COURSE SYLLABUS FOR FRENCH 101 – WINTER 2012

BASIC FRENCH - FR 101 - Section W01
4 Credits - 4 Contact Hours    Mon. – Thur. 11:15 - 12:10    Room 241

Kerwin Friebel, instructor – kerwin.friebel@muskegoncc.edu – Phone 231-777-0207

COURSE DESCRIPTION:
This is a beginning course for students who have had little or no previous knowledge of French. The emphasis is on developing communication in French through listening, speaking, reading and writing activities.

This class helps fulfill General Education requirements. It will also transfer to a four-year college or university if a foreign language requirement is a part of program.

PREREQUISITES:
You must have completed ENG 101, be presently enrolled in ENG 101, have passed the English Placement Exam indicating you may enroll in ENG 101 or have the instructor’s permission.

OBJECTIVES:
This course presents vocabulary enabling you to communicate using simple sentences and to begin to understand the basics of French. Grammar includes nouns, adjectives, possession, negatives, present tense of –er, -ir and several irregular verbs, and asking questions. Vocabulary is centered around themes presented in each lesson of the textbook.

At the end of the course, you should be able to understand and participate in very simple conversations related to themes studied as well as read simple written French using your limited vocabulary and begin to understand the influence of French culture throughout the world.

TEXTBOOK:
Espaces (2nd Edition) packet (textbook, workbook, answer key) You need a ring binder for the loose-leaf edition. Books are may be purchased online at www.vhldirect.com/store/muskegon.htm
This takes you directly to the site for ordering our packet (shipping is free).

COURSE OUTLINE: We will cover Leçon 1A page 2 through Leçon 5A page 159.

Jan. 7-10     Leçon 1A
Jan. 14-17    Leçons 1A-1B
Jan. 22-24    Leçon 1B
Jan. 28–31    Leçon 2A     Exam over Leçons 1A & 1B
Feb. 4-7      Leçon 2A
Feb. 11-14    Leçon 2B
Feb. 19-21    Leçons 2B & 3A     Exam over Leçons 2A & 2B
Feb. 29 - Mar. 2     MID SEMESTER BREAK
Mar. 4-7      Leçon 3A
Mar. 11-14    Leçon 3B     Exam over Leçons 3A & 3B
Mar. 18-21    Leçon 3B
Mar. 25-28    Leçon 4A
Apr. 1-4      Leçon 4A
Apr. 8-11     Leçon 4B     Exam over Leçons 4A & 4B
Apr. 15-18    Leçons 4B & 5A
Apr. 22-25    Leçon 5A

The Final Exam (Apr. 29 to May 1) covers Leçon 5A and reviews major points of FR 101.

GRADING:
The final grade is based on regular quizzes, unit tests from two Leçons, occasional corrected homework, the final exam, workbook, and faithfulness in attendance. All points are added together and are considered equally in the final grade (with the exception of attendance - see below).

I review assigned exercises in your Workbook during Unit Exams and keep a record of how many you have completed. Each completed Leçon adds points to your final total. Only partial credit will be given for incomplete Leçons and half credit if I see your Workbook after the exam date.

The Grading Scale: 94-100% = A; 90-93% = A-; 87-89% = B+; 83-86% = B; 80-82% = B-; 77-79 = C+; 73-76 = C; 70-72 = C-; etc.

There are extra credit points available on each exam to help you improve your grade.

NOTE: You MUST be present during a scheduled exam. The schedule is noted above and exams are announced in class a week in advance. You will also receive a review sheet telling the date and the kinds of exercises which will be on the exam. Only an emergency (medical, family, etc.) should prevent you from attending. Please e-mail or call me if you must be absent. Failure to do so may result in my refusal to let you take the missed exam at another time. Upon returning to class, arrange with me to make it up. Any unjustified absence will result in a failing grade for that exam.

Quizzes are announced two days in advance. Any quizzes or graded homework missed because of an absence must be made up upon returning to class in order to receive a grade. It is YOUR responsibility to contact me and arrange to make up any work you missed. You have one week to make up exams, quizzes or homework.

ATTENDANCE POLICY:

The Foreign Language Department expects you to be present for every class. Attendance is included in the final grade. Perfect attendance will raise it 3% points. One to five absences will raise your grade depending on the number of absences. More than SIX UNEXCUSED ABSENCES will lower your semester grade up to 10 percentage points depending on the number of absences. If you must be absent for an extended time, please e-mail or phone me and I may require documentation.

To receive a straight A as a final grade, you must not have more than six unexcused absences and you must actively participate in class.

NOTE: If you stop attending this class, it is your responsibility to drop it before final exams begin. Failure to do so will result in an "E" for the course.

STUDY METHODS:

Learning another language requires work. You cannot expect to learn everything in class. You should spend a minimum of four hours a week outside the classroom studying.

Complete exercises in the workbook as assigned. Then check your answers against the Key and correct any mistakes. Don't just copy the answers into your workbook! Do the exercise first!

Included with a new textbook is an access code to the Espaces web site. There are many exercises on the Supersite which can help you. (See the attached document to access the site.) You will receive extra credit for the STRUCTURES sections completed with a grade of 70% or better. Completing them will raise your final grade up to a maximum of 3% points.

If you need extra help, a tutor may be available through the Tutoring Center in Room 204. There is no charge for this service. See me for information.

Laptops, iPods, texting, phones, etc. are NOT permitted during the class.

For information on Academic Integrity, Student Behavior and the Academic Dispute Resolution Process, please see the Student Handbook.

Office: Room 257 – Phone: 231-777-0207

The secretary in room 243 (777-0273) can take messages for me. If you call the main MCC switchboard ask for the French Department. I am available after this class or will make arrangements.
to meet with you before 10:00 am if you need help.

Always use your **MCC e-mail address** if you need to communicate with me via e-mail.

**Setting up your ESPACES 2 Supersite account and enrolling in your Instructor's course**

**RETURNING STUDENTS**

If you have an existing account for VHLCentral, for your textbook's Supersite, or for another Vista Higher Learning textbook, complete these steps:
Go to VHLCentral (the link will open in a new window): [vhlcentral.com](https://vhlcentral.com).
Log in using your existing account information.
To redeem a new Supersite code, click the "Redeem a code" link. Then complete the items below in “Step 3 - Activate Code" of the NEW STUDENTS section.
To enroll in your Instructor's course, click the "Enroll in a course" link. Then complete the items below in “Step 5 - Select a Course/Class” of the NEW STUDENTS section.

**NEW STUDENTS**

**Step 1 - Go to VHLCentral**

To begin, go to [vhlcentral.com](https://vhlcentral.com) (the link will open in a new window).

**Step 2 - Create an Account**

In the "Login Information" section of the account creation page, enter a username of your choice.
Enter the email address you would like to associate with your account.
Enter and confirm a password of your choice.
In the "Personal Profile" section, enter your first and last name as you wish them to appear in your Instructor's roster.
Select the year of your birth from the drop down list.
Enter a student ID (optional).
In the “Security Information” section, you will provide the answer to a secret question, which may later be used to help you access your account if you forget your password.
After you enter all of the information, click "create an account."
Click "agree." (Before your account is created, you must agree to the terms and conditions of use policy.)

**Step 3 - Activate Code**

On the code activation screen, enter your Supersite code.
Click "activate code" to continue.
Look for a flash alert confirming that the code was successfully redeemed.

**Step 4 - Select a School**

Locate your school by typing your school's name. To narrow the search results, include the city and state in which your school is located.
Click "find." If the terms you entered did not result in a successful search, follow the on-screen tips to revise your search.
Select your school from the list by clicking the radio button next to the school name.
Click "select school" to add the school to your account.
Look for a flash alert confirming you successfully added the school.

**Step 5 - Select a Course/Class**

From the list of available classes at your school for your textbook's Supersite, look for Instructor "Friebel" and the course "FR101-W01" taught between Jan. 7, 2013 and Apr. 30, 2013.
Click the radio button for the course section "Section 1." If more than one class is listed for your Instructor, click the information icons in the class listings until you locate the section.
Click **Save.** You should see a confirmation that you successfully enrolled in your instructor's course.
Statement on Student Assessment and Accreditation
Muskegon Community College is fully accredited by the Higher Learning Commission located in Chicago (http://ncahlc.org/). The Higher Learning Commission accredits degree granting postsecondary educational institutions in the North Central Region. Accreditation helps ensure students that they are receiving a quality education and can transfer to other colleges and universities with ease and confidence. MCC is committed to an essential part of the accreditation process: assessing student learning. You will likely be asked to participate in assessment activities as part of MCC’s assessment of programs and general education.

Statement on MCC Email
All email Communication originating from MCC to students will be via their email account. CHECK YOUR MCC EMAIL FREQUENTLY.

Statement on Student Behavior
Muskegon Community College is a community of scholars whose members include administrators, faculty, staff, and students. Mutual respect and civility are expected in the classroom or other college academic settings, as well as, in any communication.
- MCC has the duty of providing students with privileges, opportunities, and protections that best promote learning;
- Students have the right to a non-threatening learning environment;
- Students have the responsibility to refrain from infringing on the right of others to learn or the right of teachers to teach; and
- Any student whose behavior disrupts learning may be subject to disciplinary action as outlined in the Muskegon Community College Student Handbook/Planner.

Academic Integrity Policy
Muskegon Community College expects that all faculty and students will adhere to high standards of personal and academic honesty. This means that all academic work will be done by the student to whom it is assigned without unauthorized aid of any kind. Faculty members, for their part, will exercise care in the planning and supervision of academic work so that honest effort will be positively encouraged.
Academic dishonesty consists of, but is not limited to:
- Cheating. Cheating is defined as using or attempting to use, giving or attempting to give, and obtaining or attempting to obtain, materials or information, including computer material pertaining to a quiz, examination, or other work that a student is expected to do alone.
- Plagiarism. Plagiarism is defined as the use of another’s words or ideas without acknowledgement.
- Penalties for violation of these standards of conduct may result in sanctions of up to and including suspension or expulsion from MCC.

Statement on Dispute Resolution Process
Should a student not agree with a faculty member’s decision or actions as they may relate to this policy, the following steps shall be followed:
1. A student suspected of academic dishonesty shall be notified in writing within two school days of the time the violation is discovered. Copies of the written notification shall also be filed with the department chair and Vice President of Student Services.
2. The student should try to reach resolution of the matter through direct discussion with the involved faculty member within three (3) school days of the written notification.
3. If the matter is not resolved in Step 2, the student shall bring the matter to the attention of the department chairperson of the involved faculty member.
4. If the matter is not resolved at the department chairperson level, the student shall bring the matter to the attention of the Vice President for Academic Affairs who shall render a decision within five school days of the receipt of the dispute information.
5. If a satisfactory solution is not reached at the Step 4 level, the student may file a written request with the Vice President of Student Services for a hearing before the disciplinary board. This meeting shall be held not more than 20 days following the written request. A student may request a hearing before the disciplinary board. The disciplinary and judicial procedures are outlined in the Muskegon Community College Student Handbook/Planner.