

French Individualized Instruction Orientation Packet



AT&T Individualized Language Learning Center (ILLC)

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<http://frit.osu.edu/students/undergraduatestudies/ii/default.cfm>

Scheduling Website: <http://osuui.org>

Individualized Instruction Center hours

Monday-Friday 8:30-8:00

Saturday 10:00-5:30

Sunday 11:00-4:00

Welcome to French I.I.!

Welcome to French Individualized Instruction! This packet is designed to help you get started in your program. If you are new to French Individualized Instruction (French I. I.), you are required to attend one of the **Orientation Sessions** for the I.I. course that you are taking this quarter. Orientation Sessions are offered every quarter on the first or second day of classes and also on the first Saturday of the quarter. If you have an emergency and cannot attend one of these sessions, you will need to reserve a half-hour (two back-to-back appointments) with one of our instructors to have the program explained to you. **You should have already read this packet before coming in for this orientation appointment.**

What is Individualized Instruction?

French I. I. is a self-paced, mastery-based program of learning French designed to mirror the courses offered in the classroom. Each course of French I. I. is the equivalent in content and in credit hours to the classroom-track course at the same level. It differs from the classroom course in the following ways:

- **Mastery-based language-learning:** Because of the highly independent nature of language-learning in the French I. I. program, we require that all students perform at the level of 80% or better in each module.
- **Flexible credit:** One complete course is worth five credit hours. In the classroom, these 5 hours would be completed in one 10-week quarter. In I. I., you have the option of spreading these five credit hours out over two or three quarters, if you wish or of moving more quickly.
- **Flexible meeting times:** All work in I. I. is done on an appointment basis. You set deadlines for finishing each module and make the required appointments when you are ready and when it is convenient for you to come in. How often you come in to see an instructor depends on how quickly you are working and how much additional help you need. It will also depend on available appointment times.
- **One-on-one instruction:** All instruction in I. I. is one-on-one, allowing the instructor to focus on your individual needs and questions.
- **Student autonomy:** French individualized instruction allows you to be in charge of your learning in a variety of ways. For example, you decide how many credit hours you want to take or can take in a given quarter, you schedule the times for your required and optional appointments (based on availability of appointments, and you decide when you are ready to take the tests for a given unit of credit.

What types of students are successful in II?

Based on more than thirty years of experience with individualized instruction, we have observed that students who succeed in I.I....

- are independent and well-organized
- like one-on-one learning
- can handle a flexible schedule
- feel the classroom track is too fast or too slow
- have experience in another language
- do not procrastinate
- know how to manage their time
- use the I.I. learning packets

Some I.I. FAQ's

- **Where are I.I. courses located?** You will come to the SBC Individualized Language Learning Center located in 120 Hagerty Hall. The current quarter's hours of operation are posted in the center.
- **Does my class have regular meeting times?** No, you will need to make an appointment to see an instructor whenever you need to have something checked or graded, or any time you need or want more practice.
- **How do I make an appointment?** You can make an appointment by login into our on-line scheduling system at <http://osuui.org>. **Your username is your OSU username, and your password is the last four digits of your student ID, which can be found on your buckID.** The appointment you make refers to the time you are with an instructor, and not necessarily the time you are in the Individualized Language Learning Center (ILLC). Each appointment is 15 minutes long. You can have a maximum of two (2) appointments per day, with a limit of six (6) appointments per week. (see pages 6 and 7 of packet for more info). **MAKE APPOINTMENTS WELL AHEAD OF TIME** as they can fill up quickly.
- **What is a module?** A module is the set of required activities that corresponds to one hour of credit.
- **Who is my instructor in French I.I.?** The French I.I. Center is staffed by a team of five to six instructors. You will see different instructors depending on when you make appointments. If you have questions about grades or policies, you can speak with the Assistant Director of French I.I. Dr. Elizabeth Bishop (frenchii@osu.edu)
- **Does an I.I. course have a syllabus that tells when assignments are due?** No, there is no syllabus for an I.I. course, though the content is clearly spelled out for you in the course [learning packet](#). You will work with your I.I. instructors to set a deadline for each of the modules that you want to complete. Every module has a deadline, i.e., the date on or before which the module must be complete. All assignments and test must have been taken, graded, and passed on or before this date. Within certain guidelines, these are deadlines that you have chosen, but once a deadline is chosen, it can only be changed for a medical excuse or some other verifiable emergency. The good news is that **if you finish a module before or on your deadline, you receive 2 additional points on your end-of-module test.** On the other hand, **if you miss your deadline, you have 4 points taken off your test.** If a student would like to re-take a test simply to receive a higher grade, (s)he may do so, but will not receive the extra 2 points even if they are on time.
- **What are tests like in I.I.?** They are like the ones in the classroom except that you have a test at the end of each module and do not have a final examination. This test is called a **MAT (Modular Achievement Test)**. You will need to receive 80% or above on the test to proceed to the next module. If you do not receive the required 80%, your instructor will help identify the areas that need improvement and you will HAVE to retake the test (there are two more versions, B and C, to be taken until the student makes 80% or higher). Before taking the MAT, you are required to take a **Preliminary Modular Achievement Test (PMAT)**, which is a practice test designed to let you see how well you have mastered the material for that module. When and how you take the PMAT depends on the course you are taking. Each test in 101-104 has a listening, speaking, reading, and writing section.
- **How is my grade calculated in I.I.?** Your grade for the quarter will be based on the average score of MATs that you have taken for each module that quarter.
- **What books do I buy for French I.I.?** You can find this information below in the description of each course. In addition to the required textbooks and workbooks (print or online depending on the course you are taking), you will also need to download (or use online) the learning packet for each course.
- **What is a Learning Packet?** A learning packet provides step-by-step directions and suggestions to help move you through the material contained in each module. The learning packet contains chapter objectives, checklists of required, recommended, and supplementary activities, information about written

and oral tests, required activities in the workbooks for courses 101-104. Online Learning Packets have been designed for all classes. The learning packets are available on Carmen.

Getting Started

After Orientation (or after reading this packet and meeting with an instructor if you cannot attend an orientation session), we will need some information from you. Within the first two weeks of the quarter you will need to:

- fill-out a [data sheet](#) so that you are registered in the program. We will need your date of birth and your OSU e-mail address (**email addresses from other providers are not accepted**).
- Walk-in (no appointment necessary) to do a planning session with an instructor (see below for more information) before the second Saturday of the quarter.

The Planning Session

Here is what happens in your planning session, which is a very important first step in your enrollment in French I.I.

- Your file in French II will be activated.
- You will be asked how many credit hours you plan to take.
- You will receive your log-in information for the online scheduling system.
- Please note that all students in I. I. are required to sign up for **at least two credit hours each quarter** unless they are finishing the last credit hour of a course.
- If you are new to French I. I, you will be asked to set your **first** deadline. We recommend that you give yourself at least 2 to 2 1/2 weeks for your first module. After this first module is completed, you will be asked to set all of the remaining deadlines. With permission, you may move one deadline after you have completed your first module.
- For **returning** students: you will be asked to **set all of your deadlines for the quarter**. With permission, you may move one deadline after you have completed your first module.
- You may ask any questions that you may have remaining about the program.

Some additional information about appointments

- **What is a no-show?** A no-show is when you schedule an appointment and forget about it, or **arrive over 5 minutes late to your appointment**. You are allowed 3 no shows/late cancellations per quarter. Once this limit is reached, your scheduling privileges will be denied for two (2) weeks. **During those two weeks, you will be able to have your work checked during walk-in hours only.**
- **What is a late cancellation?** Every time you make an appointment, you have the opportunity to cancel it by logging into the on-line scheduling system by midnight the day **before** your appointment. If you cancel your appointment after midnight, you will be allowed to put it on the offer board of the scheduling system. If another student takes your appointment, you will not be penalized for it, but if nobody does, it will be considered as a late cancellation. You are allowed 3 late cancellations/no-shows per quarter. Once this limit is reached, your scheduling privileges will be denied for two (2) weeks. **During those weeks, you will be able to have your work checked during walk-in hours only.**
- **What is a walk-in hour?** Every week, two to three hours in the schedule are reserved for walk-ins. Please click on the “instructors’ schedule” link on our website. Students will be served on a “First Come-First Served” basis. Of course, any time an instructor is on duty and has no appointment may also be used as “walk-in” time.

- **No appointments left:** If you do not schedule your appointments well ahead of time, you risk not being able to find any appointments as they can fill up quickly. If you have an upcoming deadline and cannot find any available appointments, it is your responsibility to come to walk-ins and check the offer board on the scheduling system at the beginning of the day. Not being able to schedule an appointment is not a valid excuse for extending a deadline.

French 101.51, 102.51 Liaisons
Normal Progress Through One Module
 (does NOT include 102i66 and 103i66)

___ **Workbook/Film** (one appointment): Complete oral and written workbook activities for the preliminary chapter. When you are finished, use the answer key to check your answers. Correct your answers with a different color ink. Your instructor will go over the open-ended section with you during your appointment. During the appointment you will also discuss a sequence of the film Liaisons or have a composition graded. More details can be found in each module's learning packet. The workbook is graded on a Pass/Fail basis.

___ **Conversation** (one appointment): Select 5-6 activities labeled "with an instructor." 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.

___ **PMAT diagnostic test** (one appointment): Download then take the Practice MAT diagnostic test (the test and answer key can be found on Carmen). Correct your answers with a different color ink. The instructor will do the dictation and listening comprehension sections with you during the appointment.

On a separate piece of paper, record feedback from your instructor after the grading of your Practice MAT. What might you improve before taking the MAT?

Once you have completed the required activities, you are ready to take the MAT (no appointment required).

Modular Achievement Test (two appointments)

Once you have taken the MAT, you need to schedule two follow-up appointments:

- ___ Grading of written test - 80 points (one appointment)
- ___ Oral exam with instructor - 20 points (one appointment)

You will need a total score of 80% to complete the module (with bonus or penalty points figured in). A **minimum of 5 appointments** is required to complete a module in French 101.51, unless the **90+ option** is in effect.

French 102i66 Liaisons
Normal progress through one module

Please note that the activities described below are only the minimum required to complete a module. You are welcome and encouraged to come in more often for any kind of help or supplementary work you need.

All modules are divided into two parts, A and B, which usually cover one chapter a piece. Please be aware, however, that sometimes only part of a chapter is covered. Please refer to your learning packet for more information.

Part A

Part B

1 appt- workbook checked*
1 appt- PMAT checked*
1 appt- MAT written portion graded
1 appt- MAT oral exam

1 appt- workbook checked*
1 appt- conversation*
1 appt- PMAT checked*
1 appt- MAT written portion graded
1 appt- MAT oral exam

A minimum of 9 appointments is required to complete a module in 102i66, unless the 90+ option is in effect (* = must be done before the MAT, in any order)

PART A

1. **Workbook/Film** (one appointment): Complete oral and written workbook activities for the preliminary chapter. When you are finished, use the answer key to check your answers. Correct your answers with a different color ink. Your instructor will go over the open-ended section with you during your appointment. During the appointment you will also discuss a sequence of the film *Liaisons* or have a composition graded. More details can be found in each module's learning packet. The workbook is graded on a Pass/Fail basis.

2. **PMAT diagnostic test** (one appointment): Download then take the Practice MAT diagnostic test (the test and answer key can be found on Carmen). Correct your answers with a different color ink. The instructor will do the dictation and listening comprehension sections with you during the appointment.

On a separate piece of paper, record feedback from your instructor after the grading of your Practice MAT. What might you improve before taking the MAT?

Once you have completed the required activities, you are ready to take the MAT (no appointment required).

3. Modular Achievement Test (two appointments)

Once you have taken the MAT, you need to schedule two follow-up appointments:

- ___ Grading of written test - 80 points (one appointment)
- ___ Oral exam with instructor - 20 points (one appointment)

PART B

1. **Workbook/Film** (as above)

2. **Conversation** (one appointment): Select 5-6 activities labeled "with an instructor." 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.

3. **PMAT diagnostic test** (as above)

4. **Modular Achievement Test (two appointments)** (as above)

(Please see below for **Retaking Tests** and the **90+ Option**)

French 103.51
Normal progress through one module

(does NOT include 102i66 or 103i66)

Please note that the activities described below are only the minimum required to complete a module. You are welcome and encouraged to come in more often for any kind of help or supplementary work you need.

Most modules cover one chapter of the text, although some cover two.

1 appt- workbook checked*
1 appt- conversation*
1 appt- PMAT graded*
1 appt- MAT written portion graded
1 appt- MAT oral exam

A minimum of 5 appointments is needed to complete a module in 103.51, unless the 90+ option is in effect

(* = must be done before the MAT, in any order)

1. Workbook—written and oral portions *

All of the workbook exercises are in the paper version of the workbook. The listening sections for the oral portions are accessible on the Digital Language Lab link from the FRIT homepage.

All new students should purchase the paper version of the workbook and the answer key in the bookstore. You will self-correct with the answer key (in a different color). Other exercises have answers that vary, so your instructor will check these exercises during your workbook appointment. Each chapter also has a required composition in the *Intégration et perspectives* section (usually the last exercise). The workbook is graded on a Pass/Fail basis. There will be **one workbook appointment per chapter covered by the module.**

2. Conversation *

This is your opportunity for one-on-one oral practice in French with the instructor. Certain activities appear in your Learning Packet (available on Carmen) which have been chosen from the textbook. **You should prepare them at home before coming to the conversation appointment.** These questions and the answers they generate will form the basis of this requirement. Like the workbook, the conversation is graded Pass/ Fail.

There will be **one conversation appointment per module.** Two chapter modules will require the conversation to be completed at the level of the last chapter.

3. PMAT *

You will access the PMAT online on Carmen.

Download the appropriate PMAT to your desktop, open the document in Microsoft Word, and print out the test. Then write in your answers. You are then asked to check your answers against the answer key ([link provided on the PMAT](#)) in a different color ink. For those exercises that have more than one correct response (such as the composition), it is necessary to have these checked by an instructor. The listening part for the PMAT is also on-line. It is accessible through a link on the PMAT, or at the following address: <http://telr.osu.edu/language/>

With the help of your instructor, you will be able to assess your readiness to take the MAT (Modular Achievement Test) by your performance on the PMAT. There will be one PMAT appointment per module.

These three activities may be done in any order, although we suggest you do the PMAT last.

4. The MAT : You will need a total score of 80% to complete the module.

- A. MAT- Written test: This written test will be like the PMAT in the kinds of activities you will encounter, but is about twice as long. (75% of the value of every MAT)
- B. MAT- Speaking test: Information regarding the Speaking test (25% of the value of every MAT) is found in an appendix at the end of your Learning Packet.

Please note that **you do not have to have an appointment to take the Written Test**. See the section "[Exams](#)" later in this packet for specific information on how to take a test. The speaking and written tests may be taken in either order, but it is preferable to take the written test first. The two appointments necessary may be back-to-back if you so desire, but they do not have to be.

(Please see below for [Retaking Tests](#) and the [90+ Option](#))

French 103i66 Normal Progress through one module

Please note that the activities described below are only the minimum required to complete a module. You are welcome and encouraged to come in more often for any kind of help or supplementary work you need.

All modules are divided into two parts, A and B, which usually cover one chapter a piece. Please be aware, however, that sometimes two chapters of the text are covered.

Part A

1 appt- workbook checked*
1 appt- PMAT checked*
1 appt- MAT written portion graded
1 appt- MAT oral exam

Part B

1 appt- workbook checked*
1 appt- conversation*
1 appt- PMAT checked*
1 appt- MAT written portion graded
1 appt- MAT oral exam

A minimum of 9 appointments is needed to complete a module in 103i66 unless the [90+ option](#) is in effect

(* = must be done before the MAT, in any order)

Part A

1. Workbook—written and oral portions

All of the workbook exercises are in the paper version of the workbook. The listening sections for the oral portions are accessible on the Digital Language Lab link from the FRIT homepage.

All new students should purchase the paper version of the workbook and the answer key in the bookstore. You will self-correct with the answer key (in a different color). Other exercises have answers that vary, so your instructor will check these exercises during your workbook appointment. Each chapter also has a required composition in the *Intégration et perspectives* section (usually the last exercise). The workbook is graded on a Pass/Fail basis. There will be **one workbook appointment per chapter covered by the module.**

1. PMAT—

You will access the PMAT online on Carmen.

Download the appropriate PMAT to your desktop, open the document in Microsoft Word, and print out the test. Then write in your answers. You are then asked to check your answers against the answer key ([link provided on the PMAT](#)) in a different color ink. For those exercises that have more than one correct response (such as the composition), it is necessary to have these checked by an instructor. The listening part for the PMAT is also on-line. It is accessible through a link on the PMAT, or at the following address: <http://telr.osu.edu/languagelab/>

With the help of your instructor, you will be able to assess your readiness to take the MAT (Modular Achievement Test) by your performance on the PMAT. There will be one PMAT appointment per module.

3. The MAT: You will need a total score of 80% to complete the module.

- A. MAT- Written test: This written test will be like the PMAT in the kinds of activities you will encounter, but is about twice as long. (75% of the value of every MAT)
- B. MAT- Speaking test: Information regarding the Speaking test (25% of the value of every MAT) is found in an appendix at the end of your Learning Packet.

Please note that **you do not have to have an appointment to take the Written Test**. See the section "[Exams](#)" later in this packet for specific information on how to take a test. The speaking and written tests may be taken in either order, but it is preferable to take the written test first. The two appointments necessary may be back-to-back if you so desire, but they do not have to be.

Part B

- 1. Workbook- -Written and oral portions (as above)
- 2. Conversation --You will prepare certain topics suggested by your Learning Packet (available on Carmen) that come from the textbook. (This is your chance for one-on-one oral practice in French with the instructor. Like the workbook, it is graded Pass/ Fail). There will be **one conversation appointment per module**.
- 3. PMAT (as above)
- 4. MAT--Graded written test
- 5. MAT--Speaking test

(Please see below for Retaking Tests and the 90+ Option)

French 104.51

Normal Progress through one module

Please note that the activities described below are only the minimum required to complete a module. You are welcome and encouraged to come in more often for any kind of help or supplementary work you need. One module usually corresponds to one chapter of the text, however two of the 104 modules cover two chapters.

- 1 appt- workbook checked*
- 1 appt- role-play / reading summary*
- 1 appt- composition checked*
- 1 appt- PMAT graded*
- 1 appt- MAT written portion graded
- 1 appt- MAT oral exam

A minimum of 6 appointments is required to complete a module in French 104.51, unless the 90+ option is in effect

(* = must be done before the MAT, in any order)

1. Workbook--Written and oral---

For the listening exercises required in the oral portion of your workbook you may download the files from the On-Line Language Lab site (<http://telr.osu.edu/languagelab/>.) This address is also located on the introductory page of the Online Learning Packets available on Carmen.

In order to use the language lab, **you will need your regular OSU username and password.** These are easy to use if you have access to a high speed Internet hookup. If not, you may decide to access them from a University computer station, the computer lab in the I. I. Center, or you may purchase the 8 CD set for your level at SBX.

Several of the activities in this workbook have only one possible correct answer. **You are asked to correct these sections yourself**, using a different color pen (we want to see both the original response and the correction). This gives you immediate feedback on the material you have learned well, and also lets you know what you should be asking the instructor to explain to you. **Circle the free response exercises so that your instructor may find them quickly during your appointment.** The workbook is graded on a Pass/ Fail basis. It is either done, or not done. There will be **one workbook appointment per chapter** covered in this module.

2. Role play and Reading Summary--

Role plays are oral activities taken from the "Interactions" sections in your textbook. Your Learning Packet indicates the situations you have to choose from. You choose one to act out with your instructor. You must also choose a reading from the end of the chapter that you want to summarize and answer your instructor's question about. There will be **one Role-Play/Reading Summary session per module.**

3. Composition--

All compositions in 104.51 must be typed, double-spaced. The subject matter and length is specified in the Learning Packet for 104.51. **Please see the Academic Misconduct Policy regarding the use of web-based translators and translation software.**

4. PMAT grade--

The practice test will be graded in front of you by an instructor. The score earned on the PMAT does not affect your grade in the course, but it must be completed prior to taking your MAT. There will be one PMAT appointment per module.

These four activities may be done in any order, although we suggest you do the PMAT last.

5. The Modular Achievement Test consists of two parts:

A. MAT--Written--

The written MAT is just like the PMAT, only twice as long. It has a total of 80 points, of which you must earn at least 80% (64 points). **You ask the staff at the front desk for the test you need. You are responsible for taking the correct test and having an appointment in which it will be graded.** You do NOT need an appointment to take the test, though.

B. MAT--Speaking test--

The Speaking Test for 104.51 is an oral presentation on a subject chosen from the Learning Packet. It should be from 7 to 10 minutes long (less than 7 is really too short). You may use a note card to help prompt your presentation, but you will not be allowed to "read." If the note card is too detailed, you will be instructed not to use it. The Speaking Test is worth a total of 20 points, of which you must earn at least 16 in order to pass.

Note that you do not have to have an appointment to take the Written MAT. You do, however, have to make one appointment to have the Written MAT graded and a second appointment in which to do your Oral MAT presentation. See the section "[Exams](#)" later in this packet for specific information on how to take a test. The Speaking and Written MAT will be added together to determine the grade for the module.

(Please see below for [Retaking Tests](#) and the [90+ Option](#))

French 201.51 INTRODUCTION TO 20th CENTURY FRENCH AND FRANCOPHONE LITERATURE AND FILM

GENERAL INTRODUCTION TO THE COURSE

French Individualized Instruction course 201.51 is designed to serve as an introduction to 20th Century French Literature.

I. GENERAL OBJECTIVES:

1. to stimulate and improve written and oral expression through the use of authentic literary and cultural texts and to develop in particular a more analytical/critical mode of expression;
2. to use previously acquired language skills in the discussion of questions of a literary and cultural nature and to develop more fully the ability to narrate, describe, support opinions, analyze, critique, and hypothesize;
3. to increase the ability to read efficiently and effectively selected literary and cultural texts;
4. to build thematic (e.g., mythology and demystification, portraits and self-portraits, regions and traditions) and technical vocabulary (e.g. irony, figurative vs. literal language, metaphor, narration) needed to discuss these texts.

II. REQUIRED ACTIVITIES

Required components:

A. Discussion Orale (1 appointment): Read the Introduction to *Huis Clos* and the questions in Sections IV and V and be prepared to discuss IN FRENCH what you have learned with your instructor. The Discussion Orale consists of three parts, each lasting five minutes:

1. Plan to give a 5-minute presentation on any of the aspects that interest you about the novel: specific passages, themes, characters, the author, etc. You are expected to speak for about 5 minutes.
2. The next section is a 5-minute segment where you ask the instructor questions about the play. You are required to prepare enough questions or discussion topics in French to fill this 15-minute meeting time. It is your responsibility to keep the conversation going.
3. During the final five minutes your instructor will ask you questions about the play and your ideas and opinions about various aspects of the play.

B. Compositions/Drafts (3 appointment total): The required composition for this module (a draft and final version) is designed to improve your ability to write in a more sophisticated manner in French. Two back-to-back appointments are required for the grading of the first draft, and an additional appointment is required for the grading of the final version. Please remember to bring the rough draft with the final draft.

C. Présentation Orale (1 appointment): You are required to give a formal oral presentation based on the material of the module. This presentation should be at least **12 minutes in length**.

D. Examen (1 appointment to grade exam): The exam will test you on the material presented in the Learning Packet and on any outside reading that you are required to do. There are several sections on the exam consisting of true/false statements, identification of quotes, short answer and essay questions.

These four activities are evaluated formally and are averaged to calculate your grade for this module.

III. GENERAL HINTS ON WRITING A COMPOSITION AT HOME

Before writing:

Choose the topic you want to discuss and think about how you want to go about developing your ideas. Each individual has his or her own way of starting the writing process. For some, thinking about and organizing the topic mentally for awhile is useful; others prefer to brainstorm and jot down ideas randomly, organizing them later; and for still others a more formal outline is useful. All of these possibilities share a common thread: the importance of organizing and thinking before you begin writing so that your essay is more coherent and logical.

Writing your essay

The type of essay that you will be writing in 201.51 is usually divided into three parts

- an **introduction** in which you introduce the topic or define the problem of your composition and tell briefly how you propose to discuss the topic, in other words give your reader a sneak preview of what you plan to do.
- the **body** of the essay (one to several paragraphs) in which you develop your ideas.
- a **conclusion** in which you state the outcome and conclusions of your essays and present your final thoughts on the topic that you have developed in the essay. Do not introduce new ideas in the conclusion as this section serves as a wrap-up.

What to write

Choose a theme or topic or have in your head an overreaching idea that you wish to convey to the reader of your essay.

- Discuss the topic in your own words and using your own ideas as much as possible.
- Support your ideas by using examples from the text.
- When you use the author's exact words, rephrase the author's ideas, or use facts from the reading material, you must give credit to the author. To do so, give the page number after the quotation or idea. Although you will use more formal bibliographic style in more formal writing, this system will be sufficient for this course.
- Do not include long quotations; instead consider paraphrasing a long passage if you need to support your ideas.

After writing

When you've finished (and as you write), reread your essay for both content (e.g., organization, transitions between paragraphs) and for form (e.g., grammar, vocabulary). Rewrite and reorganize where necessary. Some like to read the essay first for form, checking vocabulary choices, gender, verb forms, etc. and then read for content; others like to start with content and then check the language. Others check their work as they go along so that the final editing is a much more streamlined process. Some also like to write a very rough draft to get their ideas down and then go back and reorganize and edit. You'll need to find the process that works best for you.

IV. SCORING RUBRIC

Below you will find the writing and speaking rubrics used to evaluate your written essays and your oral presentations. They give you a good idea of what to look for in the editing process.

TAKE-HOME COMPOSITION

90-100 Haut niveau de performance. Excellent contrôle de la langue.

- Bonne organisation; idées présentées d'une façon claire et logique.
- Peu d'erreurs de grammaire, d'orthographe et de construction.
- Variété et richesse du vocabulaire, de la grammaire et de la syntaxe.
- Profonde analyse littéraire, nombreuses idées originales et personnelles.
- Qualité du texte appropriée au niveau du cours.
- La réponse couvre tous les aspects de la question ou du sujet proposé.
- Plusieurs tentatives d'emploi d'images littéraires.

- 80-89 Bon niveau de performance. Bon contrôle de la langue.**
- Léger manque d'organisation, mais les idées principales sont présentes
 - Quelques erreurs de grammaire, d'orthographe et de construction
 - Vocabulaire, grammaire et syntaxe modérément variés.
 - Tentative d'analyse littéraire, quelques idées originales et personnelles.
 - La majorité du texte est d'une qualité appropriée au niveau du cours.
 - La réponse traite seulement les principaux aspects de la question ou du sujet proposé.
 - Quelques tentatives d'emploi d'images littéraires
- 70-79 Niveau passable de performance. S'exprime de façon compréhensible.**
- Quelques tentatives d'organisation, mais résultat peu clair.
 - Nombreuses erreurs de grammaire, d'orthographe et de construction.
 - Vocabulaire, grammaire et syntaxe limités.
 - Aucune tentative d'analyse littéraire, peu ou pas d'idées originales et personnelles.
 - La qualité générale du texte est au-dessous du niveau du cours.
 - La réponse ne traite que quelques aspects de la question ou du sujet.
 - Peu ou pas de tentatives d'emploi d'images littéraires.
- 60-69 Performance révèle la nécessité d'une intervention pédagogique. Contrôle très limité de la langue.**
- Manque d'organisation.
 - Sérieuses erreurs de grammaire, de vocabulaire et de constructions rendent la compréhension difficile.
 - Manque de variété dans le vocabulaire, la grammaire et la syntaxe.
 - Absence d'idées originales, répétition du texte.
 - Qualité du texte est bien au-dessous du niveau du cours.
 - Réponse insuffisante à la question ou au sujet proposé.
- Au-dessous de 59 Inacceptable**
- Réponse au-dessous des niveaux décrits plus haut ou hors du sujet.

ORAL PRESENTATION

For the oral presentation, you are required to prepare a 10-minute presentation/report. After the presentation, your instructor will follow up and ask questions or raise other aspects of the issue. Your grade is based on the presentation as well as on the follow up discussion.

- | | |
|--|-----------------|
| 1. Appropriate and grammatically correct constructions | 1. _____/20 |
| 2. Accurate pronunciation and fluency | 2. _____/20 |
| 3. Organization | 3. _____/20 |
| 4. Information provided | 4. _____/20 |
| 5. Answering your questions/discussing topic with you | 5. _____/20 |
| | Score _____/100 |

MAT Exams in 101-104

- **You do not need an appointment to take a test in I. I.**
- Your appointment is to get it graded (please note that all tests are graded in front of you by the instructor).
- When you are ready to take a test (MAT), you simply ask for it from the workers at the Front Desk.

- You may have as much time as you need to take a test. We recommend that you give yourself at least 30 minutes for a PMAT (104.51 **ONLY**) and at least one hour for a MAT (**101-104**) or 201 Reading Exam (it might not take you that long, but you would rather have too much time than too little).
- Sign into the exam log at the Front Desk before you take the test.
- Students need to be aware that with the **online testing** there might be some waiting time when they come in for their first test, but only for the first one. To avoid that they should just have them entered into the online testing class when they are in the Center, the front desk staff is not busy with other students, and they have the time.
- Students should get **headphones with outside volume control** (available in HH198 for \$5), although they can borrow a pair from the front desk.
- When you are done with the test, indicate on the exam log the time when you finished, and hand it back to the Front Desk receptionist, who will file it for you until your grading appointment. This grading appointment does not need to be on the same day the test is taken.
- For 101-104, you will need a second appointment for the Speaking Test, which is administered and graded in the same appointment. You may do the Speaking Test before the Written, if you choose, and these two appointments do not need to be back-to-back or even on the same day.

Testing Center Policies

1. You may not take food, drinks, phones, or backpacks into the Testing room.
2. You must begin a test at least 45 minutes before the II Center closes.
3. All tests must be turned in at closing time; there will be no exceptions to this policy so plan your time accordingly.
4. You are required to complete the entire test in one sitting.
5. Once you start a test, you may not leave the testing center for any reason. Once you have given the completed test to the front desk staff, it cannot be returned.
6. In the event the testing facility is busy, we will be required to limit the number of tests a student may take in a single day.

Retaking Tests

If you do not earn 80% or better on the A version of the MAT, you may take the B version of the test, and then the C version if you do not pass the B version. If after three times you are still unable to achieve 80%, **you will be asked to drop the course**. For 101-103, it would be necessary to retake **both** parts of the exam, the written (version B, and then version C if the student does not pass version B) and the oral (the oral exam is the same). For 104, you need only retake the part on which you did not earn 80%

You also have the option of retaking a test (taking a different version, B or C) you have passed in order to improve the grade. You may only do so once per module, and if you wish to do this, you must retake the test before beginning the following module. Again, 101-103 students would need to retake both parts of the exam, but 104 students may choose to retake only one of the two parts. In the event of a re-take, only the higher score is considered for the grade, and there will be no +2 reward.

90 + Option (101-104 only)

- You need to earn 90% or better on the **MAT the first time** you take it to receive the 90+ option.
- With the 90+ option, the preliminary activities for the following module (workbook, conversation/ Role-Play, composition, PMAT) do not have to be checked by an instructor. The only activities that require appointments with an instructor are the MAT, written and oral.
- The 90+ is valid from one module to the next within a certain quarter, and from the immediately preceding quarter.
- There is no 90+ option for the module 15 of 103.51, module 10b of 103i66 and in 201.51.

Scheduling Tips

Keep in mind when scheduling both appointments and deadlines that certain weeks and times are busier than others, and so getting appointments at these times will be more difficult. Here are some scheduling tips:

- Plan your work wisely and **do not procrastinate**
- **Extensions to deadlines, which are exceptions to normal I. I., are not granted to a student who waits until the last minute to get things done.**
- Likewise, you will need to keep in mind your own schedule, and be aware of when you are able to schedule appointments in I. I. when scheduling your deadlines.
- No student is guaranteed an appointment on the deadline day.
- Deadline extensions are not granted “because there were no appointments.”
- Week 5 and Finals Week are always busy, so avoid relying on time during these weeks to complete the minimum amount of work required. Plan to finish your first module well before the end of the 5th Week.
- Appointment times usually (but not always) become freer after Contract Week.
- Appointments for the limited time available during Finals Week go very quickly. We do not guarantee an appointment time to any student during Finals Week, and all students are limited to a **total of two (2) appointments**.
- Remember also that Finals Week appointments may be used for **written MATs, oral MATs, and 201 reading tests only**.
- **All other work must be complete before Finals Week. Do not assume you will be granted an exception to this rule for any reason.**
- If you are coming up against a deadline and having difficulty scheduling an appointment, keep checking for openings by checking the on-line scheduling system offer board regularly.
- **You can usually schedule for up to two weeks in advance.** It is better to make plans early and then cancel appointments in a timely fashion if you find that you do not need all of them.

Contract Week

- During contract week, you can adjust the credits you will earn in the course.
- **Only students changing credit hours are required to come in a sign a form** confirming the number of credit hours they are taking whether they are reducing the number of hours or increasing them.
- If students are **NOT** changing their credits, they must email the Assistant Director (frenchii@osu.edu) during contract week.
- Note, however, that you can contract for only 2 credits more than the one on which you are currently working at the time of signing the contract.
- You must contract for **a minimum of 2 credits** unless it is your last credit in a course.
- This number of credits, once established during contract week, can no longer be altered.
- NOTE: If you think you are going to finish the modules for one course and then possibly proceed to the next course in the same quarter, you should register for at least one hour of the second course at the beginning of the quarter to avoid a late registration fee. If you do not move forward to the next course, you can drop that hour during Contract Week.
- In the event that you do not complete all credits for which you have contracted, you automatically receive a grade of E for the course, regardless of the scores earned on the modules that are completed.
- You cannot drop the course via a contract. (Please see “Dropping the course,” below.)
- As a rule, incompletes in I. I. are not given, and then only in the event of extraordinary circumstances. Incompletes are not given in the event of poor planning or failure to follow rules.
- Remember that you are ultimately responsible for making sure, by filling out your contract form correctly, that the number of credit hours you complete in II is the same number as what appears on your record.
- The contract **must be typed** (no handwritten copies will be accepted!) and is downloadable at this link: http://wmcc.osu.edu/ii_adjust.pdf

- GRADUATE STUDENTS who are registered for more than one course, and who drop all the hours of the second course for which they are registered will receive a “W”. See Assistant Director for more information.

Your instructors are not qualified to answer questions regarding fees and full- or part-time enrollment, and how these may or may not be affected by alterations made to your schedule during Contract Week. Such questions should be addressed either to your enrollment unit or to the Office of Fees and Deposits.

Dropping the course

- In the event you wish to drop the course, or are required to do so (for not completing at least one module by the end of the 5th week or for taking a MAT three times without earning 80%) **you must do so at your college office.**
- **We cannot initiate the drop procedure from I. I.,** and you cannot drop the course through a contract.
- **Do not assume that you have been dropped from the course simply because you have stopped coming in for appointments.**
- If you do officially drop an I. I. course, please send an email to the Assistant Director at frenchii@osu.edu to inform s/he of your change of registration.

Grades

Your grade in I. I. will be based entirely on the average of the scores earned for each module (for all courses except 201.51 this is the grade earned by adding the scores of the MAT Written and Oral). The following grading scale is used in I. I.

A = 93 - 100	B+ = 88 - 89.99	B- = 80 - 82.99
A- = 90 - 92.99	B = 83 - 87.99	E = 79.99 and below

Some additional tips

- You are not allowed to take anything except **your own headphones and a writing instrument into the testing rooms.** If you need scratch paper, ask the Front Desk receptionist to furnish you some before entering. Please give yourself plenty of time to complete PMATs and MATs. You have an unlimited amount of time in which to take a test during the normal hours of operation of the Individualized Language Learning Center. However, you cannot be counted as having “kept” your appointment if you are in the testing room at the time.
- Please feel free to come in for additional assistance as you need it! The tuition you pay gives you the privilege of frequent person-to-person contact with your instructors, within the framework of properly scheduled appointments and walk-ins. The appointments discussed above are a **minimum** required to complete a module. You are welcome and encouraged to come in for tutoring, pronunciation practice, etc.
- Announcements of various kinds are posted from time-to-time on the bulletin board for French I. I. Get into the habit of checking this board when you come in. Learn the rules of the Center and ask questions in advance about any rule or policy about which you are unclear. Failure to follow program procedures may have a negative impact on your progress in the course and/ or on your grade.
- If you have any problems, questions or concerns, please do not hesitate to see the Assistant Director during office hours or by appointment or to contact her by email at frenchii@osu.edu You may also ask short language questions and expect an answer by email.
- Check out the website of the Department of French and Italian for additional French resources on the net and in Columbus. <http://frit.osu.edu>

Academic Misconduct Policy

Students enrolled in courses at the Ohio State University are expected to adhere to the highest standards of academic conduct. The instructors and staff of the ILLC will be alert to any kind of inappropriate conduct in the course and in the facilities of the ILLC. Suspicion of misconduct will be handled by official rules and

policies of OSU. Penalties for cheating or plagiarism may result in a failing grade in the course or expulsion from the university. The Department will abide by the decisions of the Academic Misconduct Committee. We take this opportunity to point out that the use of web-based translators and translation software is specifically prohibited and falls into the category of academic misconduct.

In its classrooms, the Department of French and Italian maintains a positive learning environment free from all harmful forms of discrimination. You are expected to adhere to this policy as well.

Required Textbooks

French 101.51, 102.51*, 102i66, 103.51, 103i66

- 1) *Liaisons* textbook
- 2) *Liaisons* workbook
- 3) Answer key
- 4) Learning packets & practice tests (available on Carmen)
- 5) Students will be required to access the *Liaisons* Student website (<http://www.cengagesites.com/academic/?site=5459>) for audio tracks and film sequences. Your textbook bundle purchase will include an access code.

*102.51 students who took 101.51 Autumn 2011 will need the second *Liaisons* custom edition that contains the second half of the textbook and workbook.

French 104.51

- 1) *Bravo! Communication, Grammaire, Culture, et Littérature*, 6th edition (textbook)
- 2) *Bravo! Cahier d'exercices et manuel de laboratoire*, 6th edition (workbook)
- AND the Answer Key Booklet that goes with the *Cahier d'exercices*
- 3) Learning Packets for French 104.51 are available online on Carmen.
- 4) The On-Line Language Lab (for the listening part of the workbook) is available at:
<http://telr.osu.edu/languagelab/>
 - a) Online at computer stations throughout the campus.
 - b) Clips may be downloaded to computers at home or in the dormitories with high speed Internet service.
 - c) A set of the CDs is available at the Front Desk in I. I. You may complete the required activities in the computer lab in the Center using your own headphones.

French 201.51

- 1) *Huis Clos*, by Jean-Paul Sartre
- 2) *L'Étranger*, by Albert Camus
- 3) *Zazie dans le métro*, by Raymond Queneau
- 4) The Learning Packets for French 201.51 are all available online on Carmen.

Contacts

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