

SYLLABUS – Fall 2016

FREN 107 – Business French

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Office Hours:
T & Th: 4.15 - 5.15 pm
Th: 1.45 – 2.45 pm
and by appointment

Meets Tuesdays and Thursdays 3.00 - 4.15 pm (YOS 119)

Web sites: professor Elstob's site is
<http://www.csus.edu/indiv/e/elstobk/index.htm>
SacCT home page is:
<http://online.csus.edu>

Textbook: *À la recherche d'un emploi: Business French in a Communicative Context* – Amy Hubbell

IMPORTANT

Syllabus changes

The instructor reserves the right to alter this syllabus at any time should it be warranted by the demands of sound pedagogy. Changes to the syllabus will be announced on the SacCT home page for the class. In any event, the posted, electronic, online versions of the syllabus and schedule of classes are authoritative, taking precedence over any printed version.

Special needs - Students with Disabilities

In order to ensure equal access and opportunity to pursue their educational goals, CSUS Services to Students with Disabilities (SSWD) offers support services for students with visual, hearing, mobility impairments, specific learning disabilities, psychiatric disorders, and/or other types of disabilities. For more information call 916-278-7825.

If you have a documented disability and verification from SSWD, and wish to discuss academic accommodations, please contact me as soon as possible.

Expectations and Ethics

- **Do work in a timely manner – take time to practice before coming to class**
- In order to successfully achieve the above goals the professor requires your full cooperation:
 - o Regular participation and attendance in class
 - o Timely completion of reading and writing assignments
 - o Keeping up on online assignments are key ingredients to success.
 - o Completing homework preparation exercises before class
- **Classroom/Online Behavior**
 - o CSUS expects our students and faculty to conduct themselves with honesty and integrity. Therefore, each student is expected to uphold high ethical standards inside and outside the classroom. The online classroom should be an environment for learning. Therefore, behavior that is disruptive, that belittles another or which discourages others from achieving their academic goals has no place in this classroom.
- **Academic Misconduct**
 - o When you turn in an assignment and take credit for it, it must be your own work. If it is not, you have committed academic misconduct.

Plagiarism is representing the work of someone else as your own. Most commonly this occurs by cutting text and images from a website and pasting them into your work without giving the proper credit to the website creators, and copying from a textbook or other source and failing to give proper credit to the author. You may avoid this problem by always using quotation marks whenever you use someone else's exact words and by always giving references whenever you quote from or paraphrase another author.

- *Cheating*. If you give or receive unauthorized aid while completing any of the requirements for this course, you have cheated. Giving answers during an exam, writing a paper for another student or copying another student's work are all forms of cheating. Assistance from the writing lab, talking with a professor or fellow student or forming a study group before an exam are all acceptable forms of aid.

- **Penalties**

- The penalties for violation of above ethics policy will range, at the discretion of the instructor, from having to redo assignments, to failing the course, to an appearance before the Dean. **Any work turned in late will be penalized.**

Overview

This course will work for any student studying French at the intermediate to advanced level, regardless of their major field of study. The class emphasizes the vocabulary, cultural knowledge, and linguistic skills and tools that a student needs in order to work and succeed in an international French-speaking environment. The course will engage students with the working world through practice in the job search process, interviewing, interacting and performing in a French-speaking working environment. In doing so, students will draw on valuable crossover skills from their own culture and their native language.

Objectives

- This class aims to give students a better understanding of the geography and administration of France and several Francophone countries.
- The lesson activities and readings identify and analyze commercial company structures in some major Francophone companies.
- Assignments and homework give students the opportunity to examine their career goals, networking abilities, and the French language skills needed to participate in the working world.
- Building on French grammar foundations and grammar rules learned in beginning and intermediate classes, the class introduces students to practical applications of their knowledge in letter writing, CV preparation, and interviewing.
- The lessons concentrate on language for communication (speaking/listening, writing/reading) in French in real-life formats, such as: film, radio, song, TV, commercials, literature, newspaper, and blogs.
- Through a better understanding French grammar students will be more aware of the norms of French culture while maintaining their own values and identity.

Student Learning Outcomes

By completing this class, students will:

- Be able to describe, interpret, and compare a variety of geographic and administrative arrangements and structures in the Francophone world.
- Distinguish and classify aspects of the economy and the organization of commercial firms.
- Examine and formulate a plan for applying for work in the French-speaking world.
- Design and compose their CV in French.
- Imagine and construct a letter of interest for a position in a French-speaking company and also plan a strategy for responding to a French interview and determine its efficiency by participating in a job interview in French.

- Choose a product, analyze its potential success and devise a marketing campaign in French.
- Deepen their understanding of French grammar and their proficiency in the language through exercises and communicative activities so that they can express themselves accurately and comprehensibly.

Textbook: *À la recherche d'un emploi: Business French in a Communicative Context*

With communicative and contextualized activities, this text uses authentic materials and examples to prepare students for the practicalities of using French in the world beyond the university. Through written, video and audio exercises - from feature-length films, real company profiles, and career resource sites in France and Canada - the text nurtures students' reading writing, speaking and listening proficiency as well as their cultural awareness. ***À la recherche d'un emploi: Business French in a Communicative Context*** offers templates and models accompanied with thorough analysis of the elements to guide students in creating a strong job portfolio using the French language.

Catalog Description

FREN 107. Business French. Designed to create awareness of linguistic and cross-cultural differences affecting effective communication between American and Francophone speakers in the world of business, and to provide added confidence in transactions and negotiations. Explores how to do business in France, how different business structures work and interact, and how to participate in everyday business activities. Particularly helpful to International Business students to enhance understanding of Francophone and European markets and to develop business oriented French language skills. Prepares student to obtain two different Business French Certificates offered by the Chamber of Commerce and Industries of Paris and the French Ministry of Education. Conducted in French. Prerequisite: Second year college level proficiency or equivalent; or instructor permission. **Units:** 3.0

GRADED ACTIVITIES:

See *Emploi du Temps* section on SacCT for details of in-class and homework assignments

Due Date	ASSIGNMENTS	POINTS
Dec 13	In-Class Final (3-5 pm)	150
Oct 11 and 13	In Class Mid-Term (Interview)	100
	3 Assignments	300
Oct 27	- CV (100 points)	
Nov 8	- Lettre de motivation (100 points)	
Nov 29	- Lettre de remerciement (100 points)	
	For more details, see the <i>Emploi du Temps</i> section on SacCT	
<i>Various due dates:</i>	Attendance It is important to be in class since most of the work we do in class cannot be made up. Students who miss class explanations and exercises consistently score lower than those who do not. If absent, you are responsible for all assignments, including those done in the class you missed (e-mail me, ask a fellow student, or look on the <i>Emploi du Temps</i>). In class, take notes. I will emphasize in class the points that you most need to know and that will be quizzed and tested.	150
<i>See <i>Emploi du Temps</i> section on SacCT</i>		
<i>Various due dates</i>	In-Class Assignments, and Mini-Quizzes There will be in-class assignments in most classes – some written some oral. See <i>Emploi du Temps</i> section on SacCT.	150
<i>Various due dates</i>	Homework Varied short Assignments from the textbook and web sites. Use the <i>Emploi du Temps</i> section on SacCT to find out their assignment content and due date.	150
		1000

DOING ASSIGNMENTS ON TIME IS YOUR RESPONSIBILITY!

Grades are calculated out of a maximum of 1500 points which is converted to a percentage:
1500 = 100%; 1425 = 95%; 1350 = 90%; 1275 = 85%; 1200 = 80%; 1125 = 75%; 1050 = 70%; 975 = 65%

100 - 94 % = A; 93-90% = A- 89-87% = B+; 86-84% = B; 83-80% = B-; 79-77% = C+; 76-74% = C; 73-70% = C-; 69 and below = D; 70-79% = C; 60-69% = D; 59% and below = F