telephone 614- 292-3307, slds@osu.edu; slds.osu.edu.

Connect with the Department of French and Italian

As you learn about the exciting topics featured in this course, we encourage you to enhance your studies by connecting with the Department of French and Italian. The department has a French Club and an Italian Club, and organizes a variety of events throughout the year including scholarly lectures, music performances, and film screenings. Stay in touch with us via Twitter at @FRIT_OSU or via Facebook at facebook.com/fritatosu!

If you really love your class, consider adding a major or minor. The Department of French and Italian offers four majors and two minors, through which you will discover the appreciation of other cultures, become bilingual, widen your career opportunities, and gain valuable skills. We offer study abroad programs in Québec, Canada; Dijon, Montpellier, Nantes and Paris, France; Bologna, Lecce and Siena, Italy; and Dakar, Senegal for all levels of language proficiency. The department holds an annual scholarship competition with awards that can be used towards tuition or study abroad. We would also be happy to help you make a plan for double majoring. Learn more about Why Study French or Italian at frit.osu.edu/ug.

Student Support Services

Ohio State offers a variety of support services to students, including access to academic advising support and answers to a number of questions students may have.

- [Arts and Sciences Academic Support Services](#)
- [Student Services and Resources](#)

Accessibility of course technology, technical help, and Privacy Policies

This online course requires use of Carmen (Ohio State's learning management system) and other online communication and multimedia tools. If you need additional services to use these technologies, please request accommodations with your instructor.

- [Carmen \(Canvas\) Accessibility](#)
- [MindTap \(Cengage\) Accessibility](#)
- [MindTap \(Cengage\) Tech Help](#)
- [MindTap \(Cengage\) Privacy Policy](#)
- [CarmenZoom Technical Support](#)

Term Calendar

The following page shows the calendar for SP20 in French Individualized Instruction.

NOTE: Contract Week (week 7) is the time that you may change your enrollment in your French Individualized Instruction course. You will be sent more information during week 6. The last day that you can change your enrollment in your course is February 21. After this time, no changes can be made. **Please be sure that you understand that all work for all of the credit hours that you are signed up for must be completed by 4pm on April 24. If not, you will receive an E in the entire course.**

SPRING SEMESTER 2020

French Individualized Instruction

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
WEEK 1	January 6 Classes begin	January 7	January 8	January 9	January 10	January 11	January 12 CENTER CLOSED
WEEK 2	January 13	January 14	January 15	January 16	January 17 Last day for a planning session	January 18	January 19 CENTER CLOSED
WEEK 3	January 20 CENTER CLOSED MLK Day	January 21	January 22	January 23	January 24	January 25	January 26 CENTER CLOSED
WEEK 4	January 27	January 28	January 29	January 30	January 31	February 1	February 2 CENTER CLOSED
WEEK 5	February 3	February 4	February 5	February 6	February 7	February 8	February 9 CENTER CLOSED
WEEK 6	February 10	February 11	February 12	February 13	February 14	February 15	February 16 CENTER CLOSED
WEEK 7	February 17 Contract Week	February 18	February 19	February 20	February 21 Last day to change enrollment	February 22	February 23 CENTER CLOSED
WEEK 8	February 24	February 25	February 26	February 27	February 28	February 29	March 1 CENTER CLOSED
WEEK 9	March 2	March 3	March 4	March 5	March 6	March 7	March 8 CENTER CLOSED
WEEK 10	March 9 CENTER CLOSED Spring Break	March 10 CENTER CLOSED Spring Break	March 11 CENTER CLOSED Spring Break	March 12 CENTER CLOSED Spring Break	March 13 CENTER CLOSED Spring Break	March 14 CENTER CLOSED Spring Break	March 15 CENTER CLOSED Spring Break
WEEK 11	March 16	March 17	March 18	March 19	March 20 1-2 credits deadline	March 21	March 22 CENTER CLOSED
WEEK 12	March 23	March 24	March 25	March 26	March 27	March 28	March 29 CENTER CLOSED
WEEK 13	March 30	March 31	April 1	April 2	April 3	April 4	April 5 CENTER CLOSED
WEEK 14	April 6	April 7	April 8	April 9	April 10	April 11	April 12 CENTER CLOSED
WEEK 15	April 13	April 14	April 15	April 16	April 17	April 18	April 19 CENTER CLOSED
WEEK 16	April 20 Last day of classes	April 21	April 22 Finals' Week starts	April 23 MATs ONLY	April 24 MATs ONLY 3- 4 credit hour deadline	April 25 CENTER CLOSED	April 26 CENTER CLOSED