



# **SYLLABUS: FRENCH 1101.61**

## **BEGINNING FRENCH 1 (INDIVIDUALIZED DISTANCE LEARNING)**

### **SPRING 2019**

## **Course overview**

### **Instructor Information**

Instructors: Denis Mingallon, Paige Piper, Sean Strader, Joseph White

Coordinator: Julie Parson

Email address: frenchii@osu.edu

Phone number: 614-292-7060

Office hours: Dr. Parson's office hours are on Tuesdays from 11:30am to 1:30pm in Hagerty Hall 233.

### **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 1101.61 is an online Individualized Instruction version of the classroom course for French 1. 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 80% or better on each unit. If you are not able to score at least an 80% 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 CarmenConnect are available Monday through Friday, with appointment times available in the mornings and in evenings at least two days a week. Appointments are 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 learning packet, 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:

At the end of French 1101, you should be able to:

- understand your instructor's explanations and commands with frequent explanations and clarifications;
- understand short, authentic texts, such as advertisements, tables and brief descriptions;
- engage in brief conversations on topics mostly related to yourself and your surroundings with your instructor;
- write short essays on familiar topics using the structures and vocabulary you have learned;
- understand different aspects of French and Francophone cultures;
- discuss competently (in English) a variety of topics related to French and Francophone culture and society and make contrasts and comparisons with your own culture.

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

## Course materials

### Required

- Liaisons: An Introduction to French, Second Edition, ©2015
- iLrn book key for Liaisons. This key gives you access to the online homework, self-tests, film, and study tools). (NOTE: you may purchase the bundle in the book store, or here: <http://services.cengagebrain.com/course/site.html?id=2966465> Alternatively, you may just purchase the iLrn access code if you wish. Please see the iLrn instruction sheet on Carmen for instructions on how to do this.) Please note that this site says French 1101.01, but we use the same book in this course.

You may access the iLrn activities with the book key packaged with your book. To access the homework, use this URL: <http://ilrn.heinle.com>

You will also need the course code for this course: **TCPRBB366**

Additional instructions are included on the iLrn course code instruction sheet, which can be found on [Carmen](#).

## 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](mailto:8help@osu.edu)
- **TDD:** 614-688-8743

### Baseline technical skills necessary for online courses

- Basic computer and web-browsing skills
- Navigating Carmen, CarmenConnect, iLrn

### Technology skills necessary for this specific course

- CarmenConnect text, audio, and video chat
- iLrn 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><b>Unit Pre-test Homework Check (<a href="#">iLrn</a> and <a href="#">Carmen</a>)</b></p> <p>(Online submission): There are two parts to the homework assignment:</p> <ol style="list-style-type: none"> <li>1. Complete written workbook activities for the unit. You can find the online workbook at <a href="http://ilrn.heinle.com">http://ilrn.heinle.com</a></li> <li>2. Upload your written Oui, je peux activity to Carmen. You will find the prompt in the Homework Activities assignment in Carmen.</li> </ol> <p><b>You must complete all assigned activities in iLrn AND upload the writing assignment to receive credit. All work must be completed at the 80% level or above.</b></p>	<b>10 points</b>
<p><b>Unit Pre-test Conversation Check (via <a href="#">CarmenConnect</a>)</b></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. <b>No credit will be given if the student does not perform at the 80% level.</b></p>	<b>10 points</b>
<p><b>Unit Pre-test PMAT (via <a href="#">CarmenConnect</a>)</b></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</u></p>	<b>10 points</b>

<p><u>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. <b>Students must earn an 80% or higher to proceed.</b></p>	
<p>Once you have completed these required pre-test activities, <b>you are ready to take the MAT</b></p> <p><b>PLEASE NOTE: Failure to complete pre-test activities before taking the written exam or completing the Interrogation Orale will result in the invalidation of the exam. This means that you will receive a 0 on that attempt and also lose the possibility of receiving a bonus for that unit. Please see the orientation webinar recording for more information.</b></p> <p>(No appointment is required. Your exam will open up once your pre-test work is complete and graded.) Once you have taken the MAT and recorded the Oral Test, you need to schedule ONE follow-up appointment for at least 48 hours after your submission via <a href="#">CarmenConnect</a> to go over the following:</p>	
<p>Unit Written and Listening test (taken in pre-approved testing center; to be graded by instructor before follow-up appointment – please allow 48 hours)</p>	<p>60</p>
<p>Unit Oral test (record on <a href="#">Carmen</a> – please allow 48 hours)</p>	<p>10</p>
<p><b>Total for each unit</b></p>	<p><b>100</b></p>

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](#).

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	Chapter P (1 unit)
Credit Hour 2	Chapters 1 and 2 (2 units)
Credit Hour 3	Chapters 3 and 4 (2 units)

<b>Credit Hour 4</b>	<b>Chapters 5 and 6 (2 units)</b>
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<b>Requirements per unit</b>	<b>Deadlines*</b>
<b>Unit 1 (Chapter P) Pre-test Work</b>	<b>Friday, January 18<sup>th</sup></b>
<b>Unit 1 (Chapter P) Exams (written and oral)</b>	<b>Friday, January 25<sup>th</sup></b>
<b>Unit 2 (Chapter 1) Pre-test Work</b>	<b>Friday, February 1<sup>st</sup></b>
<b>Unit 2 (Chapter 1) Exams (written and oral)</b>	<b>Friday, February 8<sup>th</sup></b>
<b>Unit 3 (Chapter 2) Pre-test Work</b>	<b>Friday, February 15<sup>th</sup></b>
<b>Unit 3 (Chapter 2) Exams (written and oral)</b>	<b>Friday, February 22<sup>nd</sup></b>
<b>Unit 4 (Chapter 3) Pre-test Work</b>	<b>Friday, March 1<sup>st</sup></b>
<b>Unit 4 (Chapter 3) Exams (written and oral)</b>	<b>Friday, March 8<sup>th</sup></b>
<b>Unit 5 (Chapter 4) Pre-test Work</b>	<b>Friday, March 22<sup>nd</sup></b>
<b>Unit 5 (Chapter 4) Exams (written and oral)</b>	<b>Friday, March 29<sup>th</sup></b>
<b>Unit 6 (Chapter 5) Pre-test Work</b>	<b>Friday, April 5<sup>th</sup></b>
<b>Unit 6 (Chapter 5) Exams (written and oral)</b>	<b>Friday, April 12<sup>th</sup></b>
<b>Unit 7 (Chapter 6) Pre-test Work</b>	<b>Friday, April 19<sup>th</sup></b>
<b>Unit 7 (Chapter 6) Exams (written and oral)</b>	<b>Friday, April 26<sup>th</sup></b>

\* Are Fridays inconvenient for your schedule? No problem. These are the last day that you can complete the assignments in question. Simply work ahead to stay on schedule. You can take exams any time after pre-test work is completed and graded for a given unit.

You will need a score of 80% on all work to complete the unit and move on to the next one.

## **Late assignments**

Each unit you complete will have a deadline for pre-test work 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\*. If you miss the deadline for the exam, you will receive a -4 on your test grade for that unit. Please note that there is no grade penalty for missing the pre-test work deadline, however you will put yourself at a disadvantage for completing the unit on time if you miss the pre-test work deadline. You are encouraged to work ahead. 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 excused absence that covers at least a significant portion of the dates of the unit in question.

\*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.

## 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-  
87–89.9: B+  
83–86.9: B  
80–82.9: B-  
79.9 or below: E

**All work must be completed at the 80% or above level. Students have three chances to pass exams with an 80% or above. If you cannot achieve at least an 80% 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 iLrn activities immediately from iLrn. 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 students in 10 versions of Individualized Instruction courses and it takes time to grade them. We strive to grade submitted assignments within 48 hours, but it sometimes takes longer.

## 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 1101.61 (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 1101.61." 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 1101.61:** 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 1101.61 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:

- **Logging in: AT LEAST ONCE PER WEEK**  
Be sure you are logging in to the course in Carmen each week, including weeks with holidays. (During most weeks you will probably log in many times.) This way, you ensure that you are engaging with the material on a regular basis and you will receive any important updates. 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 from 11:30am to 1:30pm this term. You can schedule an appointment with me outside of these times by emailing me at [frenchii@osu.edu](mailto: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](mailto: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](mailto:slds@osu.edu); [slds.osu.edu](http://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](https://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](http://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](#)
- [iLrn \(Cengage\) Accessibility](#)
- [iLrn \(Cengage\) Tech Help](#)
- [iLrn \(Cengage\) Privacy Policy](#)
- [CarmenConnect Technical Support](#)