

# BELLEVUE COLLEGE

Arts & Humanities: World Languages Department

French 121-123

Fall 2021



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## Contact Info

**Instructor:** Eva Norling  
**Student Hours:** **Help is on the way! Join me for questions you may have.**  
[Tuesdays](#) 11:30am-12:30pm and [Wednesdays](#) from 1-2pm and  
 by appointment. See the “Getting Started” module on canvas for the links.  
**Contact:** ☎425.564.2298 ✉eva.norling@bellevuecollege.edu

## Material

### Required Resources for French 121-123

1. *Promenades* 4<sup>th</sup> edition ([all digital](#) version for \$185): ISBN 978-1-54333-618-4 **or**, if you prefer to have a printed loose-leaf copy of the book, you may purchase the publisher’s [package](#) ISBN 978-1-54333-617-7 for \$270 instead. **Used or rented** copies will not work. They do not come with an active code.
2. Computer & High-Speed Internet Access
3. A quality camera, microphone, headsets and recording possibility

For the lowest price of the textbook, go to the [Vista Higher Learning Site](#). Make sure to use your Bellevue College e-mail since your online access code will be delivered via e-mail immediately upon purchase. The account you create at the moment of purchasing becomes your login to the course program platform and assignments.

### Grace Period/Temporary Textbook Access:

1. Everybody has access to the textbook material the first day of class. Please sign in on the Vista Higher Learning website and skip the passcode. Wait for me to accept you via a temporary “**Grace Period**”.
2. Make sure to buy the code within the first 10 days of having been accepted via the “Grace Period” to avoid losing all the previous work you have submitted.

### Optional Material

1. “*English Grammar for Students of French*” by Jacqueline Morton. Published by “The Olivia and Hill Press” (This is an excellent resource if you struggle with grammar concepts.)

| <b>Course Content</b>  | <b>Course Objectives and Outcomes</b> |
|------------------------|---------------------------------------|
| French 121: Unité 1-4  | <a href="#">French 121</a>            |
| French 122: Unité 5-8  | <a href="#">French 122</a>            |
| French 123: Unité 9-12 | <a href="#">French 123</a>            |

### **A Typical Class Day**

1. Check CANVAS daily for audio-visual messages, announcements, discussions and lectures.
2. Read the feedback left by me on the Vista Higher Learning site as well as canvas. Reach out if you have questions.
3. Work through the daily assignments on the Vista Higher Learning site. They may include:
  - a) Class Tasks
  - b) Homework
  - c) Quizzes: New vocabulary and grammar
  - d) Tests & Performance Tasks

### **Websites and Apps Used**

| <a href="#">CANVAS</a>  | <b>VISTA HIGHER<br/>LEARNING (<a href="#">VHL</a>)</b>  | <b>ZOOM</b>   |
|---|---|---|
| <ul style="list-style-type: none"> <li>• Syllabus</li> <li>• Deadlines</li> <li>• Grades</li> <li>• Modules with additional practice and reference material</li> <li>• Instructor narrated Power Point Lectures for each lesson</li> <li>• Visual-audio feedback messages, announcements &amp; Discussion Board including a “Q&amp;A”.</li> </ul> | <ul style="list-style-type: none"> <li>• All daily goals for class material like class tasks, homework, performance tasks, and deadlines for quizzes and tests.</li> <li>• Written and oral instructor feedback.</li> <li>• Accurate grades are on Canvas, not on vhl!</li> </ul> | <ul style="list-style-type: none"> <li>• Check-ins for questions, clarifications and practice.</li> <li>• Office Hours</li> </ul> |

### **Questions?**

1. Check out the Q&A document in your “Getting Started” module on Canvas.
2. Can’t find your answer there? Take a look at the “General Question” discussion.
3. Still have a question, contact me. Happy to help.

### **Tutoring**

Please find tutoring options on the [Academic Success Center Page](#).

## Grading

| Category  | Weight | Description   |
|---|--------|---|
| <b>CLASS TASKS</b><br><br><b>Purpose:</b><br>Play around and develop an understanding of the new material.            | 20%    | <ul style="list-style-type: none"> <li>Class Tasks (CT) on your textbook site (vhl) give you first exposure to new concepts. They compare to what we would have done in class had we met face-to-face. They include: tutorials, power points and a variety of written and spoken practice exercises.</li> <li>“<i>Discussion Board</i>” assignments on diverse topics are posted on Canvas. You are required to check Canvas daily, post your answers as well as reply meaningfully to one of your classmates.</li> <li>Max. attempts: 2</li> <li>Accents, punctuation and capitalization count.</li> <li>Class Tasks are scheduled daily on vhl. The cumulative grade for each lesson is recorded the night before the respective lesson test. Find the cumulative deadlines on your canvas page.</li> </ul> |
| <b>HOMEWORK</b><br><br><b>Purpose:</b><br>To deepen the understanding of the new material.                            | 30%    | <ul style="list-style-type: none"> <li>Daily practice (HW) of what was learned via a variety of practice exercises on vhl.</li> <li>Supplementary practice and resources are posted on canvas.</li> <li>Max. attempts: 2</li> <li>Accents, punctuation and capitalization count.</li> <li>Homework exercises are scheduled daily on vhl, The cumulative grade for each lesson is recorded the night before the respective lesson test. Find the cumulative deadlines on your canvas page.</li> </ul>  |
| <b>QUIZZES</b><br><br><b>Purpose:</b><br>To showcase the new vocabulary and grammar in small sections.                | 20%    | Four lessons are covered during the quarter. <ul style="list-style-type: none"> <li>Each lesson has 2 vocabulary and 2 grammar quizzes.</li> <li>Tests cover all grammatical structures and new words you have learned in each lesson.</li> <li>Max. attempts: 1</li> <li>Accents, punctuation and capitalization count.</li> <li>Quizzes are due on the dates posted on canvas’ home page and your vhl textbook site.</li> </ul>   |
| <b>TESTS &amp; PERFORMANCE</b><br><br><b>Purpose:</b><br>To showcase speaking, listening, writing and reading French. | 30%    | Each lesson has 2 tests as well as several performance tasks (speaking and writing). <ul style="list-style-type: none"> <li>Max. attempts: 1</li> <li>Accents, punctuation and capitalization count</li> <li>Tests &amp; Performance speaking tasks are due on the dates posted on canvas’ home page and your vhl textbook site.</li> </ul>   |
| One of the lowest assignments in each category will be thrown out.  |        |   |

## Late Assignments Due to Emergencies

- We all experience unanticipated challenges. We are all people with lives outside of our classroom, with joys and troubles and successes and pressures.
- Let me know what competing demands are affecting your life this quarter and how it may impact your schoolwork and deadlines in this class.
- Ask to meet face to face to discuss how to proceed. Always happy to work with you.

## Make-up Policy

1. One assignment group for each category will be thrown out. However, missing the last test in the quarter will automatically result in an F grade for the class. Find more information in the [Arts & Humanities Procedure and Expectation Statement](#).
2. If you are experiencing extenuating circumstances, make sure to communicate immediately with me.

| Minimum Percentage | Grade  |
|--------------------|--------|
| 94%                | A 4.0  |
| 90%                | A- 3.7 |
| 87%                | B+ 3.3 |
| 84%                | B 3.0  |
| 80%                | B- 2.7 |
| 77%                | C+ 2.3 |
| 74%                | C 2.0  |
| 70%                | C- 1.7 |
| 67%                | D+ 1.3 |
| 64%                | D 1.0  |
| 60%                | D-     |

## Incompletes

Much of a language class is consistency and quantity of time spent on the material covered which includes a lot of speaking practice. Outlined in the Bellevue College grading [policy](#), incompletes can only be granted under very specific circumstances:

1. A student requesting an incomplete must have communicated early with the instructor about their extenuating circumstances.
2. They must have completed 85 % of the required work and
3. Have a C grade or better at the time the incomplete is issued.

## Running Start Students

Please know that I cannot talk to third parties including your parents due to the Higher Education FERPA rules. This is to protect the teacher-student confidentiality.

## Student Procedures and Expectations

You may find a detailed list of [procedures and expectations](#) online.

## Academic Integrity

Cheating, stealing, and plagiarizing (using the ideas or words of another as one's own without crediting the source) are violations of the [Student Code of Conduct](#) at Bellevue College and are taken seriously.

## Final Exam Schedule

We adhere to the Bellevue College [final schedule](#).



## **Academic Calendar**

The Bellevue College [Academic Calendar](#) provides important dates and deadlines regarding admissions and registration dates as well as dates for withdrawing and receiving tuition refunds. It also lists college holidays, scheduled closures, quarter end and start dates, and a detailed final exam schedule.

## **Course Calendar**

- All lesson deadlines are posted on your [canvas](#) class site home page.
- All homework and class tasks goals as well as quizzes and test deadlines are posted on the [Higher Vista Learning Website](#).

## **Affirmation of Inclusion**

- Bellevue College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination.
- We value our different backgrounds at Bellevue College, and students, faculty, staff members, and administrators are to treat one another with dignity and respect.
- This classroom is an **LGBTQ Safe Space** where your individuality is welcomed, and your rights to be yourself are defended in the spirit of learning and in an environment of mutual respect.
- Creating and maintaining an environment wherein everybody feels safe to learn will be of utmost importance to us all.

## **Reasons of Faith and Conscience**

- Reasonable Accommodations for Reasons of Faith and Conscience: Students who will be absent from course activities due to reasons of faith or conscience may seek reasonable accommodations so that grades are not impacted.
- Such requests must be made within the first two weeks of the course to the office of the Associate Vice President of Student Affairs (see Bellevue College [Policy 2950](#) . In the event you feel you are being discriminated against based on faith or conscious, you may refer to the procedures outlined in the college's [Discrimination, Harassment and Retaliation Policy 1440P](#) .

## **College Anti-Discrimination Statement (Title IX)**

Bellevue College does not discriminate on the basis of race or ethnicity; color; creed; national origin; sex; marital status; sexual orientation; age; religion; genetic information; the presence of any sensory, mental, or physical disability; gender identity or veteran status in educational programs and activities which it operates.

For further information and contacts, please consult the [Title IX](#) website.

## **Anti-Bias in the Classroom**

Bellevue College affirms the diversity of human identities and experiences and is committed to creating spaces free from harassment and discrimination (4000 Institutional Commitment to Inclusion). Furthermore, Bellevue College rejects all forms of racism, homophobia, sexism,

xenophobia, religious intolerance, classism, ableism, ageism, language bias, and hate speech or actions that attempt to silence, threaten, or degrade others.

In classroom settings, we might disagree with views shared in the classroom; however, courteous, and respectful behavior and responses are always expected. When providing criticism, it is important to focus on the ideas and not the person.

Faculty are encouraged to disrupt and address hate speech and behaviors. Students are also encouraged to speak up and advocate when they experience or witness hate speech and behaviors. Faculty, staff, and students also are encouraged to submit a report to the CARE Team regarding any concerns of discrimination, harassment, or inappropriate and disrespectful conduct.

### **Confidentiality and Mandatory Reporting**

- As an instructor, one of my responsibilities is to help create a safe learning environment on our campus. It is my goal that you feel able to share information related to your life experiences in classroom discussions, in your written work, and in our one-on-one meetings.
- I will seek to keep information you share private to the greatest extent possible. However, I am required to share information regarding sexual assault and other forms of sexual misconduct (e.g., dating violence, domestic violence, stalking) that may have occurred on campus or that may impact someone on campus with the Title IX Coordinator.
- Students may speak to someone confidentially by contacting the BC Counseling Center at 425.564.2212. The Title IX Office can be contacted at 425.564.2441 and more information can be found at [Title IX](#).

### **Student Code of Conduct**

- Any act of academic dishonesty, including cheating, plagiarism (using the ideas or words of another as one's own without crediting the source), and fabrication and inappropriate/disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue College.
- Examples of unacceptable behavior include, but are not limited to, talking out of turn, allowing cell phones/pagers to ring, and inappropriate behavior toward the instructor or classmates.
- The instructor can refer any violation of the Student Code of Conduct to the Dean of Student Success for investigation. Specific student rights, responsibilities, and appeal procedures are listed in the [Student Code of Conduct](#).

### **Academic Dishonesty**

Academic dishonesty includes, but is not limited to, cheating, plagiarism, and fabrication and may result in one or more of the following: a student receiving a failing grade on the assignment, a failing grade for the course, or suspension from college enrollment.

- **Cheating** includes any attempt to give or obtain unauthorized assistance relating to the completion of an academic assignment.



- **Plagiarism** is the conscious or inadvertent failure to identify the contributions of others. It occurs when someone borrows any part of another's work and submits it as his or her own work without giving credit to the original author.
- **Fabrication** includes falsifying data, information, or citations in completing an academic assignment and also includes providing false or deceptive information to an instructor concerning the completion of an assignment.
- **Multiple submissions** include submitting the same work in separate courses without the express permission of the instructor(s).
- **Deliberate damage** is taking deliberate action to destroy or damage another's academic work or college property in order to gain an advantage for oneself or another.

Examples which may be considered plagiarism and can result in the consequences listed above:

- When you are doing a research project on the Web and you cut and paste the text without saying where you got it.
- When you copy directly out of a book without naming the book and the author.
- If your answers are very similar to other students on an exam.
- If you have someone else complete your homework for you, or if you turn in a homework assignment and your answers are very similar to another student's, this may be considered plagiarism and may result in the consequences listed above.

This link provides a good, short summary of how to avoid plagiarism: [Avoiding Plagiarism](#)  
Information about Bellevue College's copyright guidelines can be found at: [College Copyright Policy](#)

## Complaint Procedures and Dispute Resolution

- Should you have concerns about any aspect of this class, I invite you to bring them to me. In any of your classes, if for any reason you don't feel comfortable speaking with your instructor, the usual next step would be to talk to the Program Chair of the Department. In the case of French please contact the World Languages Chair: J. Engel Szwaja-Franken via e-mail: [je.szwaja@bellevuecollege.edu](mailto:je.szwaja@bellevuecollege.edu).
- If for any reason you don't feel comfortable raising your concerns with the program chair, or aren't satisfied after talking to her, you can bring concerns about the class to the Arts and Humanities Division Dean, Ellen Nichols: [ellen.nichols@bellevuecollege.edu](mailto:ellen.nichols@bellevuecollege.edu) in the Arts and Humanities division office (R230).
- An additional resource for concerns is the [Ombud's Office](#)
- Here is the link to the [student academic dispute resolution](#) procedure at Bellevue College. Please make sure you are acquainted with your rights before issues arise.

## Bellevue College E-mail and Access to MyBC:

- All students registered for classes at Bellevue College are entitled to a network and e-mail account. Your student network account can be used to access your student e-mail, log in to



computers in labs and classrooms, connect to the BC wireless network and log in to MyBC. To create your account, go to: [Create Email](#)

- BC offers a wide variety of computer and learning labs to enhance learning and student success. Find current campus locations for all student labs by visiting the [Technology Help Desk](#)

## Disability Resource Center (DRC)

- The Disability Resource Center serves students with a wide array of learning challenges and disabilities. If you are a student who has a disability or learning challenge for which you have documentation or have seen someone for treatment and if you feel you may need accommodations in order to be successful in college, please contact us as soon as possible.
- If you are a person who requires assistance in case of an emergency, such as a fire, earthquake, etc, please meet with your individual instructors to develop a safety plan within the first week of the quarter.
- If you are a student with a documented autism spectrum disorder, there is an additional access program available to you. Contact [Autism Spectrum Navigators](#) Email and phone number is on the web page. ASN is in the Library Media Center in D125.



The DRC office is in B132 or you can call our reception desk at 425.564.2498. Deaf students can reach us by Skype: the address is **DRCatBC** (NOTE: There is no @ sign...it is actually **DRCatBC**). Please visit the center's website at [Disability Resource Center](#) for application information into the program and other helpful links.

## Counseling Center

Bellevue College has a thriving counseling center with multi-language counselors on staff as well as lots of good resources on mental health, crisis assistance, the pandemic, gender and/or race, immigrant/undocumented students, housing, nutrition.... Please refer to the [counseling center webpage](#) for more detailed information.

## Accessibility

- The online elements of this course are designed to be welcoming and accessible to everybody. Each student should be able to use it including students who are English-language learners. It considers a variety of learning styles and disabilities as well as students new to online learning.
- Be sure to let me know immediately if you encounter a required element or resource in the course that is not accessible to you. Also, let me know of changes I can make to the course so that it is more welcoming and accessible to you. Your feedback helps your instructor improve the online environment.

## Public Safety and Emergencies

- Public Safety is in D171 (enter through D175) and can be reached at **425.564.2400** (easy to remember because it's the only office on campus open 24 hours a day—2400). Among other things, Public Safety serves as our Parking Permits, Lost and Found, and Emergency Notification center. Please ensure you are signed up to receive alerts through our campus alerting system by registering at [RAVE Alert Registration](#)

- If you work late and are uneasy about going to your car, Public Safety will escort you to your vehicle. To coordinate this, please phone ahead and let Public Safety know when and where you will need an escort.
- Please familiarize yourself with the emergency postings by the door of every classroom and know where to go in the event of an evacuation. Your instructor will be asked if anyone might still be in the building, so check in before you do anything else. Emergency responders will search for anyone unaccounted for.

## In Case of an Emergency

If a major emergency occurs, please follow these three rules:

- 1) **Take directions from those in charge of the response** -We all need to be working together.
- 2) **Do not get in your car and leave campus (unless directed to)** - Doing so will clog streets and prevent emergency vehicles from entering the scene. Instead, follow directions from those in charge.
- 3) **In an emergency, call 911 first, then Public Safety.**

Please do not hesitate to call Public Safety if you have safety questions or concerns at any time. You may also visit the [Public Safety](#) web page for answers to your questions.

## Deadlines



| Leçons | Due-dates | Assignments   |
|--------|-----------|---|
| 1A     | 9/30      | Vocabulary Quiz L1A   |
|        | 10/1      | Grammar Quiz L1A.1  |
|        | 10/4      | Grammar Quiz L1A.2<br>Homework (HW) L1A<br>Class Tasks (CT) L1A |
|        | 10/5      | L1A: <b>TEST</b>  |
| 1B     | 10/8      | Vocabulary Quiz L1B<br>Grammar Quiz L1B.1                       |
|        | 10/11     | Grammar Quiz L1B.2<br>HW L1B<br>CT L1B                          |
|        | 10/12     | L1B : <b>TEST</b>   |
| 2A     | 10/15     | Vocabulary Quiz L2A   |
|        | 10/20     | Grammar Quizzes L2A<br>HW : L2A<br>CT : L2A                     |
|        | 10/21     | L2A : <b>TEST</b>   |
| 2B     | 10/26     | Vocabulary Quiz L2A   |
|        | 10/27     | Grammar Quiz L2B  |
|        | 10/28     | Grammar Quiz L2B  |
|        | 10/29     | L2B : <b>TEST</b>   |

|    |       |   |
|----|-------|---|
| 3A | 11/3  | Vocabulary Quiz L3A                     |
|    | 11/5  | Grammar Quiz L3A.1                      |
|    | 11/8  | Grammar Quiz L3A.2<br>HW L3A<br>CT L3A  |
|    | 11/9  | L3A : <b>TEST</b>                       |
| 3B | 11/15 | Vocabulary Quiz L3B                     |
|    | 11/17 | Grammar Quizzes L3B<br>HW L3B<br>CT L3B |
|    | 11/18 | L3B : <b>TEST</b>                       |
| 4A | 11/23 | Vocabulary Quiz L4A                     |
|    | 11/24 | Grammar Quiz L4A.1                      |
|    | 11/30 | Grammar Quiz L4A.2<br>HW L4A<br>CT L4A  |
|    | 12/1  | L4A : <b>TEST</b>                       |
| 4B | 12/6  | Vocabulary Quiz L4B                     |
|    | 12/8  | Grammar Quiz L4B.1                      |
|    | 12/9  | Grammar Quiz L4B.2<br>HW L4B<br>CT L4B  |
|    | 12/10 | L4B : <b>TEST</b>                       |