

Term Information

Effective Term Autumn 2017

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 1101.61
Course Title Beginning French I: Individualized DL
Transcript Abbreviation FR I Ind DL
Course Description Individualized introduction to French via distance learning; 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
Grading Basis Letter Grade
Repeatable No
Course Components Independent Study
Grade Roster Component Independent Study
Credit Available by Exam Yes
Exam Type Advanced Placement Program, Departmental Exams, International Baccalaureate
Admission Condition Course No
Off Campus Sometimes
Campus of Offering Columbus, Lima, Mansfield, Marion, Newark, Wooster

Prerequisites and Exclusions

Prerequisites/Corequisites
Exclusions Not open to students with credit for FR 1101.01 or 4 credits of FR 1101.51.

Cross-Listings

Cross-Listings

Subject/CIP Code

Subject/CIP Code 16.0901
Subsidy Level General Studies Course
Intended Rank 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 demonstrate skills in communication across ethnic, cultural, ideological, and national boundaries, and appreciate other cultures and patterns of thought.
- Students employ communicative skills (e.g. speaking, listening, reading, and/or writing) in a language other than their native language
- Students describe and analyze the cultural contexts and manifestations of the peoples who speak the language that they are studying
- Students compare and contrast the cultures and communities of the language that they are studying with their own.

Content Topic List

- French language and culture
- Vocabulary and grammar
- Cultures of the Francophone world
- Excerpts for authentic texts and other media in French

Attachments

- French 1101.51 II syllabus.docx: syllabus of non-DL course
(Syllabus. Owner: Willging,Jennifer)
- French_1101.61_DE.docx: syllabus for DL course
(Syllabus. Owner: Willging,Jennifer)
- French 1101.61.pdf: Tech feasibility report
(Other Supporting Documentation. Owner: Willging,Jennifer)

Comments

- The attached tech feasibility report states that this DL course is numbered 1101.51 (like the "regular" individualized course), which is because our first submission was a course change request to allow a DL version of 1101.51. We have since decided to give the DL version a different number altogether, so we are now submitting this new course request, for 1101.61. *(by Willging,Jennifer on 02/02/2017 03:38 PM)*

Workflow Information

Status	User(s)	Date/Time	Step
Submitted	Willging,Jennifer	02/02/2017 03:39 PM	Submitted for Approval
Approved	Willging,Jennifer	02/02/2017 04:02 PM	Unit Approval
Approved	Heysel,Garett Robert	02/03/2017 09:12 PM	College Approval
Pending Approval	Nolen,Dawn Vankeerbergen,Bernadette Chantal Hanlin,Deborah Kay Jenkins,Mary Ellen Bigler	02/03/2017 09:12 PM	ASCCAO Approval



SYLLABUS: FRENCH 1101.51 BEGINNING FRENCH 1 (INDIVIDUALIZED INSTRUCTION) AUTUMN 2017

Course overview

Instructor

Instructor: Julie Parson

Email address: frenchii@osu.edu

Phone number: 614-292-7060

Office hours: TBD

GE Goals:

Students demonstrate skills in communication across ethnic, cultural, ideological, and national boundaries, and appreciate other cultures and patterns of thought.

GE Expected Learning Outcomes:

1. Students employ communicative skills (e.g. speaking, listening, reading, and/or writing) in a language other than their native language.
2. Students describe and analyze the cultural contexts and manifestations of the peoples who speak the language that they are studying.
3. Students compare and contrast the cultures and communities of the language that they are studying with their own.

Course description

French 1101.51 is an Individualized Instruction version of the classroom course for French 1101.01. 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. If you are not able to score at least an 80% on the exam at the end of the chapter after 3 attempts, we will ask you to drop the course so that you do not receive an E in the course.

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 or more semesters.

Flexible meeting times: Appointments with instructors are available in the mornings and evenings at least two days a week and 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:

At the end of French 1101.51, you should be able to:

- understand your instructor's explanations and commands with frequent explanations and clarifications;
- understand short, authentic texts, such as advertisements, tables and brief descriptions;
- engage in brief conversations on topics mostly related to yourself and your surroundings with your instructor;
- write short essays on familiar topics using the structures and vocabulary you have learned;
- understand different aspects of French and Francophone cultures;
- discuss competently (in English) a variety of topics related to French and Francophone culture and society and make contrasts and comparisons with your own culture.

More information can be found on [Carmen](#). Please see the student orientation video and Start Here page. In-person orientation dates and times TBA.

Course materials

Required

- Liaisons: An Introduction to French, Second Edition, ©2015
- iLrn book key for Liaisons (bundled with textbook in bookstore or at 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

Grading and faculty response

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

Assignment or category	Points
<p>Unit Pre-test Homework Check (iLrn)</p> <p>(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. Feedback on homework is given via an appointment.</p>	<p>Completion Grade</p>
<p>Unit Pre-test Conversation Check</p> <p>(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.</p>	<p>Completion Grade</p>
<p>Unit Pre-test PMAT</p> <p>(one appointment): Download then take the Practice MAT diagnostic test (the test and answer key can be found on Carmen). <u>Correct your answers with a different color ink.</u> The instructor will do the dictation and listening comprehension sections with you during the appointment.</p>	<p>Completion Grade</p>
<p>Once you have completed these required pre-test activities, you are ready to take the MAT (no appointment required). Once you have taken the MAT, you need to schedule two follow-up appointments.</p>	

Unit Written and Listening test, follow-up grading appointment)	80
Unit Oral test	20
Total for each unit	100

Please note that the activities described above are only the **minimum** required to complete a unit hour. You are welcome and encouraged to make an appointment more often for any kind of help or supplementary work you need. Appointments can be made on [Carmen](#) by clicking the calendar icon and then clicking on “Scheduler”

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)

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 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. (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 hours: OPTIONAL OR FLEXIBLE**

Office 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.

Other course policies

Academic integrity policy

It is the responsibility of the Committee on Academic Misconduct to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term “academic misconduct” includes all forms of student academic misconduct wherever committed; illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. Instructors shall report all instances of alleged academic misconduct to the committee (Faculty Rule 3335-5-487). For additional information, see the Code of Student Conduct <http://studentlife.osu.edu/csc/>.

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)

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.

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

Accessibility accommodations for students with disabilities

Students with disabilities (including mental health, chronic or temporary medical conditions) that have been certified by the Office of Student Life Disability Services will be appropriately accommodated and should inform the instructor as soon as possible of their needs. The Office of Student Life Disability Services is located in 098 Baker Hall, 113 W. 12th Avenue; telephone 614- 292-3307, slds@osu.edu; slds.osu.edu.

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](#)



SYLLABUS: FRENCH 1101.61 BEGINNING FRENCH 1 (INDIVIDUALIZED DISTANCE LEARNING) AUTUMN 2017

Course overview

Instructor

Instructor: Julie Parson

Email address: frenchii@osu.edu

Phone number: 614-292-7060

Office hours: TBD

GE Goals:

Students demonstrate skills in communication across ethnic, cultural, ideological, and national boundaries, and appreciate other cultures and patterns of thought.

GE Expected Learning Outcomes:

1. Students employ communicative skills (e.g. speaking, listening, reading, and/or writing) in a language other than their native language.
2. Students describe and analyze the cultural contexts and manifestations of the peoples who speak the language that they are studying.
3. Students compare and contrast the cultures and communities of the language that they are studying with their own.

Course description

French 1101.61 is an online 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. If you are not able to score at least an 80% on the exam at the end of the chapter after 3 attempts, we will ask you to drop the course so that you do not receive an E in the course.

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 or more semesters.

Flexible meeting times: Video appointments via CarmenConnect are available in the mornings and evenings at least two days a week and on Saturdays as well. Appointments are made on [Carmen](#).

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 video 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 video appointment times and decide when you are ready to take tests.

Course Learning Outcomes:

At the end of French 1101, you should be able to:

- understand your instructor's explanations and commands with frequent explanations and clarifications;
- understand short, authentic texts, such as advertisements, tables and brief descriptions;
- engage in brief conversations on topics mostly related to yourself and your surroundings with your instructor;
- write short essays on familiar topics using the structures and vocabulary you have learned;
- understand different aspects of French and Francophone cultures;
- discuss competently (in English) a variety of topics related to French and Francophone culture and society and make contrasts and comparisons with your own culture.

More information can be found on [Carmen](#). Please see the student orientation video and Start Here page.

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- iLrn book key for Liaisons (bundled with textbook in bookstore or at 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 a testing center on a branch campus, you may have to pay a proctor fee to take exams. Please contact frenchii@osu.edu 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
- **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 and Normal Progress – Per Unit (There are 7 units if taking all 4 credit hours)

Assignment or category	Points
<p>Unit Pre-test Homework Check (iLrn)</p> <p>(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. Feedback on homework is given via an appointment on CarmenConnect.</p>	<p>Completion Grade</p>
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<p>Once you have completed these required pre-test activities, you are ready to take the MAT (no appointment required, but you must email your instructor to inform her/him that you</p>	

are ready to take the test. He/she will then email the written and listening tests to your pre-approved testing center contact and you will arrange with them to take the test). Once you have taken the MAT, you need to schedule two follow-up appointments via CarmenConnect :	
Unit Written and Listening test (taken in pre-approved testing center, follow-up grading appointment via CarmenConnect)	80
Unit Oral test (via CarmenConnect)	20
Total for each unit	100

Please note that the activities described above are only the **minimum** required to complete a unit hour. You are welcome and encouraged to make an appointment more often for any kind of help or supplementary work you need. Appointments can be made on [Carmen](#) by clicking the calendar icon and then clicking on “Scheduler”

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Late assignments

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- **Video office hours: OPTIONAL OR FLEXIBLE**
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Other course policies

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Accessibility accommodations for students with disabilities

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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.

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- [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"> • Unit oral and written workbook activities • Film viewing • Conversation based activities with an instructor • Practice exams for unit mastery • Listening and comprehension activities • Written exam • Oral exam
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"> • Unit oral and written workbook activities • Film viewing • Conversation based activities with an instructor • Practice exams for unit mastery • Listening and comprehension activities • readings • Written exam • Oral exam
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 cengagebrain.com. This code must be obtained to access this content.</p> <ul style="list-style-type: none"> • Carmen LMS and the tools offered within the LMS • Cengage (http://ilrn.heinle.com)
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"> • Carmen LMS and the tools offered within the LMS • Cengage (http://ilrn.heinle.com)
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>
Standard - Learner Support				
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>The below link should be included in the syllabus. The text for the accessibility statement should be in BOLD 18pt font.</p> <p><u>http://www.ods.ohio-state.edu</u></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>http://artsandsciences.osu.edu/academics/current-students</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>http://ssc.osu.edu</p>

				Recommend that this link be included in the "Other Course Policies" section of the syllabus.
Standard – Accessibility and Usability				
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.