

Department of World Languages and Cultures

University of Nevada Las Vegas

FREN 416-1001: French for Business

Course Description

FREN 416 is a 3-credit course that offers basic cultural concepts and language practice in situations common to today's French-speaking business world. Learners will be exposed to a wide range of material used for business or discussing the business world (essays, film reviews, newspaper articles, professional letters, resumes, etc.). The content of this course largely focuses on using French for practical purposes. Learners will improve their communication skills in the context of the business world and will also refine and develop their listening, speaking, reading, and writing skills. Class is conducted entirely in French. All assignments are to be completed in French. This course fulfills the UNLV International Core Requirement. Prerequisites: FREN 300, 301, 302 or equivalent.

Course Objectives

Upon successful completion of this course:

- Learners will be able to demonstrate effective command of the vocabulary and grammar structures necessary to communicate effectively in business or professional contexts;
- Learners will be able to explain the main macro-economic and social issues facing France today as one of the world's major economies, and compare and contrast similarities and differences between France and the USA in these areas;
- Learners will be able to discuss and evaluate articles for their impact on the economy of France in French newspapers and from the French business press.

Required Material

- Penfornis, Jean-Luc, *Communication progressive du français des affaires*. Clé international: 2012. ISBN: 9782090322750
- Penfornis, Jean-Luc, *Vocabulaire progressif du français des affaires (2^e édition)*. Clé international: 2012. ISBN 9782090382228

Course Expectations

1. All announcements, grades, and handouts will be posted on WebCampus.

a) Presence & Make-up Policies

Punctual arrival and attendance in every session is mandatory and only pre-arranged absences (see *Absences due to Religious Holidays and Extracurricular Activities*) will be allowed and graded work will be accepted without a penalty. Partial attendance (late arrival, early departure) will be penalized; two instances of partial attendance will be counted as one absence. Should you miss a class for any reason, you are still responsible for the material and the content of the class and for any assignment given for the next class. If you accumulate more than five absences, your final grade will be lowered by one letter grade.

Should you miss a class, you are responsible for checking the syllabus and Canvas for missed assignments, homework, lesson covered, etc. Students who represent UNLV at any official extracurricular activity shall have the opportunity to make up assignments, but the student must provide official written notification to the instructor no less than one week prior to the missed class(es). Assignments will only be permitted to be made-up or rescheduled for extraordinary circumstances (e.g. jury duty) for which formal original documentation will need to be furnished. *This does not include parking difficulties, halted traffic, family reunions, work obligations, travel plans, etc.* Be advised you will not be given the opportunity to make-up an assessment if you do not contact your instructor prior to the graded assessment being returned to the class. Official and

original documentation must be provided the day you return from the absence(s). Make-up opportunities are contingent upon timely receipt of proper documentation.

b) Preparation & Participation

This course is intellectually challenging and requires a gradual buildup of skills and knowledge, which is difficult to achieve without regular study and practice. *To succeed in this course, you should prepare at least 3 hours for every class meeting.* You are expected to do the assigned homework so that you can participate actively in all class activities, group work, etc. Classroom time is for clarification rather than for presentation of the material. A special emphasis will be put on speaking. Factors that will influence your participation grade are the following:

- Your active participation in group discussions;
- Your ability to answer questions from the professor regarding the material;
- The depth and breadth of your interpretation, analysis and treatment of the material;

c) Testing

There will be four quizzes, a midterm exam, and a final exam. They will include listening comprehension, vocabulary, idioms, culture, and reading comprehension. All in-class assignments will start promptly at the beginning of the class period. If you arrive late any information given in your absence will not be repeated. Students are required to take in-class assignments on their scheduled dates.

d) Resume and Cover Letter:

Throughout the course of the semester, learners will take the regular steps taken to apply for a job. During this process, learners will write their CV in French, as well as a cover letter for a job they will apply for. Learners will choose a specific job from a selection provided by the professor. CVs and letters are due on April 26.

e) Oral Exam

The oral exam will be the final step in the job interview: the interview with the prospective employer, a part which will be played by the professor and another learner from the class. All learners will be graded on their ability to showcase their interest and relevance for the job, and their ability to elicit and answer questions. Each oral exam will last about 20 minutes and will take place during the final week of classes.

f) Academic Etiquette

Learners have a responsibility to conduct themselves in class in ways that do not interfere with the rights of other learners to learn or of instructors to teach. Showing respect for your peers is absolutely essential to a good learning process.

Personal computers may be used during lectures and discussions for notetaking. Please do not use your cell phone, laptop, or tablet for personal reasons (checking email, social media, other classes' assignments, etc.) during class time.

g) Course Evaluations

Please address the email you will receive toward the end of the semester concerning your course teaching evaluations. They are a very important piece of assessment data and it is important that the reliability, validity, and legitimacy of these instruments be maintained.

Grading Scale & Criteria

Class discussions	10%	Cover letter	10%
Quizzes (4)	20%	Oral exam	10%
Midterm	20%	Final exam	20%
Resume	10%		

A	93% and above	B ⁻	80-82%	D ⁺	68-69%
A ⁻	90-92%	C ⁺	78-79%	D	63-67%
B ⁺	88-89%	C	73-77%	D ⁻	60-62%
B	83-87%	C ⁻	70-72%	F	59% and below

Semester Overview

DATES	EN CLASSE
29 août	<i>Introduction</i>
31 août	<i>Les agents économiques</i>
5 septembre	Labor Day (pas de classe)
7 septembre	Les agents économiques
12 septembre	Les agents économiques
14 septembre	Quiz 1 + Que mettre sur son CV ?
19 septembre	Le monde de l'entreprise
21 septembre	Le monde de l'entreprise
26 septembre	Le monde de l'entreprise
28 septembre	Le monde de l'entreprise
3 octobre	Quiz 2 + Le marché du travail
5 octobre	Ressources humaines
10 octobre	Ressources humaines
12 octobre	Ressources humaines
17 octobre	Comment écrire une lettre de motivation ?
19 octobre	Midterm Exam
24 octobre	Le marketing
26 octobre	Le marketing
31 octobre	Le marketing
2 novembre	Le marketing
7 novembre	Quiz 3 + comment écrire un bon mémo ?
9 novembre	Correspondance professionnelle
14 novembre	Correspondance professionnelle
16 novembre	Correspondance professionnelle
21 novembre	CV et lettre de motivation
23 novembre	Quiz 4 + Résultats et tendances
28 novembre	Résultats et tendances
30 novembre	Résultats et tendances
2 décembre	Examens oraux
4 décembre	Examens oraux

Final Exam: TBA

For other UNLV calendar deadlines, please consult this [page](#).

Language Resource Center

You are encouraged to take advantage of the study area and computer aids in the Language Resource Center (FDH 240; M-R 9am-8pm, F 9am-1pm, closed on the weekend).

French Club

UNLV has an active French Club. Please join through MyUNLV (My Involvement Center → "F") <https://unlv.collegiatelink.net/>

Study-Abroad

Information on Spring and Summer 2020 Study Abroad programs and scholarships in Pau and Lyon, France can be found at: <https://www.unlv.edu/internationalprograms/events#scholarship>

BEST Tips for the Language Learner

Be patient with yourself. No muscle is developed without stress and rebuilding, which is not unlike your brain as it rewires itself to accommodate new language codes. Be kind to yourself – and be kind also to others, as everyone in our class is going through a similar process.

Sleep. You need this time to recover – you are actively creating new passageways in your brain! You also need deep sleep to move information from your short-term memory (what you are filling up during the day) into long-term storage.

Take notes, especially during class discussion. The perfect time to process new information is when we are using language in class to convey personal meaning. The more information is contextualized, the more effectively your brain can process and remember it. So, lean in and engage in conversation, and make sure you have a pencil in hand to record the new words and language structures that come up.

UNLV Policies

Academic Misconduct

Academic integrity is a legitimate concern for every member of the campus community; all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility and professionalism. By choosing to join the UNLV community, students accept the expectations of the [Student Academic Misconduct Policy](#) (approved Dec 9, 2005) and are encouraged when faced with choices to always take the ethical path. Students enrolling in UNLV assume the obligation to conduct themselves in a manner compatible with UNLV's function as an educational institution. An example of academic misconduct is plagiarism, which is using the words or ideas of another, from the Internet or any source, without proper citation of the sources.

Auditing a Course

Auditing a course allows a student to continue attending the lectures and/or laboratories and discussion sessions associated with the course, but the student will not earn a grade for any component of the course. Students who audit a course receive the same educational experience as students taking the course for a grade, but will be excused from exams, assessments, and other evaluative measures that serve the primary purpose of assigning a grade.

Classroom Conduct

Students have a responsibility to conduct themselves in class and in the libraries in ways that do not interfere with the rights of other students to learn, or of instructors to teach. Use of devices such as cellular phones and pagers, or other potentially disruptive activities are only permitted with the prior explicit consent of the instructor. Students are specifically prohibited to record classes without instructor authorization, including online/remote classes (either audio only, or video and audio). The instructor may rescind permission at any time during the class. If a student does not comply with established requirements or obstructs the functioning of the class, the instructor may initiate an administrative withdrawal of the student from the course. Recorded lectures must be stored securely, and are subject to the Nevada System of Higher Education's Records Retention Policy, meaning that the recordings can only be deleted 120 days after the end of class (i.e., after grades are posted). Once this requirement is met, the recordings should be deleted. Class recordings are protected from disclosure, as they are deemed part of an educational record under the Family Educational Rights and Privacy Act (FERPA).

Copyright

The University requires all members of the University Community to familiarize themselves with, and to follow copyright and fair use requirements. You are individually and solely responsible for violations of copyright and fair use laws. The University will neither protect nor defend you, nor assume any

responsibility for student or employee violations of fair use laws. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies. Additional [copyright policy information](#) is available at <https://www.unlv.edu/provost/copyright>.

Disability Resource Center (DRC)

The [UNLV Disability Resource Center](#) (Student Services Complex, SSC-A, Room 143, <https://www.unlv.edu/drc>, telephone 702-895-0866) provides resources for students with disabilities. Students who believe that they may need academic accommodations due to a permanent disability, temporary or permanent medical need, or academic support due to pregnancy are encouraged to contact the DRC as early as possible in the academic term. A Disabilities Specialist will discuss what options may be available to you. Students who are already registered with the DRC should request their accommodations online each semester, and make an appointment to discuss their accommodations with their instructors.

Identity Verification in Online Courses

All UNLV students must use their Campus-issued ACE ID and password to log in to WebCampus-Canvas.

UNLV students enrolled in online or hybrid courses are expected to read and adhere to the [Student Academic Misconduct Policy](#), <https://www.unlv.edu/studentconduct/misconduct/policy>, which states that “acting or attempting to act as a substitute for another, or using or attempting to use a substitute, in any academic evaluation or assignment” is a form of academic misconduct. Intentionally sharing ACE login credentials with another person may be considered an attempt to use a substitute, and could result in investigation and sanctions, as outlined in the Student Academic Misconduct Policy.

UNLV students enrolled in online courses are also expected to read and adhere to the [Acceptable Use of Computing and Information Technology Resources Policy](#), <https://www.it.unlv.edu/policies/acceptable-use-computing-and-information-technology-resources-policy>, which prohibits sharing university accounts with other persons without authorization.

To the greatest extent possible, all graded assignments and assessments in UNLV online courses should be hosted in WebCampus-Canvas or another UNLV-managed platform that requires ACE login credentials for access.

Library Resources

Librarians are available to consult with students on research needs, including developing research topics, finding information, and evaluating sources. To make an appointment with a subject expert for this class, please visit the [Libraries' Research Consultation](#) website, <https://guides.library.unlv.edu/appointments/librarian>. You can also [ask the library staff](#) questions via chat and text message at <https://ask.library.unlv.edu/>.

Tutoring and Coaching

The Academic Success Center (ASC), at the Claude I. Howard Building, provides tutoring, academic success coaching, and other academic assistance for all UNLV undergraduate students. For information regarding tutoring subjects, tutoring times, and other ASC programs and services, please visit the [ASC website](#), <https://www.unlv.edu/asc>, or call 702-895-3177. The ASC is located across from the Student Services Complex (SSC). Academic success coaching is located on the second floor of SSC A, Room 254. Drop-in tutoring is located on the second floor of the Lied Library, and on the second floor of the College of Engineering building (TBE A207).

UNLV Writing Center

One-on-one or small group assistance with writing is available free of charge to UNLV students at the [Writing Center](#), <https://writingcenter.unlv.edu/>, located in the Central Desert Complex, Building 3, Room 301 (CDC 3–301). Walk-in consultations are sometimes available, but students with

appointments receive priority assistance. Students may make appointments in person or by calling the Center, telephone 702-895-3908. Students are requested to bring to their appointments their Rebel ID Card, a copy of the instructions for their assignment, and two copies of any writing they have completed on their assignment.

Copyright

The University requires all members of the University Community to familiarize themselves and to follow [copyright and fair use requirements](#). You are individually and solely responsible for violations of copyright and fair use laws. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies.

Classroom surveillance

Nevada Revised Statutes (State Law) 396.970 Surreptitious electronic surveillance on campus; exceptions. [Effective January 1, 2017.]

1. Except as otherwise provided in subsection 2, it is unlawful for a person to engage in any kind of surreptitious electronic surveillance on a campus of the System without the knowledge of the person being observed.
 2. Subsection 1 does not apply to any electronic surveillance:
 - (a) Authorized by a court order issued to a public officer, based upon a showing of probable cause to believe that criminal activity is occurring on the property under surveillance;
 - (b) By a law enforcement agency pursuant to a criminal investigation;
 - (c) By a peace officer pursuant to NRS 289.830;
 - (d) By a uniformed peace officer of the Nevada Highway Patrol Division of the Department of Public Safety pursuant to NRS 480.365;
 - (e) Which is necessary as part of a system of security used to protect and ensure the safety of persons on the campus; or
 - (f) Of a class or laboratory when authorized by the teacher of the class or laboratory.
- (Added to NRS by 1993, 2138; A 2015, 575, 3668, effective January 1, 2017)

Final Examinations

The University requires that final exams given at the end of a course occur on the date and at the time specified in the [final exam schedule](#). The general schedule is typically available at the start of the semester, and the classroom locations are available approximately one month before the end of the semester.

Incomplete Grades

The grade of I—Incomplete—can be granted when a student has satisfactorily completed three fourths of course work for that semester/session but for reason(s) beyond the student's control, and acceptable to the instructor, cannot complete the last part of the course, and the instructor believes that the student can finish the course without repeating it. The incomplete work must be made up before the end of the following regular semester for undergraduate courses. If course requirements are not completed within the time indicated, a grade of F will be recorded, and the GPA will be adjusted accordingly.

Please see the [Student Syllabus Policies Handout](#) for select, useful information for students.

If have any questions or concerns about FREN 416 please contact Dr. Beck. Please contact Dr. M. Harp with any further concerns (margaret.harp@unlv.edu).

Bon semestre !