



ACADEMIC EXCELLENCE, REDEFINED

## American University of Ras Al Khaimah

### FREN 101: Beginning French

#### I. Instructor Information:

Name: Ms. Kate Moore  
Office: C-Building, Room 8  
Office Hours:

**Please observe these office hours, or make an appointment for a different time via email.**

Email: [kate.moore@aurak.ae](mailto:kate.moore@aurak.ae)  
Office Phone: +971 7 2210500 (Ext 1104)

II. Course : Public Speaking  
Course Credit Hours : 3 Credits  
Pre-requisites : ENGL 100/101

#### III. Course Description:

FREN 101 is the first course in a four-course elementary and intermediate French language sequence. The course has been designed for students who have no prior knowledge of the French Language and will be conducted in French as much as possible in order to foster skills in listening, speaking, reading, writing, and promote cultural awareness.

#### IV. Course Materials and Basic Resources:

*Vis-à-vis: Beginning French*, Amon, Muyskens & Omaggio Haddley, 5th ed. 2011, McGraw Hill, Chapters 1 through 5  
Workbook/Laboratory manual accompanying *Vis-à-vis* Chapters 1 through 5

E-learning resources and useful links to websites will be provided.

#### V. Course Goals and Objectives / Student Learning Outcomes Goals:

By the end of the course, students will demonstrate the ability to:

1. Converse in French about self, family, familiar topics and activities requiring a simple and direct exchange of information
2. Comprehend spoken words and phrases in the target language related to self, family, familiar topics and activities, with allowance for repetition and rephrasing
3. Create short written works of sentence and paragraph length related to self, family and immediate surroundings
4. Paraphrase short written passages about everyday life using appropriate target vocabulary
5. Demonstrate knowledge of several aspects of culture of the Francophone world

## VI. Weekly Topics and Assignments

Date	Topics	In-Class Activities	Reading/ Assignments Due	SLO
<b>WEEK 1</b>				
	<b>Course Overview</b>  <b>Chapître 1: Une nouvelle aventure</b>  <b>Leçon 1</b>			
<b>WEEK 2</b>				
	<b>Leçon 2</b>  <b>Le blog de Lea</b>			
<b>WEEK 3</b>				
	<b>Leçon 3</b>  <b>Leçon 4</b>			
<b>WEEK 4</b>				
	<b>Chapître 2: Nous, les étudiants</b>  <b>Leçon 1</b>			
<b>WEEK 5</b>				
	<b>Leçon 2</b>  <b>Le blog de Lea</b>			
<b>WEEK 6</b>				
	<b>Leçon 3</b>  <b>Leçon 4</b>	<b>Examen 1</b>		
<b>WEEK 7</b>				

	<b>Chapître 3: Elles ont l'air chic!</b> <b>Leçon 1</b>			
<b>WEEK 8</b>				
	<b>Leçon 2</b> <b>Le blog de Lea</b>			
<b>WEEK 9</b>				
	<b>Chapître 4: À la maison</b> <b>Leçon 1</b>	<b>Examen 2</b>		
<b>WEEK 10</b>				
	<b>Leçon 2</b> <b>Le blog de Lea</b>			
<b>WEEK 11</b>				
	<b>Leçon 3</b> <b>Leçon 4</b>			
<b>WEEK 12</b>				
	<b>Chapître 5: De génération en génération</b> <b>Leçon 1</b>	<b>Examen 3</b>		
<b>WEEK 13</b>				
	<b>Leçon 2</b> <b>Le blog de Lea</b>			
<b>WEEK 14</b>				
	<b>Leçon 3</b> <b>Leçon 4</b>	<b>Examen 4</b>		
<b>WEEK 15</b>				

	Revision pour l'examen final			
WEEK 16				
	Final Exam			

### VII. Evaluation of Learning

The dates for submission of assignments and critiques, and delivery of speeches are specified in the schedule.

Assignment	Weightage	SLO
Class Participation (in French)	10%	1-5
Tests (4)	50%	1-5
Homework	15%	1-5
Quizzes	10%	1-5
Final Exam	15%	1-5

### VIII. Grading Scale

University course work is measured in terms of quantity and quality. A credit normally represents one hour per week of lecture or recitation or not fewer than two hours per week of independent or laboratory work throughout a semester. Note that students should spend six (6) hours studying or completing assignments for each three (3) hour course in which they are enrolled. The number of credits is a measure of quantity. The grade is a measure of quality. The university system for undergraduate grading is as follows:

Grade	GPA Points	Percentage Scores
A	4.0	95-100
A-	3.75	90-94
B+	3.5	87-89
B	3.0	84-86
B-	2.75	80-83
C+	2.5	77-79

C	2.0	74-76
C-	1.75	70-73
D+	1.50	67-69
D	1.0	64-66
D-	.75	60-63
F	0	0-59

No credit toward graduation accrues from a failing grade or from a grade that is replaced by a retaken course.

**IX. Methodologies for Teaching and Learning:**

Classroom activities will be largely communicative and focus on the four skills of reading, writing, speaking and listening.

**X. Relevant Policies**

**A. Academic Misconduct**

**1. The Honor Code and Honor System**

The Honor Code is an integral part of university life. Learners remain responsible, therefore, for understanding the code’s provisions. Cheating and attempted cheating, plagiarism, lying, and stealing of academic work and related materials constitute Honor Code violations. In the spirit of the code, a student’s word is a declaration of good faith acceptable as truth in all academic matters. To maintain an academic community according to these standards, students and faculty must report all alleged violations to the Honor Committee.

AURAK expects its learners to uphold high standards of academic integrity and conduct. In particular, learners must

- Attend classes regularly and punctually
- Be actively involved in class discussions and other course related classroom activities
- Complete assignments on time
- Meet the requirements for course and program completion
- Abide by high standards of academic integrity, ethics, and honesty
- Refrain from cheating on homework and examinations, plagiarizing other people’s work by submitting it as their own, or any other forms of academic dishonesty
- Adhere to the published test or examination rules and regulations
- Make every effort to maintain good academic standing

Given the Internet and easy access to information and knowledge sources, the University commits itself to students learning in an ethical manner. For all academic assignments, project work, and presentations, learners must ensure that due

acknowledgement is given to the source of any information which they incorporate in their work. The following are some examples of academic misconduct:

- Cheating/using unfair means in examinations
- Significant paraphrasing in written academic work that is unacknowledged
- Unacknowledged use of information or ideas unless such ideas are
- commonplace
- Citing sources which student has not read or referred to
- Breaching the word limit of assignments and mentioning wrong word count
- Plagiarism

## 2. Plagiarism.

Plagiarism is a serious academic offense. Plagiarism is the use of someone else's ideas, words, projects, artwork, phrasing, sentence structure or other work without properly acknowledging the ownership (source) of the property (item). Plagiarism is dishonest because it misrepresents the work of someone else as one's own. It is intellectual theft, because it robs others of credit for their work. Plagiarism takes many forms including:

- Using someone else's words without putting those words in quotation marks and providing full information about their source, sufficient information so that another person could easily locate the words that are being quoted, whether it is in an article, a book, or on the web.
- Using unique, original ideas, phrases, sentences, paragraphs, or other materials, etc. from a single source or a variety of sources, such as a text, journal, web page, electronic source, design, artwork, etc. in one's work without citing all sources. For a student found plagiarizing, the punishment requires assignment of a failing grade without the right to redo the assignment up to a failing grade in the course.

### **Examples of Plagiarism. Acts of plagiarism include, but are not limited to, the following, when a student**

1. Hands in as "original" work prepared by someone else or preparing/completing someone else's work
2. Copies from a book or other publication without citing sources
3. Uses the same work to satisfy the requirements of two or more courses (during the same or different semesters)
4. Has someone else rewrite a rough draft or rewriting a rough draft that is not their own work

Violations of plagiarism are subject to evaluation according to the criterion of "reasonable doubt." The student's right to appeal and the procedures to be followed in carrying out the appeal of the University's decision is clearly stated in the *Student Handbook*.

Any violations of the University's academic rules, regulations or directives are reported to the Vice President of Academic Affairs and may result in one of the following disciplinary measures.

- Verbal or written warning

- Repeating the term
- Dismissal from the university

Please refer to the relevant section in the *Student Handbook* and ensure a clear understanding of the provisions of the University honor code and honor system in order to avoid infringement of the policy and attendant penalization.

**B. Concerns about grades or other course matters.** Students are responsible for their learning experiences. If a student is concerned about a class matter, first discuss it with the instructor (Ms. Kate Moore). If the matter is not resolved, the next step is to meet with the Department Chair (Dr. Osa Osayimense). If the student still has a concern, they may meet with the Dean of the School of Arts and Sciences (Prof. Abdelmajid Kassem). The matter is likely to be resolved before it reaches that point, but if it is not, and then the following positions are next on the organizational chart: the Vice President for Academic Affairs (Dr. John Ryder), and, finally, the President (Professor Hassan Al Akim). Students who decide to “jump to the top” will be referred back to the appropriate next step.

### **C. Assignments**

#### **Homework**

This course requires daily homework assignments, many of which include listening activities. You will be provided with a list of homework assignments and corresponding dates at the beginning of each chapter. Most homework will be submitted to the instructor on test days.

#### **Quizzes**

Quizzes will be an almost daily occurrence in this course. All quizzes will occur at the beginning of class. There will be no late quizzes. You must be in class and on time to take quizzes.

#### **Tests and Exams**

There will be five tests in the course. There will also be a cumulative final exam covering all material covered in the course. These tests will have written and oral components. *Make up tests and exams will be administered at the instructor's discretion (there is a maximum of one per student in any case). Make up tests will occur on a single scheduled day toward the end of the semester.*

#### **Extra Credit**

No extra credit assignments will be offered to students who do not complete the regular course assignments. It makes no sense to reward extra work when the regular work has not been completed. That said, there may be occasional bonus questions on quizzes, tests or exams.

### **D. Attendance**

In a language course, attendance is very important. Every day you are in class, you will be exposed to brand new information. You will not succeed in this course if you do not take attendance seriously. Make every effort to every class day.

If a student misses class, it is their responsibility to **contact a classmate** for information about what they missed: discussions, activities, handouts, notes, rescheduled dates, and assignments for the next class. Absent students are responsible for coming to the next class prepared and with any homework that might be due. "I was absent," is simply not an acceptable excuse for not having homework or being unprepared for class.

Students are required to arrive on time for classes and remain for the duration of the teaching session. Late arrival at, and early departure from, teaching sessions is deemed disruptive, discourteous, unprofessional and unfair to other class members and tutors.

Students will be expected to –

- Attend all learning and teaching sessions associated with their program of study
- Notify their course instructors in advance (in person, by phone or e-mail) that they will be absent from time-tabled class sessions
- Obtain prior permission from their instructor or course manager, for planned absences of two or more consecutive class sessions during the semester
- Provide a medical certificate or other corroborating evidence to explain their absence, if required by the university.

Unsatisfactory student attendance includes failure to regularly attend learning and teaching sessions without providing a satisfactory reason to instructors for absence and/or persistent late arrival at, or early departure from, learning and teaching sessions.

Where a student fails to attend classes for **two weeks cumulatively** without the university's permission, the student will receive a "**non-attendance warning (NAW)**", and will be required to provide satisfactory explanation for their non-attendance. With each subsequent NAW issued, a formal report on the student's non-attendance is made to their sponsor.

Where a student fails to attend classes for **four or more weeks cumulatively**, or where a recurring pattern of non-attendance (that is more than **two** NAWs) is observed, over the course of the semester, the student may be deemed to have failed the course, in which case he or she will receive an "F (Fail)" or "U (Unsatisfactory)" grade, as appropriate.

Please note that telling your instructor why you were absent or that you were absent does not mean your absence is excused. The very lenient four-week non-attendance policy is in place to allow for some of life's unexpected challenges (illness, family responsibilities, business, immigration, etc.); it does not grant you permission to miss class.



- E. Withdrawal:** If, by October 29th, you have met or exceeded the maximum for absences (12 class sessions in a S/Tu/Th course or 8 class sessions in a M/W course) for any reason, it is in your best interest to withdraw from the course to avoid receiving an F. **TBD is the last possible day to withdraw from a course.** If you remain in the course beyond this point and exceed the maximum absences, you will receive an F in the course.
- F. Mobile Phones:** Mobile phones, pagers, and/or other communication devices must be turned off in the classroom. If a student makes or answers a call, makes or sends a text, they may leave the class to do so, but they remain outside the classroom itself for rest of the session and are marked absent for the session.

**After reading this entire document, please complete the following contract and submit it to the instructor.**

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I \_\_\_\_\_ have read and understood Ms. Moore's Fall 2014 ENGL 102 syllabus. I agree to follow all its policies, particularly those related to attendance, withdrawal, academic misconduct, and plagiarism.

\_\_\_\_\_  
Signature and AURAK ID #

\_\_\_\_\_  
Date