

## Term Information

Effective Term Autumn 2017  
*Previous Value* Summer 2012

## Course Change Information

### What change is being proposed? (If more than one, what changes are being proposed?)

We would like to offer DL sections of this course along with in-class sections, and we would like to allow the branch campuses to offer this DL section..

### What is the rationale for the proposed change(s)?

The lecturer in French on the Mansfield campus retired, and Mansfield decided not to renew the position. We have spoken with the dean and faculty there, and we would all like Mansfield students (and potentially students at other branch campuses) to be able to continue to take French campus by offering a DL version of this course. These students could then opt to minor or major in French if they transfer to Columbus.

### What are the programmatic implications of the proposed change(s)?

#### (e.g. program requirements to be added or removed, changes to be made in available resources, effect on other programs that use the course)?

Students work mostly independently in this course already, so the differences between the DL and in-class versions will be minimal. DL students will have tutoring sessions via Skype instead of in person and will take their exams at a testing center in Mansfield rather than in Cols. Adding a DL version of this course will not have any impact on our program, other than allowing more students to take French.

Is approval of the request contingent upon the approval of other course or curricular program request? No

Is this a request to withdraw the course? No

## General Information

Course Bulletin Listing/Subject Area French  
Fiscal Unit/Academic Org French & Italian - D0545  
College/Academic Group Arts and Sciences  
Level/Career Undergraduate  
Course Number/Catalog 1101.51  
Course Title Beginning French I Individualized  
Transcript Abbreviation French 1  
Course Description Introduction to French; development of listening, reading, speaking, and writing skills. Taught in French. Course not open to native speakers, students with EM credit, or to students with two or more years of study in this language in high school.  
Semester Credit Hours/Units Variable: Min 1 Max 4

## Offering Information

Length Of Course 14 Week, 12 Week, 8 Week, 7 Week, 6 Week, 4 Week  
Flexibly Scheduled Course Never  
Does any section of this course have a distance education component? Yes  
Is any section of the course offered 100% at a distance  
Less than 50% at a distance  
*Previous Value* No  
Grading Basis Letter Grade  
Repeatable Yes  
Allow Multiple Enrollments in Term Yes

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<b>Max Credit Hours/Units Allowed</b>	4
<b>Max Completions Allowed</b>	4
<b>Course Components</b>	Independent Study
<b>Grade Roster Component</b>	Independent Study
<b>Credit Available by Exam</b>	Yes
<b>Exam Type</b>	Departmental Exams
<b>Admission Condition Course</b>	Yes
<b>Admission Condition</b>	Foreign Language - Level
<b>Off Campus</b>	Never
<b>Campus of Offering</b>	Columbus, Lima, Mansfield, Marion, Newark, Wooster
<b><a href="#">Previous Value</a></b>	<a href="#">Columbus</a>

## Prerequisites and Exclusions

### Prerequisites/Corequisites

**Exclusions** Not open to students with credit for 1101.01, 101.01, 4 sem cr hrs of 1101.51, or 5 qtr cr hrs of 101.51.

## Cross-Listings

Cross-Listings

## Subject/CIP Code

<b>Subject/CIP Code</b>	16.0901
<b>Subsidy Level</b>	General Studies Course
<b>Intended Rank</b>	Freshman, Sophomore, Junior, Senior

## Requirement/Elective Designation

Required for this unit's degrees, majors, and/or minors

General Education course:

Foreign Language

The course is an elective (for this or other units) or is a service course for other units

## Course Details

### Course goals or learning objectives/outcomes

- Students will demonstrate basic communicative skills (e.g. speaking, listening, reading, and/or writing) in French.
- Students will describe and analyze the cultural contexts and manifestations of the peoples who speak French.
- Students will compare and contrast the differences and similarities between the cultures and communities of the French language and their own

[Previous Value](#)

**Content Topic List**

- French language and culture
- Authentic materials
- Authentic texts
- Conversations about selected topics
- Vocabulary and grammar
- Cultural elements of French-speaking world
- Internet and media of the French-speaking world

**Attachments**

- French 1101.51 DE.docx: DL syllabus  
*(Syllabus. Owner: Willging,Jennifer)*
- French 1101.51.pdf: Tech feas report  
*(Other Supporting Documentation. Owner: Willging,Jennifer)*
- Student%20Orientation%20Packet%20AU16.pdf: stud orientation packet (syllabus for reg sect)  
*(Syllabus. Owner: Willging,Jennifer)*

**Comments**

- The student orientation packet serves as the syllabus for all regular French II courses (1101.51-2101.51) *(by Willging,Jennifer on 09/21/2016 12:29 PM)*
- As we discussed via e-mail, please upload Mike Kaylor's review sheet and the in-person version of the syllabus. *(by Vankeerbergen,Bernadette Chantal on 08/24/2016 08:38 PM)*

**Workflow Information**

Status	User(s)	Date/Time	Step
Submitted	Willging,Jennifer	08/09/2016 05:13 PM	Submitted for Approval
Approved	Willging,Jennifer	08/09/2016 05:14 PM	Unit Approval
Approved	Heysel,Garett Robert	08/24/2016 08:24 PM	College Approval
Revision Requested	Vankeerbergen,Bernadette Chantal	08/24/2016 08:38 PM	ASCCAO Approval
Submitted	Heysel,Garett Robert	08/24/2016 08:46 PM	Submitted for Approval
Revision Requested	Willging,Jennifer	09/21/2016 12:29 PM	Unit Approval
Submitted	Willging,Jennifer	09/21/2016 12:29 PM	Submitted for Approval
Approved	Willging,Jennifer	09/21/2016 12:31 PM	Unit Approval
Approved	Heysel,Garett Robert	09/21/2016 08:37 PM	College Approval
Pending Approval	Nolen,Dawn Vankeerbergen,Bernadette Chantal Hanlin,Deborah Kay Jenkins,Mary Ellen Bigler Hogle,Danielle Nicole	09/21/2016 08:37 PM	ASCCAO Approval



# SYLLABUS: FRENCH 1101.51 BEGINNING FRENCH 1 (INDIVIDUALIZED) SPRING 2017

## Course overview

### Instructor

Instructor: Julie Parson

Email address: frenchii@osu.edu

Phone number: 614-292-7060

Office hours: TBD

### Course description

French 1101.51 is an Individualized Instruction version of the classroom course for French 1. French Individualized Instruction is a self-paced, mastery-based program that is designed to mirror the courses offered in the classroom. Both Individualized Instruction and the classroom track aim to help students achieve a certain level of proficiency. Individualized Instruction differs from the classroom track in the following ways:

**French Individualized Instruction is mastery-based:** Because of the independent nature of language learning in the program, we require that students perform at the level of 80% or better on each module. For this reason, if you did not earn a B- or above in the classroom prior to taking French I.I. you are NOT eligible for the program.

#### **French Individualized Instruction offers:**

**Flexible credit:** One complete course is four credits. Unlike the classroom, you can complete four credits in one semester or spread them out over two semesters.

**Flexible meeting times:** We have appointments available in the mornings and evenings at least two days a week and we offer times on Saturdays as well.

**One-on-one instruction:** You will complete the majority of your learning on your own by completing the work in each unit's learning packet, but you will make appointments with instructors to demonstrate mastery of the material.

**Student autonomy:** You are in charge of your learning in that you decide how many credits you would like to take in a given term. You schedule appointment times and decide when you are ready to take tests.

## Course learning outcomes

By the end of this course, students should successfully be able to:

- Learn how to introduce yourself and others; discuss your classes, daily activities, and hobbies; describe your family and friends; learn how to talk about your living space, your city, and the surrounding green space; talk about food and nutrition.
- Explore and compare the products, practices, and perspectives of people from different parts of the Francophone world using the Internet and other up-to-date, authentic sources.
- Watch the French film, *Liaisons*.
- Listen to/watch a variety of different authentic French language videos and songs for general comprehension.
- Read a variety of authentic texts.
- Write short paragraphs and description, and develop competence in pronunciation.

### GEC Goals, Expected Learning Outcomes, and Assessments:

**A. Goals:** Foreign language courses develop students' skills in communication across ethnic, cultural, ideological, and national boundaries, and help students develop an understanding of other cultures and patterns of thought.

**B. Expected Learning Outcomes:** In this course you will:

1. demonstrate basic communicative skills (e.g. speaking, listening, reading, and/or writing) in a language other than your native language.
2. describe analyze the cultural contexts and manifestations of the peoples who speak French.
3. compare and contrast the differences and similarities between the cultures and communities of the French language and your own.

### C. Formal Assessment of Learning Outcomes

1. Learning outcome number 1 is assessed through the following measures:
  - a. Speaking: conversation activities each unit and oral exams.
  - b. Listening: workbook assignments, pre-tests, and exams.
  - c. Reading: workbook assignments, pre-tests, and exams.
  - d. Writing: workbook assignments, pre-tests, and exams.
2. Learning outcome number 2 is assessed through the following measures:
  - a. Reading assignments, oral exams, and exams.
3. Learning outcome number 3 is assessed through the following measures:
  - a. Pre-tests, oral exams and exams.

**The 1101-1103 courses in French satisfy the foreign language requirement in the Skills category.**

## Course materials

### Required

- Liaisons: An Introduction to French, First Edition, ©2013
- iLrn book key for Liaisons (bundled with textbook in bookstore or at [cengagebrain.com](http://cengagebrain.com) if purchased separately). This key gives you access to the online homework, self-tests, film, and study tools).

You may access the iLrn activities with the access code packaged with your book. Use this URL: <http://ilrn.heinle.com>

Course Code: TBD

### Other fees or requirements

- If you do not take your exams in the Individualized Instruction Center on the OSU main campus or in a testing center on a branch campus, you may have to pay a proctor fee to take exams. Please contact me ASAP if you will need to set up a proctoring service.

### Course technology

For help with your password, university e-mail, Carmen, or any other technology issues, questions, or requests, contact the OSU IT Service Desk. Standard support hours are available at <https://ocio.osu.edu/help/hours>, and support for urgent issues is available 24x7.

- **Self-Service and Chat support:** <http://ocio.osu.edu/selfservice>
- **Phone:** 614-688-HELP (4357)
- **Email:** [8help@osu.edu](mailto:8help@osu.edu)
- **TDD:** 614-688-8743

### Baseline technical skills necessary for online courses

- Basic computer and web-browsing skills
- Navigating Carmen, CarmenConnect, iLrn

### Technology skills necessary for this specific course

- CarmenConnect text, audio, and video chat
- iLrn navigation to complete online homework

### Necessary equipment

- Computer: current Mac (OS X) or PC (Windows 7+) with high-speed internet connection
- Webcam: built-in or external webcam, fully installed
- Microphone: built-in laptop or tablet mic or external microphone

## Grading and faculty response

### Grades – Per Unit (There are 7 units if taking all 4 credit hours)

Assignment or category	Points
Unit Pre-test Homework Check (iLrn)	Completion Grade
Unit Pre-test Conversation Check (via CarmenConnect)	Completion Grade
Unit Pre-test PMAT (via CarmenConnect)	Completion Grade
Unit Written test (taken in pre-approved testing center)	80
Unit Oral test (via CarmenConnect)	20
<b>Total for each unit</b>	<b>100</b>

### Normal progress through one unit

Please note that the activities described below are only the **minimum** required to complete a unit hour. You are welcome and encouraged to come in more often for any kind of help or supplementary work you need.

The amount of work that you complete in your course depends on the number of credit hours that you are taking. Each credit hour corresponds to a given amount of work. Please consult this chart to see how much work you will complete for each credit hour you take.

Work Required per Credit hour	Chapter(s)
Credit Hour 1	Chapter P (1 unit)
Credit Hour 2	Chapters 1 and 2 (2 units)
Credit Hour 3	Chapters 3 and 4 (2 units)
Credit Hour 4	Chapters 5 and 6 (2 units)

### Each unit has the following required appointments:

**1. Workbook/Film** (one appointment): Complete oral and written workbook activities for the unit. You can find the online workbook at <http://ilrn.heinle.com>. Your instructor will go over the open-ended section with you during your appointment if you bring hard copies of these activities. During the appointment you will also discuss a sequence of the film *Liaisons* or have a composition graded. More details can be found in each chapter's learning packet. **You must complete all assigned activities to receive credit.**

**2. Conversation** (one appointment): Select 5-6 activities labeled "with an instructor" from the learning packet. Each one should be from a different grammar and vocabulary section. You will be expected to use the entire 15 minutes of the appointment to practice speaking in French with your instructor.

**3. PMAT diagnostic test** (one appointment): Download then take the Practice MAT diagnostic test (the test and answer key can be found on Carmen). Correct your answers with a different color ink. The instructor will do the dictation and listening comprehension sections with you during the appointment.

**Once you have completed these required activities**, you are ready to take the MAT (no appointment required).

### Modular Achievement Test (two appointments)

The written MAT is like the PMAT, only longer. **You ask must the staff at the front desk for the test you need. You are responsible for taking the correct test and having an appointment in which it will be graded.** You do NOT need an appointment to take the test, though.

Once you have taken the MAT, you need to schedule two follow-up appointments:

1. Grading of written test - 80 points (one appointment)
2. Oral exam with instructor - 20 points (one appointment)

You will need a total score of 80% to complete the module/credit hour (with bonus or penalty points figured in). A minimum of 5 appointments is required to complete a unit hour in French 1101.51 unless the 90+ option is in effect. (Please see the Policies section for more information on this.)

## Late assignments

You will set your own deadlines within certain program deadlines. You may complete work at your own pace, but you must complete all of the work required (3 pre-test appointments and 2 post-test appointments) for a unit on or before the deadline you set. You may not change a deadline once it is set. If you miss your deadline, you will receive a -4 on your test grade for that unit.



# Grades and Policies

This section explains other important policies concerning grades, testing, scheduling, and Contract Week.

## Grading scale

93–100: A  
90–92.9: A-  
87–89.9: B+  
83–86.9: B  
80–82.9: B-  
79.9 or below: E

All work must be completed at the 80% or above level. Students have three chances to pass exams with an 80% or above. If you cannot achieve at least an 80% by the third attempt, we will ask you to drop the course to avoid receiving an E.

## Faculty feedback and response time

### Grading and feedback

For exams, students schedule an appointment to have them graded. This counts as one of the required appointments to complete the unit. Students receive feedback on homework, conversations, and PMATs during their respective appointments. Students may schedule additional appointments to go over any other questions or work on

### E-mail

I will reply to e-mails within **24-48 hours**.

# Attendance, participation, and discussions

## Student participation requirements

Because this is an Individualized Instruction course, you work at your own pace and within your own deadlines (based on some program deadlines). Attendance is not graded, but here are some recommendations to help keep you on track:

- **Logging in: AT LEAST ONCE PER WEEK**  
Be sure you are logging in to the course in Carmen each week, including weeks with holidays or weeks with minimal online course activity. (During most weeks you will probably log in many times.) This way, you ensure that you are engaging with the

material on a regular basis and you will receive any important updates. If you have a situation that might cause you to miss a deadline, discuss it with me *as soon as possible*.

- **Office/"Walk-in" hours: OPTIONAL OR FLEXIBLE**  
Office hours and "walk-in" hours are optional and are included outside of the scheduled appointments for your benefit. You can schedule an appointment with me outside of these times by emailing me at [frenchii@osu.edu](mailto:frenchii@osu.edu).

## Other course policies

### Academic integrity policy

#### Ohio State's academic integrity policy

Academic integrity is essential to maintaining an environment that fosters excellence in teaching, research, and other educational and scholarly activities. Thus, The Ohio State University and the Committee on Academic Misconduct (COAM) expect that all students have read and understand the University's [Code of Student Conduct](#), and that all students will complete all academic and scholarly assignments with fairness and honesty. Students must recognize that failure to follow the rules and guidelines established in the University's *Code of Student Conduct* and this syllabus may constitute "Academic Misconduct."

The Ohio State University's *Code of Student Conduct* (Section 3335-23-04) defines academic misconduct as: "Any activity that tends to compromise the academic integrity of the University, or subvert the educational process." Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination. Ignorance of the University's *Code of Student Conduct* is never considered an "excuse" for academic misconduct, so I recommend that you review the *Code of Student Conduct* and, specifically, the sections dealing with academic misconduct.

**If I suspect that a student has committed academic misconduct in this course, I am obligated by University Rules to report my suspicions to the Committee on Academic Misconduct.** If COAM determines that you have violated the University's *Code of Student Conduct* (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the University.

If you have any questions about the above policy or what constitutes academic misconduct in this course, please contact me.

Other sources of information on academic misconduct (integrity) to which you can refer include:

- The Committee on Academic Misconduct web pages ([COAM Home](#))
- *Ten Suggestions for Preserving Academic Integrity* ([Ten Suggestions](#))

- *Eight Cardinal Rules of Academic Integrity* ([www.northwestern.edu/uacc/8cards.htm](http://www.northwestern.edu/uacc/8cards.htm))

## Copyright Disclaimer

The materials used in connection with this course may be subject to copyright protection and are only for the use of students officially enrolled in the course for the educational purposes associated with the course. Copyright law must be considered before copying, retaining, or disseminating materials outside of the course.

## Trigger Warning

Some contents of this course may involve media that may be triggering to some students due to descriptions of and/or scenes depicting acts of violence, acts of war, or sexual violence and its aftermath. If needed, please take care of yourself while watching/reading this material (leaving classroom to take a water/bathroom break, debriefing with a friend, contacting a Sexual Violence Support Coordinator at 614-292-1111, or Counseling and Consultation Services at 614-292-5766, and contacting the instructor if needed). Expectations are that we all will be respectful of our classmates while consuming this media and that we will create a safe space for each other. Failure to show respect to each other may result in dismissal from the class.

## Statement on Title IX

Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories (e.g., race). If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleix.osu.edu> or by contacting the Ohio State Title IX Coordinator, Kellie Brennan, at [titleix@osu.edu](mailto:titleix@osu.edu)

## Accessibility accommodations for students with disabilities

### Requesting accommodations

If you would like to request academic accommodations based on the impact of a disability qualified under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, contact your instructor privately as soon as possible to discuss your specific needs. Discussions are confidential.

In addition to contacting the instructor, please contact the Student Life Disability Services at:

[614-292-3307](tel:614-292-3307) or [slds@osu.edu](mailto:slds@osu.edu) to register for services and/or to coordinate any accommodations you might need in your courses at The Ohio State University.

Go to <http://www.ods.ohio-state.edu> for more information.

## **Student Support Services**

Ohio State offers a variety of support services to students, including access to academic advising support and answers to a number of questions students may have.

- [Arts and Sciences Academic Support Services](#)
- [Student Services and Resources](#)

## **Accessibility of course technology, technical help, and Privacy Policies**

This online course requires use of Carmen (Ohio State's learning management system) and other online communication and multimedia tools. If you need additional services to use these technologies, please request accommodations with your instructor.

- [Carmen \(Canvas\) Accessibility](#)
- [iLrn \(Cengage\) Accessibility](#)
- [iLrn \(Cengage\) Tech Help](#)
- [iLrn \(Cengage\) Privacy Policy](#)
- [CarmenConnect Technical Support](#)

### Arts and Sciences Distance Learning Course Component Technical Review Checklist

**Course: French 1101.51**  
**Instructor: Julie Parson**  
**Summary: Online Course Offering**

Standard - Course Technology	Yes	Yes with Revisions	No	Feedback/recommendations
6.1 The tools used in the course support the learning objectives and competencies.	✓			<p>The learning objectives and competencies are supported by the course tools used in this course in the following ways.</p> <ul style="list-style-type: none"> <li>• Unit oral and written workbook activities</li> <li>• Film viewing</li> <li>• Conversation based activities with an instructor</li> <li>• Practice exams for unit mastery</li> <li>• Listening and comprehension activities</li> <li>• Written exam</li> <li>• Oral exam</li> </ul>
6.2 Course tools promote learner engagement and active learning.	✓			<p>Students will engage with the course materials and instructor in the following ways to promote active learning. The Carmen LMS will be used to deliver most course materials.</p> <ul style="list-style-type: none"> <li>• Unit oral and written workbook activities</li> <li>• Film viewing</li> <li>• Conversation based activities with an instructor</li> <li>• Practice exams for unit mastery</li> <li>• Listening and comprehension activities</li> <li>• readings</li> <li>• Written exam</li> <li>• Oral exam</li> </ul>
6.3 Technologies required in the course are readily obtainable.	✓			<p>All course technology listed in the syllabus is readily obtainable. The Cengage online workbook activities portal can be accessed with an internet connection and web browser. The iLrn access code comes bundled with the text book or it</p>

				<p>can be purchased separately at <a href="http://cengagebrain.com">cengagebrain.com</a>. This code must be obtained to access this content.</p> <ul style="list-style-type: none"> <li>• Carmen LMS and the tools offered within the LMS</li> <li>• Cengage (<a href="http://ilrn.heinle.com">http://ilrn.heinle.com</a>)</li> </ul>
6.4 The course technologies are current.	✓			<p>All course technology listed in the syllabus is current and available with an internet connection and standard web browser.</p> <ul style="list-style-type: none"> <li>• Carmen LMS and the tools offered within the LMS</li> <li>• Cengage (<a href="http://ilrn.heinle.com">http://ilrn.heinle.com</a>)</li> </ul>
6.5 Links are provided to privacy policies for all external tools required in the course.	✓			<p>Since the students are required to create an account to login to the Cengage iLrn tool, a privacy policy link should be included in the other policies section of the syllabus. Cengage iLrn is the only external tool being used in this course.</p>
<b>Standard - Learner Support</b>				
7.1 The course instructions articulate or link to a clear description of the technical support offered and how to access it.	✓			<p>A link should be included in the course technology section of the syllabus to technical support for the Cengage iLrn tool.</p>
7.2 Course instructions articulate or link to the institution's accessibility policies and services.	✓			<p><b>The below link should be included in the syllabus. The text for the accessibility statement should be in BOLD 18pt font.</b></p> <p><b><a href="http://www.ods.ohio-state.edu">http://www.ods.ohio-state.edu</a></b></p>
7.3 Course instructions articulate or link to an explanation of how the institution's academic support services and resources can help learners succeed in the course and how learners can obtain them.	✓			<p>The faculty member should add to the syllabus an overview and contact information for the student academic services offered on the OSU main campus.</p> <p><a href="http://artsandsciences.osu.edu/academics/current-students">http://artsandsciences.osu.edu/academics/current-students</a></p>
7.4 Course instructions articulate or link to an explanation of how the institution's student services and resources can help learners succeed and how learners can obtain them.	✓			<p>The faculty member should add to the syllabus an overview and contact information for student services offered on the OSU main campus.</p> <p><a href="http://ssc.osu.edu">http://ssc.osu.edu</a></p>

				Recommend that this link be included in the "Other Course Policies" section of the syllabus.
<b>Standard – Accessibility and Usability</b>				
8.1 Course navigation facilitates ease of use.	✓			Recommend using the Carmen Distance Learning Course Shell to provide a consistent student-user experience in terms of navigation and access to content.
8.2 Information is provided about the accessibility of all technologies required in the course.	✓			Carmen and the OSU core common tool set used in this course meets the universities policies for accessibility. A link to the Cengage iLrn accessibility statement is included in the syllabus.
8.3 The course provides alternative means of access to course materials in formats that meet the needs of diverse learners.	✓			Recommend that resources be developed to address any requests for alternative means of access to course materials. These resources should be in formats that meet the needs of diverse learners.
8.4 The course design facilitates readability	✓			Recommend using the Carmen Distance Learning Course Shell to provide a consistent student-user experience in terms of navigation and access to content.
8.5 Course multimedia facilitate ease of use.	✓			All assignments and activities that use Carmen and the OSU core common tool set at Ohio State facilitate ease of use with embedded multimedia. The iLrn tool also provides ease of use with workbook and other activities.

### Reviewer Information

- Date Reviewed: 8/28/16 – updated 9/8/2016
- Reviewed By: Mike Kaylor
- Notes: In the course technology section of the syllabus you reference Carmen Connect as one of the baseline technical skills needed by the students but you do not reference using this tool anywhere in the syllabus. If you are planning to use the Carmen Connect tool, please include a link to the technical support being offered by the university for the tool. If you are not planning to use the tool, I would recommend that Carmen Connect be removed from the course technology section of the syllabus.

FRENCH INDIVIDUALIZED INSTRUCTION

# Orientation Packet



AT&T Individualized Language Learning Center (ILLC)

Professor Diane W. Birckbichler

Director, French Individualized Instruction

Dr. Julie Parson

Assistant Director Of French Individualized Instruction

120 Hagerty Hall

The Ohio State University

(614) 292-7060





# Bienvenue!

## French Individualized Instruction Student Orientation Packet

Individualized Language Learning Center (ILLC)

Dr. Julie Parson  
Assistant Director of French Individualized Instruction  
120 Hagerty Hall  
The Ohio State University  
(614) 292-7060

## Welcome to French I.I.!

Welcome to French Individualized Instruction! This packet is designed to help you get started in your program. If you are new to French Individualized Instruction (French I.I.), you are required to attend one of the **Orientation Sessions** for the I.I. course that you are taking. Orientation Sessions are offered on the first and second day of classes. Please plan to attend one of these Orientation Sessions in **Hagerty Hall 206**:

Tuesday, 8/23 from 10:30 to 11:30

Wednesday, 8/24 from 11:30 to 12:30

Friday, 8/26 from 11:00 to 12:00

Saturday, 8/27 from 10:00 to 11:00

**All new students are required to attend an Orientation Session. You should have already read this packet before coming in for this orientation appointment.**

Here are some useful links:

[Contact](#)

[General Information](#)

[iLrn Website](#)

## CHAPTER 1

# Getting Started



There are a few differences between French courses in the classroom and French courses in Individualized Instruction (I.I.). Please read the following sections to find out how the two types of courses differ.

# What is I.I.?

Figure 1.1



*Evening along the Seine in Paris, France.*

## **What is Individualized Instruction?**

French I. I. is a self-paced, mastery-based program of learning French designed to mirror the courses offered in the classroom. Each course of French I. I. is the equivalent in content and in credit hours to the classroom-track course at the same level. It differs from the classroom course in the following ways:

**Mastery-based language-learning:** Because of the highly independent nature of language-learning in the French I. I. program, we require that all students perform at the level of **80% or better**.

**Flexible credit:** One complete course is worth four credit hours. In the classroom, these four hours normally would be completed in one 16-week semester. In I. I., you have the option of spreading these four credit hours out over two or three semesters. (Note, French 2101 is three credit hours.)

**Flexible meeting times:** All work in I. I. is done on an appointment basis. You set your own deadlines for finishing each unit and you make the required appointments when you are ready and when it is convenient for you to come in. How often you come in to see an instructor depends on how quickly you are working and how much additional help you need. It will also depend on available appointment and walk-in times.

**One-on-one instruction:** All instruction in I. I. is one-on-one, allowing the instructor to focus on your individual needs and questions.

**Student autonomy:** French individualized instruction allows you to be in charge of your learning in a variety of ways. For example, you decide how many credit hours you want to take or can take in a given semester, you schedule the times for your required and optional appointments (based on availability of appointments), and you decide when you are ready to take the tests for a given unit of credit.

# Successful Students

Figure 1.2



*The Flying Buttresses of Notre Dame*

**What types of students are successful in I.I.?**

Based on more than thirty years of experience with individualized instruction, we have observed that students who succeed in I.I.:

...are independent and well-organized

...like one-on-one learning

...can handle a flexible schedule

...feel the classroom track is too fast or too slow

...have experience in another language

...do not procrastinate

...know how to manage their time

...use the I.I. learning packets

# FAQ

**Figure 1.3**



*View of Paris from the Eiffel Tower*

## **French I.I. FAQ**

This FAQ will answer several commonly asked questions concerning French I.I. If you don't find your answer here, though, please ask your instructor.



**Where are I.I. courses located?** You will come to the AT&T Individualized Language Learning Center located in 120 Hagerty Hall. The current semester hours of operation are posted in the center.

**Does my class have regular meeting times?** No, you will need to make an appointment to see an instructor whenever you need to have something checked or graded, or any time you need or want more practice. Alternatively, you may come in for walk-in hours.

**How do I make an appointment?** You can make an appointment by logging in to the Carmen scheduling system at <http://carmen.osu.edu>. The appointment you make refers to the time you are with an instructor, and not necessarily the time you are in the Individualized Language Learning Center (ILLC). Each appointment is 15 minutes long. You can have a maximum of six (6) appointments per week. MAKE APPOINTMENTS WELL AHEAD OF TIME as they can fill up quickly.

**What is a module?** A module is the set of required activities that corresponds to one hour of credit. We also use

the term credit or credit hour to refer to this set of activities.

**What is a unit?** A unit refers to the activities related to one exam in French Individualized Instruction. Normally, units correspond to chapters (but not always). A module sometimes consists of only one unit, but normally a module consists of two units. Your deadlines will be based on units.

**Who is my instructor in French I.I.?** The French I.I. Center is staffed by a team of several instructors. You will see different instructors depending on when you make appointments. If you have questions about grades or policies, you can speak with the Assistant Director of French I.I. Julie Parson ([frenchii@osu.edu](mailto:frenchii@osu.edu))

**Does an I.I. course have a syllabus that tells when assignments are due?** No, there is no syllabus for an I.I. course, though the content is clearly spelled out for you in the course **learning packet**. You will work with your I.I. instructors who give you set deadlines for each of the chapters in the credit hours that you want to complete. Every chapter in each credit hour has a deadline, i.e., the date on or before which the entire chapter must be com-

plete. This means that all assignments and tests must have been taken, graded, and passed **on or before** this date. Deadlines are firm in French I.I., and can only be changed for a medical excuse or some other verifiable emergency (with appropriate documentation). The good news is that **if you finish a chapter before or on your deadline, you receive 2 additional points on your end-of-module test.** On the other hand, **if you miss your deadline, you have 4 points taken off your test.** If a student would like to re-take a test simply to receive a higher grade, (s)he may do so, but will not receive the extra 2 points even if they are on time.

**What are tests like in I.I.?** They are like the ones in the classroom except that you have a test at the end of each chapter and do not have a final examination at the end of the semester. This test is called a **MAT (Modular Achievement Test)**. You will need to receive 80% or above on the test to proceed to the next chapter. If you do not receive the required 80%, your instructor will help identify the areas that need improvement and you will **HAVE** to retake the test (there are two more versions, B and C, to be taken until the student makes 80% or higher). Before taking the MAT, you are required to take a **Preliminary Modular Achievement Test (PMAT)**, which is a practice test designed to let you see how well you have mastered the material for that

module/credit hour. When and how you take the PMAT depends on the course you are taking. Each test in I101-I102 has a listening, speaking, reading, and writing section.

**How is my grade calculated in I.I.?** Your grade for the semester will be based on the average score of MATs that you have taken for each credit hour that semester. **(Note: you may not complete part of a credit hour this semester and complete the second part in a future term. You must complete all units of a credit hour in one term.)**

**What books do I buy for French I.I.?** You can find this information below in the description of each course. In addition to the required textbooks and workbooks (print or online depending on the course you are taking), you will also need to download (or use online) the learning packet from Carmen for each course.

**What is a Learning Packet?** A learning packet provides step-by-step directions and suggestions to help move you through the material contained in each module/credit hour. The learning packet contains chapter objectives, checklists of required, recommended, and supplementary activities,

information about written and oral tests, required activities in the workbooks if applicable. Online Learning Packets have been designed for all classes. The learning packets are available on Carmen.

# Getting Started

Don't forget:

1. **New** students **MUST** attend an Orientation Session!
2. **All** students **MUST** attend a Planning Session. Planning Sessions can only be completed by a walk-in appointment.
3. During the Planning Session, your file will be activated, and you will be able to make appointments after it.
4. Please allow 24-48 hours for your access to the appointment website to be activated. Your username is your OSU name.# and your password is the last 4 digits of your student ID.

Figure 1.4



*The Ecole Militaire, as seen from the Eiffel Tower.*

## Getting Started

After Orientation, we will need some information from you. By September 2<sup>nd</sup>, you will need to come in via WALK-IN (no appointment necessary) for a Planning Session. During a Planning Session, you will:

Fill-out a **data sheet** so that you are registered in the program. We will need your student ID number and your OSU e-mail address (**email addresses from other providers are not accepted**).

Verify your deadlines so that you know what work you will need to complete and by what date. (Note: Deadlines are not days that you are scheduled to take tests. You are allowed and encouraged to take tests **BEFORE** your deadline. All preparatory work should be completed before the deadline.)

## The Planning Session

Here is what happens in your planning session, which is a very important first step in your enrollment in French I.I.:

- Your file in French II will be activated.
- You will be asked how many credit hours you plan to take.
- You will receive your log-in information for the online scheduling system.
- If you are new to French I. I., you will be asked to set your **first** deadline. We recommend that you give yourself at least 1 week for your first unit deadline. After this first unit is completed, you will be asked to set all of the remaining deadlines.
- For **returning** students: you will be asked to **set all of your deadlines for the semester.**

- You may ask any questions that you may have remaining about the program.

## Additional information about appointments

**What is a no-show?** A no-show is when you schedule an appointment and forget about it, or **arrive over 5 minutes late to your appointment.** You are allowed 4 no shows/late cancellations per semester. Once this limit is reached, your scheduling privileges will be denied for two (2) weeks. **During those two weeks, you will be able to have your work checked during walk-in hours only.**

**What is a late cancellation?** Every time you make an appointment, you have the opportunity to cancel it by logging into the on-line scheduling system no later than 24 hours **before** your appointment. If you cancel your appointment after that time, you will be allowed to put it on the offer board of the scheduling system. If another student takes your appointment, you will not be penalized for it, but if nobody does, it will be considered as a late cancellation. You are allowed 4

late cancellations/no-shows per semester. Once this limit is reached, your scheduling privileges will be denied for two (2) weeks. **During those weeks, you will be able to have your work checked during walk-in hours only.**

**What is a walk-in hour?** Every week, one hour per day is reserved for walk-ins. To view walk-in hours, please consult the “instructors’ schedule” on Carmen. During walk-ins, students will be served on a “First Come-First Served” basis. Of course, any time an instructor is on duty and has no appointment may also be used as “walk-in” time.

**No appointments left:** If you do not schedule your appointments well ahead of time, you risk not being able to find any appointments as they can fill up quickly. If you have an upcoming deadline and cannot find any available appointments, it is your responsibility to come to walk-ins and check the offer board on the scheduling system at the beginning of the day. **Not being able to schedule an appointment is not a valid excuse for extending a deadline.**

## CHAPTER 2

# 1101.51 and 1102.51



French 1101.51 and French 1102.51 both use the text book *Liaisons*. You are required to purchase the online iLrn access code, but you may also purchase the hard copy of the textbook as well. These are available as a bundle at the OSU bookstores. Additionally, you will find the learning packets and practice exams for the course on [Carmen](#).

## French 1101.51, 1102.51 Liaisons

### Normal progress through one chapter

Please note that the activities described below are only the minimum required to complete a module/credit hour. You are welcome and encouraged to come in more often for any kind of help or supplementary work you need.

The amount of work that you complete in your course depends on the number of credit hours that you are taking. Each credit hour corresponds to a given amount of work. Please consult this chart to see how much work you will complete for each credit hour you take.

FRENCH 1101.51		FRENCH 1102.51	
CREDIT HOUR	CHAPTERS	CREDIT HOURS	CHAPTERS
1	P	1	7a and 7b
2	1 and 2	2	8 and 9
3	3 and 4	3	10 and 11
4	5 and 6	4	12 and F

Each chapter has the following required appointments:

\_\_\_\_\_ **Workbook/Film** (one appointment): Complete oral and written workbook activities for the chapter. You can find the online workbook at <http://ilrn.heinle.com>. Your instructor will go over the open-ended section with you during your appointment if you bring hard copies of these activities. During the appointment you will also discuss a sequence of the film Liaisons or have a composition graded. More details can be found in each chapter's learning packet. **The workbook is graded on a Pass/Fail basis but you must complete all assigned activities to receive credit.**

\_\_\_\_\_ **Conversation** (one appointment): Select 5-6 activities labeled "with an instructor." Each one should be from a different grammar and vocabulary section. You will be expected to use the entire 15 minutes of the appointment to practice speaking in French with your instructor.

\_\_\_\_\_ **PMAT diagnostic test** (one appointment): Download then take the Practice MAT diagnostic test (the test and answer key can be found on Carmen). Correct your answers with a different color ink. The instructor will do the dictation and listening comprehension sections with you during the appointment.



Once you have completed these required activities, you are ready to take the MAT (no appointment required).

### \_\_\_\_\_ **Modular Achievement Test (two appointments)**

The written MAT is like the PMAT, only longer. **You ask must the staff at the front desk for the test you need. You are responsible for taking the correct test and having an appointment in which it will be graded.** You do NOT need an appointment to take the test, though.

Once you have taken the MAT, you need to schedule two follow-up appointments:

\_\_\_\_\_ Grading of written test - 80 points (one appointment)

\_\_\_\_\_ Oral exam with instructor - 20 points (one appointment)

You will need a total score of 80% to complete the module/credit hour (with bonus or penalty points figured in). A minimum of 10 appointments is required to complete a module/credit hour in French 1101.51 (with the exception of module/credit hour 1, which covers only one chapter and has only five required appointments) and 1102.51, unless the 90+ option is in effect.

### **MAT Exams in 1101.51 and 1102.51**

**You do not need an appointment to take a test in 1.1.**

Your appointment is to get it graded (please note that all tests are graded in front of you by the instructor).

When you are ready to take a test (MAT), you simply ask for it from the workers at the Front Desk.

You may have as much time as you need to take a test. We recommend that you give yourself at least 30 minutes for a PMAT and at least one hour for a MAT (it might not take you that long, but you would rather have too much time than too little).

Sign into the exam log at the Front Desk before you take the test. You will need your BuckID.

Please be aware that with the **online testing** there might be some waiting time when you come in for your first test, but only for the first one. To avoid this wait time, you should come in and talk to the front desk about getting pre-registered for the listening exam prior to taking your first MAT.

The written MAT consists of two separate sections – a listening exam and a written portion. Both sections need to be completed when you come in for the written portion of the test (MAT).

Students should get **headphones with outside volume control** (available in HH198 for \$9.95), although they may be able to borrow a pair from the front desk. They are first come first serve, so they should not plan on being able to borrow a pair.

When you are done with the test, hand it back to the Front Desk receptionist who will file it for you until your grading appointment. This grading appointment does not need to be on the same day the test is taken.

For 1101-1103, you will need a second appointment for the Speaking Test, which is administered and graded in the same appointment. You may do the Speaking Test before the Written, if you choose, and these two appointments do not need to be back-to-back or even on the same day. (Please keep in mind that this is a separate test from the written MAT, which consists of a listening and written section.)

## CHAPTER 3

# 1103.51



French 1103.51 both use the text book *Bravo!* 8th edition. You are required to purchase the online iLrn access code, but you may purchase the hard copy of the textbook as well. These are available as a bundle at the OSU bookstores. Additionally, you will find the learning packets and practice exams for the course on [Carmen](#).

## **French I 103.5 I**

### **Normal progress through one unit**

Please note that the activities described below are only the **minimum** required to complete a module/credit hour. You are welcome and encouraged to come in more often for any kind of help or supplementary work you need.

Here is a chart that explains how much work you will complete for each credit hour. For credits 1 and 3, the chapter tests are combined into one exam. For credits 2 and 4, you will have separate exams for each component of the credit hour. Please see the learning packets for more information.

<b>CREDIT HOUR</b>	<b>CHAPTERS</b>	<b>NUMBER OF TESTS</b>
1	1 and 2	1
2	3 and play	2
3	4 and 5	1
4	6 and 8	2

Each exam that you will take requires pre-exam and post-exam appointments. For each one, here is a list of the required appointments:

1 appt- workbook checked\*

1 appt- role-play / reading summary\*

1 appt- composition checked\*

1 appt- PMAT graded\*

1 appt- MAT written portion graded

1 appt- MAT oral exam

(\* = must be done before the MAT, in any order)

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**This is the minimum number of appointments required to complete a unit in French I 103.5 I, unless the 90+ option is in effect**

## \_\_\_\_ **Workbook (Written and oral)**

You can find the online workbook at <http://ilrn.heinle.com>.

You should complete all assigned activities in the chapter, and your instructor will review the open-ended activities with you **if you bring hard copies to your appointment**. Several of the activities in this workbook have only one possible correct answer. The web site gives you immediate feedback on these activities and you will see what material you have learned well. It also lets you know what you should be asking the instructor to explain to you. The workbook is graded on a Pass/ Fail basis. It is either done, or not done.

## \_\_\_\_ **Role play and Reading Summary**

Role plays are oral activities taken from the “Interactions” sections in your textbook. Your Learning Packet indicates the situations you have to choose from. You choose one to act out with your instructor. You must also choose a reading from the end of the chapter that you want to summarize and answer your instructor’s question about. There will be one **Role-Play/Reading Summary session per unit**.

## \_\_\_\_ **Composition**

All compositions in 1103.51 must be typed, double-spaced. The subject matter and length is specified in the Learning Packet for 1103.51. **Please see the Academic Misconduct Policy regarding the use of web-based translators and translation software.**

## \_\_\_\_ **PMAT grade**

The practice test will be graded in front of you by an instructor. The score earned on the PMAT does not affect your grade in the course, but it must be completed prior to taking your MAT. There will be one PMAT appointment per module/ credit hour.

The Modular Achievement Test consists of two parts:

## \_\_\_\_ **MAT (Written)**

The written MAT is just like the PMAT, only twice as long. It has a total of 80 points, of which you must earn at least 80% (64 points). **You ask must the staff at the front desk for the test you need. You are responsible for taking the correct test and having an appointment in which it will be graded.** You do NOT need an appointment to take the test, though.

## \_\_\_\_ **MAT (Speaking test)**

The Speaking Test for 1103.51 is an oral presentation on a subject chosen from the Learning Packet. It should be from 7 to 10 minutes long (less than 7 is really too short). You may use a note card to help prompt your presentation, but you will not be allowed to “read.” If the note card is too detailed, you will be instructed not to use it. (Please ask an instructor if you are unsure.) The Speaking Test is worth a total of 20 points, of which you must earn at least 16 in order to pass.

**Note that you do not have to have an appointment to take the Written MAT.** You do, however, have to make one appointment to have the Written MAT graded and a second appointment in which to do your Oral MAT presentation. See the section “**Exams**” later in this packet for specific information on how to take a test. The Speaking and Written MAT will be added together to determine the grade for the chapter or module/credit hour.

### **MAT Exams in 1103.51**

**You do not need an appointment to take a test in 1. 1.**

Your appointment is to get it graded (please note that all tests are graded in front of you by the instructor).

When you are ready to take a test (MAT), you simply ask for it from the workers at the Front Desk.

You may have as much time as you need to take a test. We recommend that you give yourself at least 30 minutes for a PMAT and at least one hour for a MAT (it might not take you that long, but you would rather have too much time than too little).

Sign into the exam log at the Front Desk before you take the test. You will need your BuckID.

Please be aware that with the **online testing** there might be some waiting time when you come in for your first test, but only for the first one. To avoid this wait time, you should come in and talk to the front desk about getting pre-registered for the listening exam prior to taking your first MAT.

The written MAT consists of two separate sections – a listening exam and a written portion. Both sections need to be completed when you come in for the written portion of the test (MAT).

Students should get **headphones with outside volume control** (available in HH198 for \$9.95), although they may be able to borrow a pair from the front desk. They are

first come first serve, so they should not plan on being able to borrow a pair.

When you are done with the test, hand it back to the Front Desk receptionist who will file it for you until your grading appointment. This grading appointment does not need to be on the same day the test is taken.

For I101-I103, you will need a second appointment for the Speaking Test, which is administered and graded in the same appointment. You may do the Speaking Test before the Written, if you choose, and these two appointments do not need to be back-to-back or even on the same day. (Please keep in mind that this is a separate test from the written MAT, which consists of a listening and written section.)

## CHAPTER 4

# 2101.51



The required texts for French 2101.51 are: *Huis Clos*, by Jean-Paul Sartre, *L'Étranger*, by Albert Camus, *Tintin en Amérique*, by Hergé, and *Maigret et le corps sans tête*, by Georges Simenon. You can purchase these at the OSU bookstores. Additionally, *Inch'Allah Dimanche*, directed by Yamina Benguigui, is required and you can view it on the [OSU Media Library](#). The Learning Packets for French 2101.51 are all available online on [Carmen](#).



## **French 2101.51**

# **INTRODUCTION TO 20<sup>th</sup> CENTURY FRENCH AND FRANCOPHONE LITERATURE AND FILM**

## **GENERAL INTRODUCTION TO THE COURSE**

French Individualized Instruction course 2101.51 is designed to serve as an introduction to 20<sup>th</sup> Century French Literature.

### **I. GENERAL OBJECTIVES:**

1. to stimulate and improve written and oral expression through the use of authentic literary and cultural texts and to develop in particular a more analytical/critical mode of expression;
2. to use previously acquired language skills in the discussion of questions of a literary and cultural nature and to develop more fully the ability to narrate, describe, support opinions, analyze, critique, and hypothesize;

3. to increase the ability to read efficiently and effectively selected literary and cultural texts;
4. to build thematic (e.g., mythology and demystification, portraits and self-portraits, regions and traditions) and technical vocabulary (e.g. irony, figurative vs. literal language, metaphor, narration) needed to discuss these texts.

### **II. REQUIRED ACTIVITIES (for each text, a credit hour covers two texts):**

**A. Discussion Orale (1 appointment):** Read the entire text and the questions in Sections IV and V and be prepared to discuss IN FRENCH what you have learned with your instructor. The Discussion Orale consists of three parts, each lasting five minutes:

1. Plan to give a 5-minute presentation on any of the aspects that interest you about the novel: specific passages, themes, characters, the author, etc. You are expected to speak for about 5 minutes.
2. The next section is a 5-minute segment where you ask the instructor questions about the play. You are required to prepare enough questions or discussion topics in French to fill this 15-minute meeting time. It is your responsibility to keep the conversation going.

3. During the final five minutes your instructor will ask you questions about the play and your ideas and opinions about various aspects of the play.

**B. Compositions/Drafts (3 appointment total):**

The required composition for this text (a draft and final version) is designed to improve your ability to write in a more sophisticated manner in French. Two back-to-back appointments are required for the grading of the first draft, and an additional appointment is required for the grading of the final version. Please remember to bring the rough draft with the final draft.

**C. Présentation Orale (1 appointment):** You are required to give a formal oral presentation based on the material of the module/credit hour. This presentation should be at least **12 minutes in length.**

**D. Examen (1 appointment to grade exam):** The exam will test you on the material presented in the Learning Packet and on any outside reading that you are required to do. There are several sections on the exam consisting of true/false statements, identification of quotes, short answer and essay questions.

Exams are taken in the I.I. testing lab. You do not need an appointment to take the test, but you do need an appointment to have it graded.

**You need a minimum of 12 appointments to complete one semester credit hour in French 2101.51. (Each credit hour consists of two texts.)**

**III. GENERAL HINTS ON WRITING A COMPOSITION AT HOME**

**Before writing:**

Choose the topic you want to discuss and think about how you want to go about developing your ideas. Each individual has his or her own way of starting the writing process. For some, thinking about and organizing the topic mentally for a while is useful; others prefer to brainstorm and jot down ideas randomly, organizing them later; and for still others a more formal outline is useful. All of these possibilities share a common thread: the importance of organizing and thinking before you begin writing so that your essay is more coherent and logical.

## Writing your essay

The type of essay that you will be writing in 2101.51 is usually divided into three parts:

1. an **introduction** in which you introduce the topic or define the problem of your composition and tell briefly how you propose to discuss the topic, in other words give your reader a sneak preview of what you plan to do.
2. the **body** of the essay (one to several paragraphs) in which you develop your ideas.
3. a **conclusion** in which you state the outcome and conclusions of your essays and present your final thoughts on the topic that you have developed in the essay. Do not introduce new ideas in the conclusion as this section serves as a wrap-up.

## What to write

Chose a theme or topic or have in your head an overreaching idea that you wish to convey to the reader of your essay.

Discuss the topic in your own words and using your own ideas as much as possible.

Support your ideas by using examples from the text.

When you use the author's exact words, rephrase the author's ideas, or use facts from the reading material, you must give credit to the author. To do so, give the page number after the quotation or idea. Although you will use more formal bibliographic style in more formal writing, this system will be sufficient for this course.

Do not include long quotations; instead consider paraphrasing a long passage if you need to support your ideas.

## After writing

When you've finished (and as you write), reread your essay for both content (e.g., organization, transitions between paragraphs) and for form (e.g., grammar, vocabulary). Rewrite and reorganize where necessary. Some like to read the essay first for form, checking vocabulary choices, gender, verb forms, etc. and then read for content; others like to start with content and then check the language. Others check their work as they go along so that the final editing is a much more streamlined process. Some also like to write a very rough draft to get their ideas down and then go back and reorganize and edit. You'll need to find the process that works best for you.

## IV. SCORING RUBRIC

Below you will find the writing and speaking rubrics used to evaluate your written essays and your oral presentations. They give you a good idea of what to look for in the editing process.

### **ORAL DISCUSSION**

For the oral discussion, the student is required to discuss the work at hand and respond to questions about the work. The student's grade will be calculated based on the following criteria:

1. Appropriate and grammatically correct constructions \_\_\_\_\_ / 20

2. Accuracy of pronunciation and fluency \_\_\_\_\_ / 20

3. Ability to discuss various topics from work \_\_\_\_\_ / 20

4. Length and complexity of conversation \_\_\_\_\_ / 20

5. Ability to answer questions from instructor \_\_\_\_\_ / 20

Total Score: \_\_\_\_\_ / 100

## **TAKE-HOME COMPOSITION**

**90-100 Haut niveau de performance. Excellent contrôle de la langue.**

Bonne organisation; idées présentées d'une façon claire et logique.

Peu d'erreurs de grammaire, d'orthographe et de construction.

Variété et richesse du vocabulaire, de la grammaire et de la syntaxe.

Profonde analyse littéraire, nombreuses idées originales et personnelles.

Qualité du texte appropriée au niveau du cours.

La réponse couvre tous les aspects de la question ou du sujet proposé.

Plusieurs tentatives d'emploi d'images littéraires.

**80-89 Bon niveau de performance. Bon contrôle de la langue.**

Léger manque d'organisation, mais les idées principales sont présentes

Quelques erreurs de grammaire, d'orthographe et de construction

Vocabulaire, grammaire et syntaxe modérément variés.

Tentative d'analyse littéraire, quelques idées originales et personnelles.

La majorité du texte est d'une qualité appropriée au niveau du cours.

La réponse traite seulement les principaux aspects de la question ou du sujet proposé.

Quelques tentatives d'emploi d'images littéraires

**70-79 Niveau passable de performance. S'exprime de façon compréhensible.**

Quelques tentatives d'organisation, mais résultat peu clair.

Nombreuses erreurs de grammaire, d'orthographe et de construction.

Vocabulaire, grammaire et syntaxe limités.

Aucune tentative d'analyse littéraire, peu ou pas d'idées originales et personnelles.

La qualité générale du texte est au-dessous du niveau du cours.

La réponse ne traite que quelques aspects de la question ou du sujet.

Peu ou pas de tentatives d'emploi d'images littéraires.

**60-69 Performance révèle la nécessité d'une intervention pédagogique. Contrôle très limité de la langue.**

Manque d'organisation.

Sérieuses erreurs de grammaire, de vocabulaire et de constructions

rendent la compréhension difficile.

Manque de variété dans le vocabulaire, la grammaire et la syntaxe.

Absence d'idées originales, répétition du texte.

Qualité du texte est bien au-dessous du niveau du cours.

Réponse insuffisante à la question ou au sujet proposé.

**Au-dessous de 59 Inacceptable**

Réponse au-dessous des niveaux décrits plus haut ou hors du sujet.

## ORAL PRESENTATION

For the oral presentation, you are required to prepare a 12-minute presentation/report. After the presentation, your instructor will follow up and ask questions or raise other aspects of the issue. Your grade is based on the presentation as well as on the follow up discussion.

1. Appropriate and grammatically correct constructions \_\_\_\_\_/20

2. Accurate pronunciation and fluency \_\_\_\_\_/20

3. Organization \_\_\_\_\_/20

4. Information provided \_\_\_\_\_/20

5. Answering your questions/discussing topic with you \_\_\_\_\_/20

Score \_\_\_\_\_/100

## CHAPTER 5

# Grades and Policies



This section explains other important policies concerning grades, testing, scheduling, and Contract Week.

## Testing Center Policies

1. You may not take food, drinks, phones, or backpacks into the Testing room.
2. You must begin a test at least 45 minutes before the II Center closes.
3. All tests must be turned in at closing time; there will be no exceptions to this policy so plan your time accordingly.
4. You are required to complete the entire test in one sitting.
5. Once you start a test, you may not leave the testing center for any reason. Once you have given the completed test to the front desk staff, it cannot be returned.
6. Students may only take one version of a test per day. If you fail a test, you wait until the next day to take the next version. This allows you time to review before making another attempt.
7. In the event the testing facility is busy, students will be limited in the number of tests they may take in a single day. (This applies to retakes for a better grade. See note in #6 for retakes for not passing.)

## Retaking Tests

If you do not earn 80% or better on the A version of the MAT, you may take the B version of the test, and then the C version if you do not pass the B version. If after three times you are still unable to achieve 80%, you will be asked to drop the course. For 1101-1102, it is necessary to retake both parts of the exam, the written (version B, and then version C if the student does not pass version B) and the oral (students should be prepared to be tested on the interaction and situation that they did not do for the A attempt). For 1103, you need only retake the part on which you did not earn 80%.

Please note: you may only take one version (A, B, or C) per day if you do not pass with at least an 80%. Please take the time to study between versions.

You also have the option of retaking a test you have passed in order to improve the grade. You must take a different version, B or C, depending on what version was passed. You may only do so once per unit, and if you wish to do this, you must retake the test before beginning the following unit. Again, 1101-1102 students would need to retake both parts of the exam, but 1103 students may choose to retake only one of the two parts. In the event of a re-take, only the higher score is considered for the grade, and there will be no +2 reward.



## 90 + Option (1101-1103 only)

- You need to earn 90% or better on the MAT the first time you take it to receive the 90+ option.
- With the 90+ option, the preliminary activities for the following unit (workbook, conversation/ Role-Play, composition, PMAT) do not have to be checked by an instructor. The only activities that require appointments with an instructor are the MAT, written and oral.
- The 90+ is valid from one unit to the next within a certain semester, and from the immediately preceding semester.
- There is no 90+ option for the literary component of unit for the play in 1103.01 or for students in 2101.51.

## Scheduling Tips

Keep in mind when scheduling both appointments and deadlines that certain weeks and times are busier than others, and so getting appointments at these times will be more difficult. Here are some scheduling tips:

- Plan your work wisely and do not procrastinate
- Extensions to deadlines, which are exceptions to normal I. I., are not granted to a student who waits until the last minute to get things done.
- Likewise, you will need to keep in mind your own schedule, and be aware of when you are able to schedule appointments in I. I. when scheduling your deadlines.
- No student is guaranteed an appointment on the deadline day.
- Deadline extensions are not granted “because there were no appointments.”
- Appointment times usually (but not always) become freer after Contract Week.
- If you are coming up against a deadline and having difficulty scheduling an appointment, keep checking for openings by checking the on-line scheduling system offer board regularly.
- You can usually schedule for at least up to two weeks in advance. It is better to make plans early and then cancel appointments in a timely fashion if you find that you do not need all of them.

## Contract Week

- You can adjust the credits you will earn in the course between October 24th and October 28th. After that time, you will no longer be able to adjust your hours. Please plan ahead!
- Only students changing credit hours are required to come in and sign a form confirming the number of credit hours they are taking whether they are reducing the number of hours or increasing them.
- Note, however, that you can contract for only 2 credits more than the one on which you are currently working at the time of signing the contract.
- You must contract for a minimum of 2 credits unless you have permission from the Assistant Director. You may not drop the course. (If you wish to drop the course, please contact your academic adviser.)
- This number of credits, once established during contract week, can no longer be altered.
- NOTE: If you think you are going to finish the modules/credit hours for one course and then possibly proceed to the next course in the same semester, you should register for at least one hour of the second course at the beginning of the semester to avoid a late registration fee. If you do not move forward to the next course, you can drop that

hour during Contract Week. (Note: This only applies if you had originally intended to move on to the next course. Please see an instructor for more information.)

- In the event that you do not complete all credits for which you have contracted, you automatically receive a grade of E for the course, regardless of the scores earned on the modules that are completed.
- You cannot drop the course via a contract. (Please see “Dropping the course,” below.)
- As a rule, incompletes in I. I. are not given, and then only in the event of extraordinary circumstances. Incompletes are not given in the event of poor planning or failure to follow rules.
- Remember that you are ultimately responsible for making sure, by filling out your contract form correctly, that the number of credit hours you complete in II is the same number as what appears on your record.
- The contract must be typed (no handwritten copies will be accepted!) and is downloadable at this link: [http://cllc.osu.edu/sites/cllc.osu.edu/files/ii\\_adjust1213.pdf](http://cllc.osu.edu/sites/cllc.osu.edu/files/ii_adjust1213.pdf)
- GRADUATE STUDENTS who are registered for more than one course, and who drop all the hours of the second course for which they are registered will receive a “W”. See Assistant Director for more information.

Your instructors are not qualified to answer questions regarding fees and full- or part-time enrollment, and how these may or may not be affected by alterations made to your schedule during Contract Week. Such questions should be addressed either to your enrollment unit or to the Office of Fees and Deposits.

## Dropping the course

- In the event you wish to drop the course, or are required to do so (for not completing at least one Chapter Test by the July 9th or for taking a MAT three times without earning 80%) you must do so at your college office.
- We cannot initiate the drop procedure from I. I., and you cannot drop the course through a contract.
- Do not assume that you have been dropped from the course simply because you have stopped coming in for appointments.
- If you do officially drop an I. I. course, please send an email to the Assistant Director at [frenchii@osu.edu](mailto:frenchii@osu.edu) to inform him/her of your change of registration.

## Grades

Your grade in I. I. will be based entirely on the average of the scores earned for each module/credit hour (for all courses except 2101.51 this is the grade earned by adding the scores of the MAT Written and Oral). The following grading scale is used in I. I.

A = 93 - 100	B+ = 88 - 89.99	B- = 80 - 82.99
A- = 90 - 92.99	B = 83 - 87.99	E = 79.99 and below

## Some additional tips

- You are not allowed to take anything except your own headphones and a writing instrument into the testing rooms. If you need scratch paper, ask the Front Desk receptionist to furnish you some before entering. Please give yourself plenty of time to complete PMATs and MATs. You have an unlimited amount of time in which to take a test during the normal hours of operation of the Individualized Language Learning Center. However, you

cannot be counted as having “kept” your appointment if you are in the testing room at the time.

- Please feel free to come in for additional assistance as you need it! The tuition you pay gives you the privilege of frequent person-to-person contact with your instructors, within the framework of properly scheduled appointments and walk-ins. The appointments discussed above are a minimum required to complete a module/credit hour. You are welcome and encouraged to come in for tutoring, pronunciation practice, etc.

- A sign-up sheet for walk-in hours is available on the bulletin board for French I.I. Additionally, announcements of various kinds are posted from time-to-time on the bulletin board for French I. I. Get into the habit of checking this board when you come in. Learn the rules of the Center and ask questions in advance about any rule or policy about which you are unclear. Failure to follow program procedures may have a negative impact on your progress in the course and/or on your grade.

- If you have any problems, questions or concerns, please do not hesitate to see the Assistant Director during office hours or by appointment or to contact him/her by email at [frenchii@osu.edu](mailto:frenchii@osu.edu) You may also ask short language questions and expect an answer by email.

- Check out the website of the Department of French and Italian for additional French resources on the web and in Columbus. <http://frit.osu.edu>

## Academic Misconduct Policy

Students enrolled in courses at the Ohio State University are expected to adhere to the highest standards of academic conduct. The instructors and staff of the ILLC will be alert to any kind of inappropriate conduct in the course and in the facilities of the ILLC. Suspicion of misconduct will be handled by official rules and policies of OSU. Penalties for cheating or plagiarism may result in a failing grade in the course or expulsion from the university. The Department will abide by the decisions of the Academic Misconduct Committee. We take this opportunity to point out that the use of web-based translators and translation software is specifically prohibited and falls into the category of academic misconduct.

In addition, no unauthorized materials may be used during an exam. Unauthorized materials include but are not limited to: notes, papers other than scrap paper, phones, and computers. You may not use a computer in the testing area for anything other than the listening portion of an exam.

In its classrooms, the Department of French and Italian maintains a positive learning environment free from all harmful forms of discrimination. You are expected to adhere to this policy as well.

## Contacts

For further information regarding French I.I., please contact:

Julie Parson

Assistant Director of French I.I.

120 Hagerty Hall

Telephone: (614) 292-7060

Email: [frenchii@osu.edu](mailto:frenchii@osu.edu)

For further information regarding French and Francophone studies at the Ohio State University, please contact:

Department of French and Italian, 200 Hagerty Hall

Telephone: (614) 292-4938

website: <http://frit.osu.edu/>