Important comment: in light of our current pandemic situation, you will find some special remarks related to COVID-19 in the syllabus at the appropriate places.

Our FREN 1301 class is totally online, but we want to remind you of general guidelines for university life this fall.

You are encouraged to immediately complete COVID-19 student training at https://covidtraining.questionpro.com/

You must stay at home and report if you (1) have been diagnosed with COVID-19, (2) are experiencing COVID-19 symptoms, or (3) have had recent contact with a person who has received a positive coronavirus test. Reports should be made at screening.utep.edu. If you know anyone who should report any of these three criteria, encourage them to report. If the individual cannot report, you can report on their behalf by sending an email to COVIDaction@utep.edu.

For each day that you attend campus—for any reason—you must complete the questions on the UTEP screening website screening.utep.edu prior to arriving on campus. The website will verify if you are permitted to come to campus. Under no circumstances should anyone go to class when feeling ill or exhibiting any of the known COVID-19 symptoms. Students are advised to minimize the number of encounters with others to avoid infection.

If you are feeling unwell, please let me know as soon as possible, so that we can discuss accommodations for our class.

Wear face coverings when in common areas of campus or when others are present. You must wear a face covering over your nose and mouth at all times in this class. If you choose not to wear a face covering, you may not enter the classroom. If you remove your face covering, you will be asked to put it on or leave the classroom. Students who refuse to wear a face covering and follow preventive COVID-19 guidelines will be dismissed from the class and will be subject to disciplinary action according to Section 1.2.3 Health and Safety and Section 1.2.2.5 Disruptions in the UTEP Handbook of Operating Procedures.
Course Description
This is the second course in beginning French. As in French 1301, we will work in the four major areas of language learning – oral comprehension, speaking, reading and writing – and study different aspects of the French-speaking world and culture. Much importance is given to oral communication.

In French 1302, you will learn to express yourself in basic French regarding:

- Ordering in a café in French
- Leisure activities
- The weather and seasons
- Organizing a celebration
- Preparing a trip
- Clothes

We continue to learn more about France and the French-speaking world and follow the adventures of our friends Sandrine, Amina, Rachid and David in Aix-en-Provence.

Our big step forward in language use is to learn to talk about past events.

Scope of the course:

Course delivery and Time Requirements for students

Where do students meet their instructor and classmates?
This is an entirely online course. Meeting times are posted on your BB course home page.
Office hours are also posted on BB.

Where do students find assignments for the course?
An assignment folder for each lesson will be placed on Blackboard and regular assignments will be on the course website found at vhlcentral.com. You will upload assignments made on Blackboard as Word documents. Do you use the “Text Submission” feature. You may not submit late homework for Blackboard Assignments, unless instructed otherwise.

Consult the VHL Central Supersite regularly for upcoming assignments there. VHL assignments may be submitted late with a 10 point penalty.

How much time should students expect to spend on this course?
We will spend approximately 80 minutes together in class twice weekly and you may have up to 4 hours of additional homework. Sometimes VHL assignment will be reduced and replaced by other homework. Online courses require you to be self-motivated and be able to keep to the course schedule with
required reading, activities, and assignments. Acquiring a foreign language in any environment requires as much exposure to the language as possible. You will have the opportunity to complete exercises to help you learn and improve speaking, listening, writing, and reading skills. Plan accordingly and don’t procrastinate.

**Required Materials**

1. *Promenades*, 3rd edition, by Mitchell and Tano, Vista Higher Learning, 2018. You must have the Access Code for Supersite Plus which includes the WebSAM (Student Activities Manuel) and the VText. Loose-leaf pages are optional, but recommended. The package is available in the UTEP bookstore or at the following website: [http://vistahigherlearning.com/schools/utelpaso](http://vistahigherlearning.com/schools/utelpaso)  
*Promenades* will be used for the entire French lower division sequence (1301, 1302, 2301, 2302).

2. A spiral binder to organize notes and your responses to online activities.

**Important note about purchases at the Vista Higher Learning website mentioned above:**

You will find a choice of 3 different packages. The package for students taking only 1301 and 1302 (ISBN 978-1-61857-117-5) includes loose-leaf pages for Unités 1-7 and 12-month access code for Super Site Plus. Price is $168.00.

The package for students taking all four semesters of lower division French (ISBN 978-1-61857-688-0) includes loose-leaf pages for the entire textbook and 36-month access to the Supersite Plus. It is appropriate for students who will go beyond French 1302. There is a loose-leaf page option and a hardcover book option. The loose-leaf page option price is $231.60. The third package is for students taking only FREN 2301 and 2302.

**It is absolutely mandatory to have the course materials and to be enrolled in your instructor’s on-line class at VHL Central by beginning of the second week of school.** Otherwise, you will be dropped from the course. Emergency textbook loans are available. See [https://loans.utep.edu/](https://loans.utep.edu/) If you have a particular difficulty obtaining your materials, communicate with your professor immediately.

If you order from the website, you should receive your access code immediately and be able to start using the Supersite and the vText.

**Instructor’s Responsibilities**

- Be available during all virtual office hours.
- Respond to student e-mails within 24 hours M-F
- Provide flexibility to student with issues related to COVID-19.

**Student’s Responsibilities**

- Obtain the course materials and enroll in the instructor’s online course on VHL by the first day of the second week of class.
- Check Blackboard regularly for Weekly Assignment folders that will be posted on Monday by 15hrs
Check regularly for any communication from the instructor about the course.
Complete assignments by due dates.
Communicate with the instructor for any questions or confusion about the course.

**There are additional Student Responsibilities related to the pandemic:**

- Complete self-screening (screening.utep.edu) prior to every campus visit.
- Complete COVID-19 student training at https://covidtraining.questionpro.com/
- Contact instructor if temporary accommodations due to COVID-19 are needed (i.e. due to positive COVID-19 test, symptoms, or exposure).

**Course Assignments and Grading**

Grade Distribution:

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-90%</td>
<td>A</td>
</tr>
<tr>
<td>89-80%</td>
<td>B</td>
</tr>
<tr>
<td>79-70%</td>
<td>C</td>
</tr>
<tr>
<td>69-60%</td>
<td>D</td>
</tr>
</tbody>
</table>

Component of final grade are as follow:
- Attendance and class participation: 10%
- VHL central online activities: 15%
- Other homework assignments: 15%
- Oral Evaluations: 20%
- Tests: 40%

**Comments on components of final grade**

**Attendance and Class Participation:** Our synchronous zoom classes are a required part of our course. Attendance will be taken. As in a face to face class, you may miss two classes without penalty. Beyond those two absences, one point will be deducted from your final grade for each additional absence. Please communicate with me especially regarding absences that are related to COVID-19 in any way. The synchronous classes should be a fun part of your week and very useful to language acquisition, but we also understand personal emergencies in this time. A 10 minute grace period will be given to join the ZOOM room. Students who do not log in within the ten minutes will not be allowed to join and be counted absent.

**VHL Central:** Much of your work in the course will be done on the Vista Higher Learning Supersite associated with our textbook. There are vocabulary presentations, culture readings, an ongoing video story and grammar presentations, all accompanied by brief exercises to check for comprehension and allow you to use the language. You will have three opportunities to do each exercise and the highest grade will be recorded. In many cases, there is only one correct answer and for those exercises, you will have immediate feedback. Some of the exercises are teacher graded. These activities may be submitted late with a 10 point penalty.

**Other homework assignments:** There will be additional homework that will either complete the amount of homework (along with VHL) or replace VHL activities for the week. These will consist in questionaries, written composition, recordings, etc.

**You should acquaint yourself with how to produce the various accents necessary in written French.** If you choose to type these submissions, but you may also upload PDF documents for these paragraphs if you choose to handwrite them. If you type, upload a Word document, not a PDF. Whether you type or handwrite, always double space writing. And, if you type, remember
to take advantage of the French language proofing tool in Word. One writing assignment grade will be dropped.

**Extremely important: Never write a paragraph in English or Spanish and use an online translator to translate it into French. This is plagiarism because you are submitting work that is not your own. Such texts are recognizable because they are just too perfect to be produced by a FREN 1301 student and they use structures and vocabulary beyond the ability of an appropriately placed student. Your grade will actually be significantly penalized (50%) for a submission that is too perfect or uses vocabulary and structures beyond the scope of what we are studying in class.**

**Continued use of online translators could be referred to the Dean of Students.**

**Oral Evaluations:** The oral evaluation component of your final grade includes several assessments: an ongoing evaluation of performance during the semester; individual interviews with your professor as indicated on the class schedule and some of the activities on VHL.

**Tests:** There will be four equally weighted tests during the semester. No test grade will be dropped. The tests will be issued during the weekend, with 48 hours to finish it. No late submissions will be allowed. Test number 4 will cover all of the material of the semester and take place during Final Exam Week.

**Attendance Policy**

Our synchronous zoom classes are a required part of our course. Attendance will be taken. As in a normal semester, you may miss two of those without penalty. Beyond those two absences, one point will be deducted from your final grade for each additional absence.

**Technology Requirements**

Course content is delivered via the Internet through the Blackboard learning management system (LMS) and the Vista Higher Learning Supersite for Promenades. Ensure your UTEP e-mail account is working and that you have access to the Web. You may use any of the primary Web browsers—Google Chrome, Firefox, Safari, etc. but Explorer is not recommended. When having technical difficulties, try switching to another browser.

You will need to have or have access to a computer/laptop. Additionally, there are listening and speaking components to this course. You will need a microphone and speakers, or a headset with both of these functions as well as a webcam. If you plan to use your phone in this course, download the Blackboard mobile app.

You will need to download or update the following software: Microsoft Office.

Information for technical requirements for the Vista Higher Learning website can be found at https://support.vhlcentral.com/hc/en-us/articles/213224788-vhlcentral-Technical-Requirements. A recent modification enables video and video virtual chats to function on iPhones with iOS 13 and higher.

Check that your computer hardware and software are up-to-date and able to access all parts of the course. **If you encounter technical difficulties of any kind, contact the Help Desk.**
Netiquette

- Always consider audience. Remember that members of the class and the instructor will be reading any postings.
- Respect and courtesy must be provided to classmates and to instructor at all times. No harassment or inappropriate postings will be tolerated.
- When reacting to someone else’s message, address the ideas, not the person. Post only what anyone would comfortably state in a F2F situation.
- Blackboard is not a public internet venue; all postings to it should be considered private and confidential. Whatever is posted on in these online spaces is intended for classmates and professor only. Please do not copy documents and paste them to a publicly accessible website, blog, or other space. If students wish to do so, they have the ethical obligation to first request the permission of the writer(s).

Guidelines for participation in our Zoom Class

- Although we cannot require that you turn your video camera on during class, it is much preferred that you do so. Seeing each other helps to create the sense of community that we so badly need in this time of separation due to the pandemic.
- Video cameras must be turned on during individual interviews with your professor. On the other hand, it’s better to turn your microphone off when you are not speaking as background noise from homes may interfere with the class.
- Make sure that your name appears on your Zoom screen.
- Make sure your attire is appropriate.

Late Work Policy

You may turn in VHL assignments late with a 10-point penalty. Other homework assignments will not be accepted late, unless instructed otherwise.

Drop Policy

To drop this class, please contact the Registrar’s Office to initiate the drop process. If you cannot complete this course for whatever reason, please contact me. If you do not, you are at risk of receiving an “F” for the course.

Accommodations

The university is committed to providing reasonable accommodations and auxiliary services to students, staff, faculty, job applicants, applicants for admissions, and other beneficiaries of University programs, services and activities with documented disabilities in order to provide them with equal opportunities to participate in programs, services, and activities in compliance with sections 503 and 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. Reasonable accommodations will be made unless it is determined that doing so would cause undue hardship on the University. Students requesting an accommodation based on a disability must register with the UTEP Center for Accommodations and Support Services.
Scholastic Integrity

Academic dishonesty is prohibited and is considered a violation of the UTEP Handbook of Operating Procedures. It includes, but is not limited to, cheating, plagiarism, and collusion. Cheating may involve copying from or providing information to another student, possessing unauthorized materials during a test, or falsifying research data on laboratory reports. Plagiarism occurs when someone intentionally or knowingly represents the words or ideas of another as one's own. Collusion involves collaborating with another person to commit any academically dishonest act. Reminder: In a foreign language class, it is essential to not use online translators for writing submissions. This also constitutes turning in work that is not your own and is considered plagiarism. Any act of academic dishonesty attempted by a UTEP student is unacceptable and will not be tolerated. All suspected violations of academic integrity at The University of Texas at El Paso must be reported to the Office of Student Conduct and Conflict Resolution (OSCCR) for possible disciplinary action. To learn more HOOP: Student Conduct and Discipline.

French at UTEP

The only way to improve your ability to understand and express yourself in French is by exposing yourself to the language as much as possible. This is a challenge in El Paso and especially in an online course, so regular use of the website is important. Your instructor is also available during virtual office hours to practice French with you. Of course, you will find a wealth of material for language learning on the Web. Your professor can suggest websites and podcasts that are useful to language learners.

The basic French language sequence at UTEP is made up of 4 courses – F1301, 1302, 2301 and 2302. Most students who are completing the Language Requirement for a Bachelor’s degree in Liberal Arts need to successfully complete all courses through French 2302. Although it is possible to continue to the next level of French if you receive a “D” in your course, it is not at all recommended. If you have difficulty in your French class, please meet with your teacher during office hours.

We encourage you to think about a minor, a major or a double major in French. The requirement for the minor is four courses beyond F2302. These could include Advanced Composition, Advanced Conversation, Phonetics, and other language and culture courses. You may speak to Dr. Lowry Martin, the French Academic Advisor, about these possibilities, lmartin@utep.edu.

Finally, UTEP encourages all students to take advantage of study abroad opportunities – for the summer, a semester or an entire academic year. There are many possibilities in French speaking locations. Some financial aid and scholarship may be available. For more information about Study Abroad, visit the Study Abroad office within the Office of International Programs or speak with your professor regarding study abroad in a French-speaking area.

Usually, there is a French tutor available to help students and the Club français universitaire d’El Paso (French Club) meets regularly and offers opportunities to increase your knowledge of French language and culture and to meet other French students and perhaps students from France. The tutor and the Club are not available now, but look for these opportunities to resume when we can return to campus!