

FRE 3440 – Commercial French – Spring 2021

Instructor Information

Name: Nathalie Ciesco

Email: nciesco@ufl.edu

Zoom Meeting ID:

Virtual Office Hours (via Zoom): W 12:35 pm – 1:25 pm & by appt.

Prerequisite

FRE 2221 or the equivalent. No business background necessary.

Class Meeting Information

- All students (Web & In-Person sections) will meet their instructor on Zoom on Monday 01/11, period 5.
- Students enrolled in the In-Person section (Class #29407, Section 7G78): Monday & Friday period 5 in FLI 0121 + Wednesdays period 5 on Zoom
- Students enrolled in the Web section (Class #24637, Section 7F78): Mondays, Wednesdays and Fridays, period 5, on Zoom.

Scheduled and indicated Zoom synchronous meetings are mandatory for all students. Students are also required to log into Canvas on a daily basis to access course materials, submit assignments and actively participate in various course activities. University of Florida's Canvas Learning Management System can be accessed using the following link: <https://elearning.ufl.edu/>

Course dates: **January 11, 2021 – April 21, 2021**

In-Person Students

In-person students are required to abide by UF guidelines posted at <https://coronavirus.ufl.edu/forward-faculty-staff/forward-faculty-staff-health/>. Any students who choose in-person learning must wear a mask, must maintain appropriate distance from others at all times, and must follow the indicated classroom seating arrangements. At the end of each class, in-person students are required to sanitize classroom objects they come into physical contact with. **In-person students are also required to bring a laptop and a headset to class for each meeting so that they can join the Zoom class session and interact with their classmates.** Further, all assessment (i.e. exams, presentations etc.) will be conducted and administered online or on Zoom. Office hours will also take place on Zoom.

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 (i.e. banking, stock market); internal structure, legal forms and operations of French companies; marketing; transportation regulations; trade, imports and exports; industries; business correspondence; French job market. The course also emphasizes verbal communication through three components: small group activities, discussions and debates; series of students' presentations; individual and group projects. Further, in order to use and practice the new economic and business terminology studied in this course, and to also 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.

Finally, students will be invited to manage their digital footprint and create technology-enhanced projects to build a professional online presence.

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

In April, 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*. 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/>

Required Course Materials

R.-J. Berg & Heather McCoy : *Parlons Affaires! Initiation au français économique et commercial (3rd Edition)*, Heinle/Cengage Learning, 2014. NOTE: Textbook rental and eBook available from the publisher Cengage or from other online vendors.

All other materials will be distributed in class, posted on Canvas.

Hardware & Software Requirements

- A reliable computer connected to a dependable Internet service
- A webcam and a sound card
- A headset with speakers and microphone
- A web browser (a recent version of Firefox, Chrome, Internet Explorer etc.)
- Adobe Acrobat Reader (downloadable free from www.adobe.com)
- Access to various technology tools (free accounts – more details will be given in Canvas)

Grading & Assessment

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:

Making Sense of Content	40%
Applying Content	40%
Professionalism	20%

Components & Required Work

Attendance

You are expected and required to attend all class meetings. You are allowed a **maximum of three (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 assignments or missed assessments.**

Making Sense of Content (40%)

Assignments in this category are primarily related to explaining, discussing, representing and sharing what you learned through the assigned materials. Exams will be proctored by Honorlock. More details given in Canvas and for each assignment.

Applying Content (40%)

Assignments in this category are primarily assignments that demonstrate your ability to apply course content to the practice of French for professional purposes. More details given in Canvas and for each assignment.

Professionalism (20%)

This category is composed of the following assignments, requirements and expectations:

- *Class Preparation and Participation:* For each Zoom session, you are required to **prepare and complete** all assigned activities indicated on the weekly Canvas page **before** the Zoom session so that you are ready to **actively participate** in all Zoom activities. All assigned readings, viewings or recordings must be prepared by **taking notes** and by **writing down all your answers in French**. You are also expected to **cooperate** in an **alert and enthusiastic manner** in all activities; only speak in **French; be respectful** towards the class, your peers, and your instructor; **remain** in the Zoom session during the entire Zoom session; and **keep you webcam turn on** during the entire Zoom session. Attendance will be taken and participation will be graded during all Zoom sessions. Students who have not prepared the assigned activities before attending the Zoom session, students who do not participate fully in group activities and students who speak constantly English will receive a greatly reduced participation grade. In addition, you should be aware of the following: your instructor may assign additional homework that will be collected and graded; your instructor reserves the right to administer pop quizzes to assess your daily preparation. Please also refer to the handout "Participation Policies" posted in Canvas for more information about participation grades. Finally, please be aware that class preparation and participation can be inferred from the log files related to time spent in the course in Canvas.
- *Peer reviews*
- *Professional demeanor*
- *Assignments and requirements not associated with the preceding two categories*

Policies

This is a 3-credit advanced French course. As a general guideline for language courses, students should plan to dedicate to minimum of 2-3 hours of homework per course credit hour. **That is 6-9 hours a week for this course.**

Netiquette

All members of the class are expected to follow rules of common courtesy in all email messages, discussions, virtual office hours, and other communication channels. Please read the Netiquette Guide for Online Courses:

<http://teach.ufl.edu/wp-content/uploads/2012/08/NetiquetteGuideforOnlineCourses.pdf>

Course Communications

Communication is critical for your success in online courses. Students are expected to use UF email or the Canvas email function to communicate with the instructor and/or group members. It is expected that students respond within 24 hours to any individual email sent by the instructor. Delays or failure to respond to emails will affect students' course performance. When emailing the instructor, you must include your full name and a clear description of the matter.

The instructor will respond to inquiries submitted within 24 hours on business days. Weekend inquiries will be answered on Monday in the order that they were received.

All assignments will be graded within one week of the due date. Please check your feedback regularly. It is unlikely assignments submitted early will be graded early.

Students should not contact their instructor about technical issues. Instead, they should contact UF Computing Help Desk: (352) 392-HELP (4357) or <http://helpdesk.ufl.edu/>

Zoom Etiquette

- The Zoom link and password will be provided on the canvas page for this class. **Do not share your Zoom classroom link or password with others.**
- Join the Zoom session on time or a few minutes early if possible. Attendance will be taken at the start of each class session, and tardiness will be marked.
- Set up the webcam video at the level of your eyes to show your full face. If you are using a laptop, you may need to place a book or two under it. Test the audio of your webcam. For any technical difficulties, please contact the UF Computing Help Desk: (352) 392-4357 / <https://elearning.ufl.edu/media/elearningufl.edu/zoom/How-to-Join-a-Meeting.pdf>
- Find a quiet indoor space with stable internet connection to attend class. The study space does not need to be a separate room; a chair and desk/table set for school work in a quiet corner should be sufficient. The space should be conducive to work, including pair/group work. Make sure you are uninterrupted by other household members, including pets.
- Your professor and classmates can also see what is behind you. Make sure the background is not distracting or something you would not want your classmates to see. You may use a virtual background if your device supports this feature. Be sure to avoid using backgrounds that may contain offensive images and language.
- During class session, set yourself on mute unless you want to speak or are called upon. If you want to speak, you can raise your hand (click the “raise hand” button at the center bottom of your screen) and wait to be called upon.
- Your webcam must remain on throughout the class hour. If you have a reason to keep your webcam off, please communicate that reason with me or through the Dean of Students Office.
- Although we rarely record Zoom class sessions, if a class session is to be recorded, an announcement will be made in advance. If you do not wish to be recorded, please communicate that reason with me or through the Dean of Students Office. As in all courses, unauthorized recording and unauthorized sharing of recorded materials is prohibited.
- When you are assigned to a breakout room, enable your webcam and microphone so that your partners may hear and see who they are working with.
- Follow the same rules of respectful interaction as you would in a face-to-face course. Dress appropriately for class. Refrain from eating during the class hour, as you would in a face-to-face course.
- Alert your instructor as soon as possible if you experience technical difficulties. A “chat” can be sent at any moment during a Zoom session if, for example, you find that your webcam or microphone are not functioning properly.
- Participation will be graded during all Zoom sessions.
- Try your best to only speak and chat in French during these Zoom sessions.

Late Work & Make-up Work

All assignments must be turned in by the established due date. As a rule, unless a student has a medical excuse or a confirmed family emergency with documentation from the Dean of Students Office, late assignments will not be

accepted, and make-ups for missed assessments will not be allowed. Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found in the online catalog at: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>
Any technical difficulties with assignments have a Help Desk ticket number if you plan to request an extension. The extension request MUST be submitted within 24 hours of the technical difficulty.

Extra Credit

No extra credit will be given under any circumstances. There are no exceptions.

Honorlock

Some writing assignments will be completed using the services of Honorlock. (integrated into Canvas) to validate student identity. Honorlock is an online proctoring service that allows students to take assessment activities from the comfort of their home. It is available 24/7. Students do not need to create an account or schedule a time. Honorlock is simple! All students need to do is log into Canvas and click on the assignment you need to complete. Students will be prompted to add the Honorlock Chrome Extension, which is required to complete the assignment. Then students will need to take a picture, show their ID, and scan their room. Honorlock offers 24/7 customer service VIA phone and live-chat. When students enter the activity the live-chat will be on the bottom-right hand of the screen during the entire exam, in case students need their tech support. Also, students can call their support line at (855) 828-4004.

Honor Pledge & Academic Integrity

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/student-conduct-honorcode/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor.

The work you submit in this class is expected to be your own. You are not to get help in completing assigned activities. Use of translation software for more than dictionary work (that is, looking up a word or expression only) is strictly forbidden. Entering a clause or sentence into a translation program is cheating.

No one outside of the course, student or not, should look at the assigned activities, suggest changes, or make corrections to a student's work.

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 and receive a grade of zero.

Students with Disabilities

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565 / <https://disability.ufl.edu/>) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

Course Evaluation Process

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/publicresults/>

Campus Resources

Health and Wellness U Matter, We Care: If you or a friend is in distress, please contact umatter@ufl.edu or 352-3921575 so that a team member can reach out to the student.

Counseling and Wellness Center: <https://counseling.ufl.edu/>, 392-1575 Sexual Assault Recovery Services (SARS): Student Health Care Center, 392-1161.

University Police Department: 392-1111 (or 9-1-1 for emergencies). <http://www.police.ufl.edu/>

Academic Resources E-learning technical support, 352-392-4357 (select option 2) or e-mail to Learning-support@ufl.edu. <https://lss.at.ufl.edu/help.shtml>

Career Connections Center, Reitz Union, 392-1601. Career assistance and counseling. <https://career.ufl.edu/>

Library Support, <http://cms.uflib.ufl.edu/ask> Various ways to receive assistance with respect to using the libraries or finding resources.

Teaching Center, Broward Hall, 392-2010 or 392-6420. General study skills and tutoring. <http://teachingcenter.ufl.edu/>

Writing Studio, 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers. <http://writing.ufl.edu/writing-studio/>

Student Complaints On-Campus: <https://sccr.dso.ufl.edu/policies/student-honor-code-studentconduct-code/>

On-Line Students Complaints: <https://distance.ufl.edu/student-complaint-process/>