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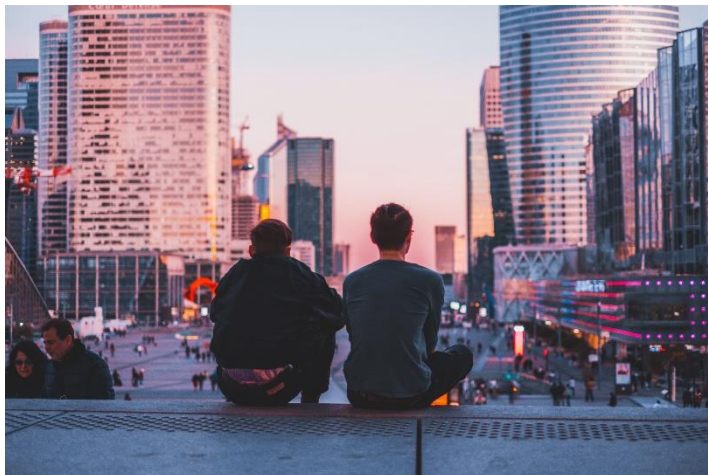


Photo by Jules D. on Unsplash – Paris, La Défense

**PREREQUISITE :** FRE 2221. No business background necessary.

**REQUIRED TEXT:**

- R.-J. Berg : *Parlons Affaires!* (3<sup>rd</sup> Edition), Heinle/Cengage Learning, 2014. Textbook rental and eBook also available.
- All other materials will be distributed in class, posted on **Canvas** or sent to you via **e-mail**.

**COURSE DESCRIPTION:**

This content-based language course, taught in French, introduces economic, business, and professional terminology and practices through the study of the following topics: financial institutions (banking, stock market and insurance); internal structure, legal forms and operations of French companies; marketing; trade and transportation regulations; business correspondence. The course also emphasizes verbal communication through three components: in-class small group activities, discussions and debates; the study of authentic materials; a series of students' presentations. Finally, in order to use and practice the new economic and business terminology studied in this course, and to also further explore the structure, the management, and the operations of the French companies, students will work in teams on a research project about a major French company of their choice.

***Diplôme de Français Professionnel (D.F.P.), Affaires, B2 :***

In November, students will also have the opportunity to take one of the exams offered by the **Chambre de commerce et d'industrie de région Paris Ile-de-France**: the *Diplôme de Français Professionnel, Affaires, B2*. This exam will be held on campus. Details will be given in class, and posted on Canvas. For more information please also go to:

<https://www.lefrancaisdesaffaires.fr/tests-diplomes/diplomes-francais-professionnel-dfp/affaires/>

## ASSESSMENT:

- The final grade scale is as follows:

93-100	A	83-86	B	73-76	C	63-66	D
90-92	A-	80-82	B-	70-72	C-	60-62	D-
87-89	B+	77-79	C+	67-69	D+	Below 60	E

- You will be evaluated based on your achievement of the course goals and the following criteria:

Class Participation & Homework Preparation	15%
Canvas Discussions	10%
Exams	20%
Correspondance	15%
Mini Projects	15%
<i>La classe est à vous!</i>	10%
<i>Une entreprise française</i>	10%

## COMPONENTS:

### Attendance, Make-up Policy & Late Work:

**Attendance is mandatory**, and roll will be taken on a daily basis. You are allowed a **maximum of 3 absences** during the semester. **After three absences your final grade for the course will be lowered by 1%. Each subsequent absence will result in your final grade being lowered by an additional 1%. After three absences, you will also receive a zero in Participation each time you miss class.** Absences will be excused in accordance with UF policy.

Acceptable and **documented** excuses include illness, religious holidays, & military obligation:

<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.

**Documentation must be provided** for all *excused* absences. Should you miss a class for any reason, you are responsible for informing yourself as to the material covered. Except in the case of certified illness or other UF accepted excuse, **there will be no make-up option for missed exams or missed assignments.**

### **Class Participation & Homework Preparation (15%):**

Participation in this class is critical and involves a number of variables, including but not limited to: **evidence of your daily preparation** for each class; your **use of French** in the classroom; your **willingness to participate actively in all class activities**; your **cooperation** during group and pair work; and your **respect and attitude** toward the class and your peers. Homework will be assigned for each class and must be completed **before coming to class**. Please also refer to the handout *Participation Policies* posted on Canvas for more information about class participation.

### **Canvas Discussions (15%):**

During the semester, you will be required to participate in a number of **Discussions on Canvas** allowing you to discuss and reflect on the course topics covered in class while also demonstrating that you have acquired key vocabulary. Guidelines and additional information will be given in class and posted on Canvas.

### **Exams (20%):**

There will be four (4) in-class written exams in which your overall knowledge of the course material will be evaluated. Each exam will account for 5% of the total exam grade. No make-up exams will be given.

**Correspondance (15%):**

During the semester, you will write formal business letters, and a resume (CV). Details will be given in class and posted on Canvas.

**Mini Projects (15%):** All details will be given in class and posted on Canvas.

***La classe est à vous!* (10%):**

At the beginning of the semester, you will choose a topic (among those selected by your instructor), and one classmate to work with for this presentation. Please refer to the handout *La classe est à vous!* for all guidelines, topics and dates.

***Une entreprise française* (10%):**

Towards the end of the semester, you will work with one or two classmates to research a French company of your choice, and you will present your findings to your classmates. Please refer to the handout *Une entreprise française* for all guidelines.

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**Academic Honesty:**

UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The Honor Code (<http://www.dso.ufl.edu/sccr/process/studentconduct-honor-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. If you have any questions or concerns, please consult with the instructor.

**Plagiarism:**

Plagiarism is a serious violation of the Student Honor Code. The Honor Code prohibits and defines plagiarism as follows: A student shall not represent as the student’s own work all or any portion of the work of another. Plagiarism includes (but is not limited to):

- a. Quoting oral or written materials, whether published or unpublished, without proper attribution.
- b. Submitting a document or assignment, which in whole or in part is identical or substantially identical to a document or assignment not authored by the student. (University of Florida, Student Honor Code, <https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>).

University of Florida students are responsible for reading, understanding, and abiding by the entire Student Honor Code. Important Tip: Do not copy text verbatim from any source (including your own previous work) unless you show the text as a quote with complete attribution. If a student plagiarizes all or any part of any assignment, University policy suggests that instructors should impose a course grade penalty and report any incident of academic dishonesty to the Office of the Dean of Students. You should know that your work might be tested for its “originality” against a wide variety of databases by anti-plagiarism guardian.

**The work you submit in this class is expected to be your own. If you submit work that has been copied from any published or unpublished source (including the Internet) without attribution, or that has been prepared by someone other than you, or that in any way misrepresents somebody else’s work as your own, you will face severe disciplining by the university.**

**Campus Helping Resources:** Students experiencing crisis or personal problems that interfere with their general wellbeing are encouraged to utilize the university’s counseling resources. The Counseling and Wellness Center provides confidential counseling services at no cost for currently enrolled students. Contact information:

<http://www.counseling.ufl.edu/cwc/Default.aspx>, 392-1575.

Other useful contacts are also the University Police Department: 392-1111.

**Accommodations for Students with Disabilities:** Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must provide this documentation to the instructor when requesting accommodation. Contact the Disability Resources Center (<http://www.dso.ufl.edu/drc/>) for information about available resources.

**Online Course Evaluations:** Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

**Any additional material** for the course, Word or Pdf documents, Powerpoints and links to websites will be posted on the Canvas course site in E-Learning. The course site on Canvas can be accessed through <http://elearning.ufl.edu/> by entering your Gatorlink username and password. Through this site you can also check all your grades during the semester.

### CALENDRIER

Mercredi 21 août	Présentation du cours
Vendredi 23 août	US-French Commercial Ties + Commerce extérieur
Lundi 26 août	Secteurs d'activité
Mercredi 28 août	Secteurs d'activité
Vendredi 30 août	À la recherche d'un emploi (Canvas)
<b>Lundi 2 septembre</b>	<b>No Class (Labor Day)</b>
Mercredi 4 septembre	À la recherche d'un emploi
Vendredi 6 septembre	À la recherche d'un emploi
Lundi 9 septembre	Typologie des entreprises
Mercredi 11 septembre	Typologie des entreprises
Vendredi 13 septembre	Typologie des entreprises
Lundi 16 septembre	Création, croissance et déclin de l'entreprise
Mercredi 18 septembre	Création, croissance et déclin de l'entreprise
Vendredi 20 septembre	Correspondance
Lundi 23 septembre	<b>EXAMEN 1</b>
Mercredi 25 septembre	Correspondance
Vendredi 27 septembre	Correspondance
Lundi 30 septembre	L'organisation de l'entreprise
Mercredi 2 octobre	L'organisation de l'entreprise
<b>Vendredi 4 octobre</b>	<b>No Class (Homecoming)</b>
Lundi 7 octobre	L'organisation de l'entreprise
Mercredi 9 octobre	L'organisation de l'entreprise
Vendredi 11 octobre	L'organisation de l'entreprise
Lundi 14 octobre	<b>EXAMEN 2</b>

Mercredi 16 octobre	Le marketing
Vendredi 18 octobre	Le marketing
Lundi 21 octobre	Le marketing
Mercredi 23 octobre	Le marketing
Vendredi 25 octobre	Le marketing
Lundi 28 octobre	Le marketing
Mercredi 30 octobre	Le marketing
Vendredi 1 <sup>er</sup> novembre	TBA
Lundi 4 novembre	<b>EXAMEN 3</b>
Mercredi 6 novembre	La banque et les moyens de paiement
Vendredi 8 novembre	La banque et les moyens de paiement
<b>Lundi 11 novembre</b>	<b>No Class (Veterans Day)</b>
Mercredi 13 novembre	Les transports
Vendredi 15 novembre	Achat et vente + Règles du jeu
Lundi 18 novembre	<b>EXAMEN 4</b>
Mercredi 20 novembre	<b>Présentations - Une entreprise française</b>
Vendredi 22 novembre	<b>Présentations - Une entreprise française</b>
Lundi 25 novembre	<b>Présentations - Une entreprise française</b>
<b>Mercredi 27 novembre</b>	<b>No Class (Thanksgiving)</b>
<b>Vendredi 29 novembre</b>	<b>No Class (Thanksgiving)</b>
Lundi 2 décembre	TBA
Mercredi 4 décembre	Bilan du cours