

French 2313-003 ONLINE – Spring 2018
Instructor: Courtney Griffiths
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Office: 12 Trimble Hall (in basement)
Instructor Office Hours: M/W 10:00- 11:00am

Blackboard: <https://elearn.uta.edu/webapps/login/>
Dep't. of Modern Languages: 817-272-3161
Blackboard IM:
Skype: cgriffittsUTA
Profile: <https://mentis.uta.edu/explore/profile/courtney-griffitts>

Intermediate French I (French 2313) is the 3rd course of the lower-level sequence for the study of French at UT-Arlington.

GRADING: Your grade in this class will be calculated as follows:

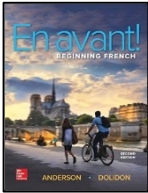
2 Chapter Exams	20%
LearnSmart Vocabulary & Grammar	20%
Connect eBook & Workbook/Lab Manual	20%
Oral Evaluations	15%
Blackboard Discussions	15%
Final Exam	10%

GRADING SCALE

90-100	A
80-89	B
70-79*	C*
60-69	D
0-59	F

Students are expected to keep track of their performance throughout the semester and seek guidance from available sources (including the instructor) if their performance drops below satisfactory levels. ***A grade of "C" or above must be received in 2313 in order to enroll in 2314 the next semester.**

♦ **REQUIRED COURSE MATERIALS**



- ♦ **En Avant: Beginning French, 2e.** Anderson, et al, 2015 digital eBook
- ♦ **Online Workbook & LearnSmart access (via Connect)** to accompany **En Avant: Beginning French**

The loose-leaf textbook, e-book, & Workbook/LearnSmart access may be bought as a bundle in the UTA Bookstore.

If you haven't purchased your bundle yet, you can access online materials for a 14-day trial period prior for free:
<http://create.mheducation.com/wordpress-mu/success-academy-student/registering-with-free-trial/#.VdjrLSvF-d0>

♦ **TECHNICAL SPECIFICATIONS:**

Operating System: Windows 7, 8, or 8.1, or OSX 10.7 (Lion), 10.8 (Mountain Lion), 10.9 (Mavericks), or 10.10 (Yosemite)

CPU: Pentium 4, 1.3 GHz, or Intel Core Duo **RAM:** 1 GB minimum **Screen Resolution:** 1024 X 768 or higher

Browser: Google Chrome through version 39, Internet Explorer 10 or 11, Firefox 24 through 34, or Safari 6 through 7

Network Connection: A high-speed connection with throughput of at least 512 kbps is required.

Equipment: Speakers or a headset for audio and video components, a microphone for recording activities. For optimum recording quality, the publisher recommends you use a USB microphone. You must do a voice recording test at the beginning of the course to make certain that you are able to record properly.

Plug-ins: The latest versions of Windows Media Player, Flash, Java, JavaScript or Jscript are required. Blackboard IM and Tegrity are required and can be downloaded via Blackboard. Access to Skype or Facetime will be needed, as well.

Cookies and Pop-up Windows must be enabled when viewing Blackboard. QuickTime may be required for audio files.

A **Browser Test** must be run in the first week of class: <http://www.uta.edu/blackboard/browsertest/browsertest.php>

A **Tegrity** diagnostic can be run here: <http://apollo.tegityonline.com/tegityutils/Diagnostic.aspx>

♦ **STUDENT LEARNING OUTCOMES.** By the end of each chapter you should be able to do the following:

Chapter 8: Discuss daily routines; identify the parts of the human body

Chapter 9: Narrate stories and events that occurred in the past; describe rooms & furniture in a home

Chapter 10: Be familiar with several French or francophone holidays; use the *impératif* to give commands

♦ **EXAMS.** Each exam covers material in the chapter assignments and textbook. Documentation of an emergency or prior approval is required in order to make up exams. Exams will be taken through **Connect** using **Tegrity**.

The Tegrity recording, which begins with showing a student ID and panning the room, followed by the student taking the assessment, MUST be one, single continuous recording. No credit will be given if either the showing of the ID and/or the panning of the room is in a separate recording from the taking of the test.

♦ **ORAL ASSESSMENTS.** There will be two oral assessments. You will be graded on vocabulary use, grammatical accuracy, pronunciation, and appropriateness and completeness of response. It is the student's responsibility to verify that all equipment is working properly prior to the first assessment. As such, Recording Voice Test should be conducted well prior to this date. We will use **Skype** for the oral assessments with **Blackboard IM** as a back-up.

- ◆ **CONNECT:** Online Connect Workbook/Lab Manual (WBLM) and *LearnSmart* assignments are due by 11:59 pm on the due date and will not be accepted late except in extreme cases (e.g. hospital stay), as approved by the instructor.

Your Connect average for each chapter is composed of 4 parts: *LearnSmart* Vocabulary, *LearnSmart* Grammar/Structures, eBook exercises, and Workbook/Lab Manual (WBLM) exercises. There will be one (1) extra credit homework opportunity towards the end of the semester, which can be used to replace any 1 of the 4 parts in 1 chapter.

If you encounter technical problems with Connect, you can contact Connect for assistance as follows:

1. Online help request form: <http://mpss.mhhe.com/contact.php>
2. By phone during operating hours: 800-331-5094
3. Via the "Connect Chat" feature, which you can access from the Connect Homepage, during operating hours

Operating hours are 24 hrs Monday-Thursday; 12am-8pm Friday; 9am-7pm Saturday; and 11am-11pm Sunday.

NOTES ON SUBMISSION OF WORK AND GRADE CREDIT: For all assignments except tests: Even though an assignment is accessed before the deadline, the grade will only reflect the most recent submission up to 11:59 p.m. on the due date. So even if an assignment was started before the deadline, if the final submission was made after 11:59 p.m., and there are no previous submissions, then no credit is received. If the student does not complete the work by 11:59 p.m., but does have previous submissions, the grade will reflect the best effort submitted up to 11:59 p.m. on the due date.

N.B. "Saving" an assignment is not the same as "Submitting" an assignment. "Saving" is like leaving a bookmark in your workbook. "Submitting" is actually turning the assignment in. Please make sure to submit all work by the deadline.

For tests: TESTS can ONLY BE SUBMITTED ONCE, so even if a test is accessed before the deadline, no credit can be given if submission is not made before 11:59 p.m. on the due date.

- ◆ **EQUIPMENT & TECHNICAL ISSUES.** Students must have access to a computer with high-speed internet access, and a back-up plan in case they encounter technical issues or their computer needs to be repaired, etc. As an online student, it is your responsibility to plan ahead and be prepared, since it is impossible for you to take this course without a computer and access to Internet. Keep in mind as well that instructors are not responsible for resolving software, browser or other technical issues, although Connect Tech Support may be able to suggest the reason for something not functioning properly. See notes on the Language Acquisition Center on page 12 for use of those computers for test-taking.

IMPORTANT: Non-completion of assignments and tests due to technical issues will not be given consideration unless the student contacts Connect Tech Support (1.800.331.5094) AND gets a ticket number from the technician who assisted them in order to validate that there was a technical issue and that it occurred before the deadline for the assignment or test.

- ◆ **DISCUSSIONS.** On certain weeks, there will be a topic of Discussion board on Blackboard. You will respond to questions or prompts, express opinions, and interact with other students as instructed. Your grade will be based on the appropriateness and completeness of your response, and correct grammar and vocabulary use. There will be one extra-credit discussion question at the end of the semester that can be used to replace the lowest discussion grade.
- ◆ **DROP POLICY.** Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://www.uta.edu/aao/fao/>).
- ◆ **TITLE IX POLICY.** The University of Texas at Arlington ("University") is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. For information regarding Title IX, visit www.uta.edu/titleIX or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or jmhood@uta.edu.

- ◆ **NON-DISCRIMINATION POLICY.** The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit uta.edu/eos.
- ◆ **ELECTRONIC COMMUNICATION.** UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>. Email correspondence to your instructor must originate from your UTA email account and should include your full name, the class and section number you are enrolled in, and a polite greeting and farewell. If you need information pertaining to class assignments, grades, policies, or instructor office hours, please consult the class syllabus and Blackboard before emailing the instructor.
- ◆ **DISABILITY ACCOMMODATIONS.** UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including The Americans with Disabilities Act (ADA), The Americans with Disabilities Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act. All instructors at UT Arlington are required by law to provide “reasonable accommodations” to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of a **letter certified** by the Office for Students with Disabilities (OSD). Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting: **The Office for Students with Disabilities, (OSD)** www.uta.edu/disability or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at <http://www.uta.edu/disability/>.

Counseling and Psychological Services (CAPS) www.uta.edu/caps/ or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

- ◆ **STUDENT SUPPORT SERVICES.** UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at <http://www.uta.edu/universitycollege/resources/index.php>.
- ◆ **FINAL REVIEW WEEK.** For semester-long courses, a period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week unless specified in the class syllabus. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.
- ◆ **STUDENT FEEDBACK SURVEY.** At the end of each term, students enrolled in face-to-face and online classes categorized as “lecture,” “seminar,” or “laboratory” are directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student’s feedback via the SFS database is aggregated with that of other students enrolled in the course. Students’ anonymity will be protected to the extent that the law allows. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit <http://www.uta.edu/sfs>.
- ◆ **LANGUAGE LAB.** The Language Acquisition Center (LAC) on the 3rd floor of Trimble Hall offers audio, video, and computer access to UTA language students. Hours and holidays are posted at the LAC entrance. A student ID is required for DVD’s.

- ◆ **CAMPUS CARRY.** Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit <http://www.uta.edu/news/info/campus-carry/>
- ◆ **ACADEMIC INTEGRITY.** Students enrolled at UT Arlington are expected to adhere to the UT Arlington Honor Code. UT Arlington faculty members may employ the Honor Code in their courses by having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System Regents' Rule 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University. Additional information is available at <https://www.uta.edu/conduct/>.

You may consult tutors, classmates, and others outside of class for assistance in preparing for exams, for general practice, and to help improve your fluency in French. However, with the exception of help from the student's instructor, outside assistance on graded assignments is not allowed and is considered cheating. Likewise, you can consult dictionaries and textbooks for grammatical rules, usage, and translation of individual words or short phrases, but the use of a **translation engine to translate phrases or sentences on graded assignments is forbidden and is considered a form of plagiarism.**

Acceptable resources for preparing and correcting all graded assignments include:

- Course textbooks and workbooks
- Dictionaries and grammar references
- Your French instructor or other UTA French instructors

Prohibited resources for preparing or correcting all graded assignments include:

- Tutors, friends, native speakers, upper-level students
- Computer-assisted translators and other translation programs and applications
- Unattributed quotes copied from websites, documents, or other sources

***Logging on to Connect from Blackboard:**

1. Log in to your Blackboard (elearn.uta.edu) account using your NET ID and password
2. Click on your FREN 1441 course title to access the course
3. Click on the "Course Materials" folder
4. Click on the McGraw Hill Connect assignment you would like to work on
5. You will be prompted to register for your McGraw Hill Connect course. Click "Continue". You will only do this once.
6. Confirm course information and click on "Register Now"
7. Enter your email address. If you already have a Connect account, enter your password to login.
8. Enter your access code and click "Submit." If you don't have your access code yet, choose option B to Start a Free Trial.
9. Fill out the Registration Form.
10. Click on "Go to Connect Now" to complete registration and access your instructor's Connect course.
11. Once you are inside the Connect course, you can access and complete assignments. When completing assignments, be sure to click on the "Submit" button between assignments to avoid missed due dates and assignments lost due to technical issues. Saving work does not submit it.
12. When you have finished, you may click on the "Return to Blackboard" button.
13. Repeat the first 4 steps for future assignments
14. For technical issues, contact the Connect support team as explained in the Connect section further up in the syllabus.

Recording an Exam with Tegrity:

1. Access the test through Connect as described in steps 1-4 above
2. Click on "Library" from the green bar at the top
3. Click on "lectures"
4. Click on the blue "Start a Test" button to begin recording your test. Do NOT select "Start a Recording" if available.
5. Tegrity will record you and the space around you as well as all activity on your computer screen, including any tabs you open or that automatically open themselves.

As the instructor, I reserve the right to adjust this schedule in any way that I believe serves the needs of my students.

WEEK 1 – January 15-21 Conduct Blackboard browser test & download missing plugins: http://www.uta.edu/blackboard/browsertest/browsertest.php Conduct a Tegrity diagnostic & download missing plugins: http://apollo.tegityonline.com/tegrityutils/Diagnostic.aspx *Complete Required Preliminary Tasks in Connect (*See login instructions above) Review 1442 Blackboard Discussion 1	
WEEK 2 – January 22-28 Begin Connect <i>LearnSmart</i> Vocabulary Blackboard Discussion 2	
CENSUS DATE—JANUARY 31* Complete Chapter 8 <i>LearnSmart</i> Vocabulary Blackboard Discussion 3	WEEK 3 – January 29 – February 4
WEEK 4 – February 5-11 Begin Chapter 8 eBook, WBLM, and <i>LearnSmart</i> Grammar/Structures Oral Assessment #1	
WEEK 5 – February 12-18 Complete Chapter 8 eBook, WBLM, and <i>LearnSmart</i> Grammar/Structures	
WEEK 6 – February 19-25 Chapter 8 Exam	
WEEK 7 – February 26 – March 4 Complete Chapter 9 <i>LearnSmart</i> Vocabulary Blackboard Discussion 4	
WEEK 8 – March 5-11 Begin Chapter 9 eBook, WBLM and <i>LearnSmart</i> Grammar/Structures Blackboard Discussion 5	
SPRING BREAK — MARCH 12 - 17	
WEEK 9 – March 19-25 Complete Chapter 9 eBook, WBLM and <i>LearnSmart</i> Grammar/Structures	
FINAL DROP DATE – March 30 by 4:00 pm Chapter 9 Exam	WEEK 10 – March 26 – April 1
WEEK 11 – April 2-8 Begin Chapter 10 <i>LearnSmart</i> Vocabulary Discussion Question 6	
WEEK 12 – April 9-15 Complete Chapter 10 <i>LearnSmart</i> Vocabulary Discussion Question 7	
WEEK 13 – April 16-22 Begin Connect Chapter 10 eBook, WBLM, and <i>LearnSmart</i> Grammar/Structures Oral Assessment #2	
WEEK 14 – April 23-29 Connect Chapter 10 eBook, WBLM, and <i>LearnSmart</i> Grammar/Structures	
WEEK 15 – April 30 – May 4 Complete Class Evaluation Extra Credit Homework Assignment & Blackboard Discussion due	
FINAL EXAM WEEK – May 7-11 Chapter 10 Exam due by FRIDAY May 11 at 11:59 pm	