COURSE SYLLABUS FOR FRENCH 102 – WINTER 2013

BASIC FRENCH - FR 102 - Section W01
4 Credits – 4 Contact Hours     Mon. – Thur. 10:10 – 11:05     Room 241

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

COURSE DESCRIPTION:
This is a continuing course for students who have successfully completed FR 101 or who have some previous knowledge of French from high school. The emphasis is on continuing to develop 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 your program.

PREREQUISITES:
You must have successfully completed (with a grade of C or better) FR 101 at MCC or another college, or had at least two years of high school French or have instructor permission.

OBJECTIVES:
This course presents more vocabulary enabling you to continue your communication skills. Grammar includes regular -re verbs, many irregular verbs, demonstrative adjectives, direct and indirect object pronouns, the passé composé and imparfait, adverbs in -ment, and comparisons.
At the end of the course, you should be able to understand and participate in simple conversations related to themes studied, read simple written French using your limited vocabulary and continue an appreciation for the worldwide French culture.

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 5B page 160 through part of Leçon 9B page 304.
- Jan. 7-10 Review Leçons 1A-5A
- Jan. 14-17 Leçon 5B
- Jan. 22-24 Leçon 6B
- Jan. 28-31 Leçon 6A Exam - Leçon 5B
- Feb. 4-7 Leçons 6A-6B
- Feb. 11-14 Leçon 6B
- Feb. 18-21 Leçons 6B-7A Exam over Leçons 6A & 6B
- Feb. 25-Mar. 2 MID SEMESTER BREAK
- Mar. 4-7 Leçon 7A
- Mar. 11-14 Leçon 7B
- Mar. 18-21 Leçons 7B-8A Exam over Leçons 7A & 7B
- Mar. 25-28 Leçon 8A
- Apr. 1-4 Leçon 8B
- Apr. 8-11 Leçons 8B-9A Exam over Leçons 8A & 8B
- Apr. 15-18 Leçon 9A
- Apr. 22-25 Leçon 9B
- Final Exam (Apr. 29 to May 1) covers Leçons 9A & 9B (partial) and main points of FR 102

GRADING:
The final grade is based on regular quizzes, unit exams, 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 chapter tests and keep a record of whether or not you have done them. Each completed Leçon will add points to your final total. Partial credit will be given for incomplete Leçons. Half credit will be given to late workbook.

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 missed 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 absences and actively participate in class.

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

STUDY METHODS:

Learning another language requires effort. Participate in class and keep up with the work. You should spend a minimum of four hours a week outside the classroom preparing for this class.

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

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. You should use the same code and password you used in FR101 if you did exercises on the web. (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.

Use of laptops, iPods, text messaging, phones or other electronic devices is 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 Foreign Languages/Life Sciences secretary in Room 243 (Phone: 777-0273) takes my messages. If you call the main MCC switchboard and ask for the French Department you’ll get my voice mail. If you need help, I am always available before this class or will make arrangements.
Use your **MCC e-mail address** if you need to communicate 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): [vhlccentral.com](http://vhlccentral.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 [vhlccentral.com](http://vhlccentral.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 "FR102-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.