

Tennessee State University
Department of Languages, Literature and Philosophy
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Office Hours: Thursday: **8:00 am - 2:00 pm**
Monday **1:40-3:00** and by appointment

**FRENCH 3040
SPRING 2013**

**THE DETAILED SYLLABUS IS
AVAILABLE ON BANNER**

This course is designed for students seeking to develop their vocabulary in business French and expand their cultural knowledge of France and francophone countries. The textbook, *A la recherche d'un emploi*, takes a hands-on approach encouraging students to deduce structures and practices from authentic materials. Communicative exercises are reality-based and task-oriented encouraging a student-centered classroom.

Objectives

- The course:
- provides a better understanding of the geography and administration of France and a few Francophone countries.
- allows students to learn about and analyze commercial company structures in some major Francophone companies.
- compares the francophone commercial company structures to US companies
- builds on French grammar foundations and grammar rules learned in beginning and intermediate classes
- Permits students to learn and apply letter writing, CV preparation, and interviewing.
- Provides a larger and more diverse context for the study of francophone cultures

Student Learning Outcomes

At the conclusion of the course, students will be able to:

- describe, interpret, and compare geographic and administrative structures in the Francophone world.
- identify and classify aspects of the organization of commercial firms.
- build an application package for a hypothetical job opening in the French-speaking world.
- compose their own CV in French.
- write a letter of interest for a position in a French-speaking company
- participate in a job interview in French.
- Deepen their French grammar and become proficient in the language

Students are expected to attend class regularly and to prepare/ study outside of class. Unexcused absences will reduce the participation grade, and therefore affect the final grade. It is reasonable to expect to spend two to

three hours outside of class for each hour spent in class (i.e. a total of ten to fifteen hours a week); some students may need to spend additional time in order to achieve the grade they desire.

Syllabus changes

Dr. Konkobo reserves the right to alter this syllabus whenever the actual process of teaching and learning requires such changes. Changes to the syllabus will be announced on Banner. In any event, the posted, electronic, online versions of the syllabus and schedule of classes are authoritative, taking precedence over any printed version.

Required texts: Hubbell, Amy L. *À la recherche d'un emploi: Business French in a Communicative Context*.

Evaluation:

In case of absence, students cannot makeup work without an approved medical excuse. If you have to schedule a doctor's appointment during our class time, let me know in advance and bring me a signed note from your doctor after the appointment. Doctor's note alone (without prior notification of the appointment) cannot constitute an approved excuse. In case of an emergency trip to the hospital, bring your physician's signed note within a week of your return to class.

- 1) **2 Written Tests in class @ 15% each → 30 %** (Check syllabus for dates). Dates may change; in the event they change you will receive a week notice before the test.
- 2) **Homework + Quizzes + presentations → 20%** (There will be regular announced homework assignments (check the detailed syllabus) + unannounced quizzes and homework. Homework or quiz can be written or oral.
- 3) **Dossiers: 4 dossiers → 10%** (check detailed syllabus for dates)
- 4) **Oral Exam or French Table → 15 %**. You can either take an **oral exam** or attend **6 French Table meetings** (2 meetings on average per month). The French table will meet for one hour every Thursday from 1-2 pm. It is your responsibility to get signed in whenever you attend a meeting. If you choose to take an oral exam, you will have a topic to prepare orally and make a 10-minute presentation in Dr. Konkobo's office. Two weeks before each oral exam, you will receive a signup sheet along with details about the test. If you miss your time, you will not be allowed to make the exam up.
- 5) **Participation → 5%** (daily preparation for activities + oral participation in class)
- 6) **Attendance → 5%**
You will receive daily participation grades (out of 10 maximum points). When you are absent, your participation grade will be zero. Two tardy equal one absence. Leaving early without prior approval of the instructor will be recorded as an absence (get instructor's approval to leave before class starts). Possible daily participation grades look like the following: Excellent: 10/10; Very good: 9/10; good: 7-8/10; fair: 6-5/10; poor: 4 and below.
- 7) **Final project → 15%** (Details will be provided later)

It is your responsibility in this class to make advanced arrangements to complete all assignments on time.

Grade Scale: 90-100 = A; 80-89 = B; 70-79 = C; 60-69 = D; 59 or below = F

Attendance Policy:

Attendance is mandatory. Disruptive behavior will result in your being asked to leave early, and your participation grade will be zero. This is a 3-credit hour course. University policy defines "excessive absences" as "one class in excess of the number of registered hours." Therefore, having more than four unexcused absences will result in a lower grade. For each unexcused absence beyond the fourth, the final grade will be lowered by one percentage point, for example, from 70 to 69. Bear in mind that even excused absences can make it harder to keep up in class. For those students with no absences or tardiness, the lowest daily participation grade is dropped.

PLAGIARISM AND CHEATING: plagiarism, cheating and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to any other disciplinary sanctions which may be imposed through the general institutional procedures as a result of the academic misconduct, the instructor has the authority to assign an F or a ZERO for the exercise or examination, or to assign an F in the course. If the student believes that he or she has been erroneously accused of academic misconduct, and if his or her final grade is affected as a result, the student may appeal the case through the appropriate institutional procedures. (First the instructor, if not satisfied, then the head of the Department of Languages, Literature, and Philosophy, then the Dean of Arts and Sciences, then the Vice President for Student Affairs).

ELECTRONIC DEVICES IN CLASS: The use of electronic devices like beepers, cellular phones, or radios is not allowed in class. Turn them off and put them away before you come to class. **Do not leave the classroom to use these devices during class. Cameras are not allowed in the classroom without the prior approval of the instructor.**

PER UNIVERSITY POLICY, NO FOOD OR DRINK IS ALLOWED IN CLASSROOMS. NO SLEEPING OR WORKING ON WORK FOR OTHER CLASSES DURING THIS CLASS.

You are expected to be respectful to all persons in the class at all times. Rude or disrespectful behavior will not be tolerated. Your instructor reserves the right to determine what is considered to be rude or disrespectful behavior.

Disability: The Department of Languages, Literature, and Philosophy in conjunction with the Office of Disabled Student Services, makes reasonable accommodations for qualified students with medically documented disabilities. If you need an accommodation, please contact Dan Steely of TSU's Disabled Student Services Office at 963-7400 (phone) or 9634-5051 (fax), preferably by the fourth day of class.