**FRE 1121- Elementary French II**

**CRN 13993-Fully Online-15 weeks**

**Summer 2023-Format FullTerm-15 weeks**

**West Campus**

**Instructor:     Catherine F Meyer-Zelnicek**

**E-MAIL:**[**cmeyer12@valenciacollege.edu**](mailto:cmeyer12@valenciacollege.edu)

**Office Hours:    Saturday 4 pm-5 pm and Sunday 5-6 pm or by appointment via Video with Zoom.**

**COURSE DESCRIPTION**

**FRENCH 1121 ONLINE Course** is defined as a web-based instruction 4-credit course. Students will learn individually each lesson and practice doing the activities in ***PORTAIL (meaning gates/) covering* Units 6-10 from the convenience of their homes.**

For students without two years of recent high school, French completed within the last three years.  The class will emphasize the everyday use of the language, integrating basic grammar, vocabulary, composition, and culture through a conversational approach to French.  A minimum grade of “C” is required if being used to satisfy the General Education Foreign Language proficiency.  Four credits will be earned upon successful completion of this course.

***This class is not open to native or heritage speakers.  Please contact me if you have been speaking French with your parents or if you speak the language and have difficulties writing it.***

**COURSE OBJECTIVES**

The objective is for students to achieve a novice level of proficiency in the target language (in writing, speaking, reading, and listening) as well as awareness of the Francophone culture.  In addition to competencies at the end of the semester, you will be expected to be able to use the target language at an intermediate-novice level.

**LEARNING OUTCOMES**

The student will be able to communicate verbally and orthographically in the target language at an intermediate/mid-level according to the American Council of Teaching of Foreign Languages (ACTFL) as well as develop listening and reading skills in the target language at an intermediate/mid proficiency level according to ACTFL. Furthermore, students will develop a mature attitude toward cultural differences.

**“NO SHOW” PERIOD**

The week of **“August 30-September 8th”** is the “**NO SHOW”** period-If you did not start working on the activities of the software (3 requirements), I will have to drop you from the class per departmental/college rules. See the schedule for drop/and add refund.

**Beginning of Semester: August 21th –**

**Deadline Drop: Refund-August 28th.**

**Deadline for Graduation Application September 15th**

**Deadline Withdrawal “W” Grade -**[**Deadline Withdrawal "W" date**](https://valenciacollege.edu/academics/calendar/documents/2022-2023-important-dates-calendar.pdf)**-October 27th**

**FINAL EXAM Week -Week Dec 4th-December 10**

**Grades Due on December 11 by 9:am**

**Final Grades Viewable in Atlas December 12th**

**TEXTBOOK**

***As a student of French 1121 you should not need to buy another code, your code is still valid for French 2, however, you need to register in the VHL Supersite in the proper class with the proper CRN-34471 on the West campus and email me you did it so I can verify you are on my roster-This is very important due to student ending up in other teacher’s class and at the end of the semester, I cannot give you a grade.***

***“PORTAIL”*,** **Reimagine Language Learning | James Mitchell, Cheryl Tano-If you already have access to the textbook omit this part below.**

[**There are two ways to purchase your textbook-link to Module**](/courses/181483/pages/how-to-get-your-texbook-and-access-to-your-portail-supersite?module_item_id=14835569)

*1)Go to the Valencia Bookstore and purchase* ***PORTAIL***

*2) Go to https:/vistahigherlearning.com/school/Valencia college*

 \* Create username and password

 \* Click French

 \*  Click French 1120/1121

 \*  Your cheapest option is Digital format for 6 months

***DO NOT PURCHASE THIS BOOK ON AMAZON PLEASE YOU WILL NOT GET THE CODE NECESSARY TO ACCESS THE SOFTWARE WITH THE COURSES/ACTIVITIES/TESTS***

**ISBN: 978-1-68004-741-7 $199.00 Digital Format text Portail (Code 24-mth access) OR**

**ISBN: 978-1-68005-188-9 digital format $235 loose-leaf textbook**

**PORTAIL Code (24-month access) (easier to turn pages on paper)**

Access your program's online resources: assignments, audio, video, reference tools, assessment, your grade book, teacher-student communication, and more. (24-month access)

[**Can’t purchase your book right away? you can get a grace period**](/courses/181483/pages/grace-period-to-buy-the-book?module_item_id=14835570)

**You must purchase the textbook right away so this will give you access to the online platform where you will be doing many of your activities.  It takes up to 6 weeks sometimes when ordered through the bookstore.**

**If you cannot purchase your textbook right away, you can still go to** [**www.vhlcentral.com (Links to an external site.)**](http://www.vhlcentral.com/) **(this is the textbook website where you will be doing the activities), create your username and password, and enroll in the course.   I will see your name and can give you temporary two-week access so that you do not fall behind.**

**See the link below for detailed instructions on registering for the textbook online platform (VHL)**

[**https://www.vhlcentral.com/section/46d96042-8bba-405f-b465 af87aca542f7/**](/courses/181483/pages/how-to-get-your-texbook-and-access-to-your-portail-supersite)

student instructions Vista Higher Learning offers several different package options. Before making your purchase, check with your instructor or review your course syllabus to ensure that you are purchasing the correct materials for your program.

**ON-LINE REQUIREMENTS AND PROFICIENCIES:**

Internet browsing, file management, typing, and word processor editing.  A computer with a camera and microphone will be required for this course.   If you have difficulty obtaining the proper computer equipment you may use the following computer labs:

* **West Campus: Computer Access Lab 6-101 (located inside the library)**
* **East Campus: Language Lab  4-104  ( located inside the library)**
* **Osceola Campus: Library lab 1-131   & Winter Park:  Library Room 140**

**COURSE FORMAT AND METHOD OF INSTRUCTION**

***TWO WEBSITES:*** This online French course will utilize TWO websites.  We will be using ***CANVAS*** and ***PORTAIL SUPERSITE****.*  The online component of your online course is called **PORTAIL**.  The following link is student instructions on how to register on the Supersite.  Instructions will come with your book as well.

You will be using ***PORTAIL******SUPERSITE*** for the following: This access will come with the code that you purchase in the bookstore This link will give you instructions on how to register for the ***PORTAIL******SUPERSITE:*** [***https://www.vhlcentral.com/section/46d96042-8bba-405f-b465 af87aca542f7/***](/courses/181483/pages/how-to-get-your-texbook-and-access-to-your-portail-supersite)

Select **West Campus for Online registration in PORTAIL /Professor Meyer** in ***PORTAIL SUPERSITE***

* Viewing tutorials
* Doing Writing Activities
* Seeing what assignments are due and when (Calendar)
* Keeping track of your grade
* Taking Lesson exams 6-10, Review and Final rite Examination
* Doing online video presentation

You will be using ***MODULES/PAGES of MENU in CANVAS*** for the following:

* Seeing what assignments are due and when (syllabus)
* Previewing Videos Tutorial before going to ***PORTAIL***
* Doing assignments not included in the Supersite (Introduction w/video/mid-Term Video)
* To participate in cultural discussions under the Tab: Discussion
* To write jour journals in Tab Assignments.

**ELECTRONIC ATTENDANCE**

**Active participation of the learner is REQUIRED/GRADED (40%) and will consist of:**

* + **Numerous repetitions** are essential to become proficient in the target language & become comfortable with all aspects of the language including the culture.
  + Readings and studying the Units ’grammar tutorials in ***CANVAS* & PORTAIL**
  + Individual Oral Video Presentations/ recorded in CANVAS are required.
  + Communication online with peers and your professor via Discussions in CANVAS and emails (weekly required as part of your assignments.
  + COMPLETE assignments weekly for the deadline (you will GET A **F** in the class if you stop working on assignments-Please respect the due dates to avoid penalties.
  + **IMPORTANT** to start your homework the first week of class and not fall behind it is very challenging to catch up.
  + The ***“*PORTAIL*”*,** presents the content sequentially: **FRE-1121-covers *Units 6-10***
  + **AUDIO FILES** will have to be listened to attentively with numerous repetitions to gain mastery of French pronunciation and fluency.
  + **A weekly email to your professor reporting your strengths and challenges is required the first week of class (mandatory requirement of 50 points).**

BE AWARE they speak French very fast, do not get discouraged!

* + Learners are expected to attend class electronically and will be monitored for electronic participation. Participation will be tallied with weekly points totals for **“Electronic homework “**and sending one email weekly to your professor to speak about your performance during the week, challenges, and positive experiences.
  + Although you can work at your own pace either at home or in the computer lab, this course is not self-paced in the sense that it contains a strict weekly goal for language acquisition which will be maintained throughout the course.
  + Regularity in “***Electronic attendance”*** is vital to academic success, we never meet therefore you will be given the equivalent of 4 hours of instruction and another 4 hours for homework, be prepared to have an average of 5-10 assignments a week PLUS a lesson Test, (2 lessons per Unit).
  + Students who do not maintain regular attendance will communicate asap with the instructor to let them know. In this online course, every week of class is considered the equivalent of a week of face-to-face classes.

**HONORLOCK PROCTOR SYSTEM (NEW)**

Honorlock will proctor your exams this semester. Honorlock is an online proctoring service that allows you to take your exam from the comfort of your home. You **DO NOT** need to create an account, download software, or schedule an appointment in advance. Honorlock is available 24/7 and all that is needed is a computer, a working webcam, and a stable Internet

connection. To get started, you will need Google Chrome and download the Honorlock Chrome Extension. You can download the extension at

***www.honorlock.com/extension/install .***

When you are ready to test, log into the LMS, go to your course, and click on your exam. Clicking **Launch Proctoring** will begin the Honorlock authentication process:

where you will take a picture of yourself, show your ID, and complete a scan of your room. Honorlock will be recording your exam session by the webcam as well as recording your screen.

Honorlock also has an integrity algorithm that can detect search-engine use, so please do not attempt to search for answers, even if it's on a secondary device.

Good luck! Honorlock support is available 24/7/365. If you encounter any issues, you may contact us by live chat, phone (**844-243-2500**), and/or email ( ***support@honorlock.com*** ).

If you encounter issues within the LMS, you may contact Your School's Online Support Services team at their number.

**WITHDRAWAL POLICY**

* Per Valencia Policy 4-07 (Academic Progress, Course Attendance, Grades, and Withdrawals), a student who withdraws from class before the established deadline for a particular term will receive a grade of “W”.
* Students will receive a **W** if withdrawn by **July 15th** After this date, if a student withdraws, the professor can no longer withdraw you per college rule it is your responsibility.
* A student may withdraw during the term in Atlas up until **the deadline of July 15th**WP & WF have been deleted from Withdrawal procedures. Before the withdrawal deadline, both a student and faculty may withdraw a student
* After the withdrawal deadline, a student cannot withdraw him-/herself. Any student knowing that he/she is not going to pass the course stops coming to class and will receive an F for the course unless he/she withdraws himself before the withdrawal date of **July 15th** Withdrawing from a course is the student’s decision.   The professor may recommend dropping or staying in the course however making these statements is by no means guaranteeing a passing or failing grade.
* **The last day to Refund/drop is June 14th, 2022.**
* **You will take one final written comprehensive exam and an oral final exam.**
* The Oral final exam consists of a Video you prepare on your own on a specific theme an interview with your professor on face time and a written final online & they will cover Units 6-10. The professor will ask you questions based on what we have learned in class.  You will be asked to sign up in week 8.
* Students who fail to take the final exam will receive an **F** in the class. A list of times available will be emailed to you so that you can sign up.  This speaking assessment will take approximately 3-5 minutes.

**OVERVIEW OF WRITTEN ASSIGNMENTS**

**You will take one final written comprehensive exam and an oral final exam.**

The Oral final exam consists of a Video you prepare on your own on a specific theme an interview with your professor on face time and a written final online & they will cover Units 6-10.   The professor will ask you questions based on what we have learned in class.  You will be asked to sign up in week 8.

Students who fail to take the final exam will receive an **F** in the class.  A list of times available will be emailed to you so that you can sign up.  This speaking assessment will take approximately 3-5 minutes.

Please finish all your PORTAIL assignments before you take your Test.

**All Tests and quizzes must be taken on or before the dates assigned. No makeup tests or quizzes are available without explicit consent of the instructor which will only be granted in case of jury duty, military service, or serious illness. The final exam must be taken on the date published for final exams*.***

To see and submit your assignments, receive important announcements, and communicate with your Instructor, you will need to set up an account on the ***PORTAIL***site for this course, and then enroll as a registered student in your Professor's course, Pay attention to the name of your professor and the CRN number of the class. Your registration will populate the roster for your professor.

**A-Getting Started: The first assignment**

You must first complete the registration process before you can log in to the Supersite.

* During the registration process, you will create your PORTAIL Supersite account, which will provide access to assignment due dates, as well as important course announcements and learning resources.
* To begin the registration process, you will need access to the Internet, a six-letter passcode, and a copy of our Student Registration Guide, which can be downloaded from the Home page by clicking on the ”Need help getting started?” link on the “New to this site?” section.
* The guide features step-by-step instructions detailing the registration process.

**What is a Passcode?**

If you purchased your passcode(s) via our online bookstore, you should have received your passcode(s) on your order confirmation page, as well as via email delivery to the email address that you entered during the checkout process. Select West Campus for ONLINE registration in PORTAIL /Professor Meyer.

Read the Student guide for further instructions at <https://www.vhlcentral.com/section/441519/student_instructions>

**Grading:**

Your grade will be calculated as follows: **A** 90-100       **B** 80-89      **C** 70-79  **D** 60-69       **F** 59 - 0

* **If there is any indication whatsoever that someone else is taking the exam for you, you will receive a Zero for the exam.** Indications include advanced vocabulary, advanced sentence structure, advanced verbal usage, slang, and common errors made by native speakers.
* It is your responsibility to have a working computer with reliable internet.
* Writing: There will be various writing assignments. Writing assignments will be done in the Supersite

Writing assignments will be given to evaluate the student’s writing skills and the student’s understanding of the vocabulary, grammar, and sentence structure that we are learning.   These writing assignments are designed to evaluate the progress of the student and the student alone.

**DO NOT WRITE IN ENGLISH FIRST AND ATTEMPT TO TRANSLATE into FRENCH**

It usually results in using an online translator/using a French-speaking friend to translate it.

* This is an elementary French class. All writing assignments should ONLY contain the material that we are learning in class nothing more, nothing less.
* to get your writing assignment results and corrections back promptly from the professor, it is recommended that you submit your assignments on time. the rubric for writing assignments is attached to this syllabus.
* **if there is anything in your paper that would indicate to the professor that you used a translator or a French-speaking friend/family member such as a google translator,**
* you will receive a warning first, then a second attempt will give a zero in the exercise and a third attempt will get you expelled from the course.
* please do not **copy & paste entire sentences**, in the essays, the software will give me a warning you did that. you will receive a warning first, then a second attempt will give a zero in the exercise and a third attempt will get you expelled from the course.
* This matter will not be up for discussion or debate. It could also result in you being dropped from the class or expulsion from Valencia College.  (Indicators are sentence structure, grammar/verb conjugation not covered in class, advanced vocabulary, etc.).

***it is better to do your work and learn from your mistakes and lose a few points than get a zero and learn nothing*** For further instruction with the Supersite, please refer to this link.    https://www.vhlcentral.com/section/441519/student\_instructions Some things to remember regarding the Supersite:

* The professor will not remind you every day to do your homework.
* You may submit assignments late. This will result in NO PENALTY
* In other words, please be responsible and manage your time wisely and make sure you have a working computer. Remember, there are computer labs on all Valencia Campuses that are available to you the student.
* Rubrics for oral assessments are attached to this syllabus.
  + You must do your work. Any use of vocabulary, sentence structure, grammar, slang, etc. that is not being taught in the class or the book will be deemed suspicious and could result in the student receiving a ZERO on the activity or being dropped from the course.
* The rubric is attached to the syllabus
* Some point deduction will occur if it looks like you are simply reading
* Use only what we are learning in class. Do not use vocabulary that we haven’t learned, advanced grammar, advanced sentence structure, or slang.  This is an indication that you are not doing your work.

**FINAL WRITTEN EXAM**

**THE  FINAL EXAM will cover chapters 1-5 and is composed of 4 parts**

* The 4 parts are: part (vocab, listening, reading, grammar), writing, speaking
* Students who do not take all 3 components of the final exam will not pass
* The Final Exam **DOES NOT** have to be taken in the Testing Center
* If there is any indication whatsoever that someone else is taking the exam for you, you will receive a Zero for the exam.  Indications include advanced vocabulary, advanced sentence structure, advanced verbal usage, slang, and common errors made by native speakers.
* The final speaking assessment will be done with the professor via SKYPE. The professor will ask you questions based on what we have learned in class.  You will be asked to sign up with [signupgenius.com](http://www.signupgenius.com).

**THE FINAL ORAL EXAM IS 15% & THE WRITTEN EXAM IS 20 % OF YOUR GRADE**.

* **To pass the course, the student must score 70%** or higher on the final exam. **if you do not take the oral and written final exam, you will receive an f in the course.** you will not be able to continue to the next level.

**GRADING**

|  |  |  |
| --- | --- | --- |
| **Grades are determined as follows for the following required assignments:**  Assessment & Examination = 60 **%** | | |
| §  Final Comprehensive Written Exam Unit 6-10  §  Oral Exam via FaceTime/ Unit 6-10 | **150 pts**  **100 pts** |  |
| §  Journals Written in French | **150 pts** |  |
| §  10- Module Lesson/ Tests (2 per Unit) | **100  pts** |  |
| §  1 Mid-term Exam-Video on a French recipe | **150 pts** |  |
| Total Points | **650 pts** |  |
| * Homework and Participation = **40%** | | |
| * Reviews of tutorials/Videos in CANVAS * Assignments in Portail with due dates-Unit Unit 6-10: | **100 pts.**  **100 pts.** |  |
| * Participation with other students in 3 discussions in Canva * Weekly email to your professor | **100 pts**  **50 pts** |  |
|  |  |  |
| Total Points | **1000 pts** | **100%** |

The final grade is weighted, with most of the value placed on Testing and assessment. In general, if a student does all the homework and activities with the required 80% (or better) scores and tries to understand the material, the student will also do well on the exams.

**Be a positive student and teammate – Conduct yourself in a professional and scholarly way that will enable peers and faculty to perceive you as a positive role model.**

**ONLINE Tests are located in the ASSESSMENT TAB in PORTAIL VHL SUPERSITE**

**Speaking assessment/language disc/virtual chats**

1) **Language** w/ **Videos**- you will be asked to post a short video where you will ask a question in French.   You will then be asked to respond by posting a short video to at least two of your classmates' posts.  Make sure you read the instructions for each discussion activity.  These will be done in Flipgrid.  By clicking on the assignment, it will take you there automatically.   You are encouraged to use visuals!

**Assignments and HOMEWORK**

2) **Language** Presentations- You will be asked to do presentations in this course and post them on Flipgrid.  Once again, by clicking on the assignment, it will take you there automatically.    These presentations must comply with the minimum time requirement.  If it looks like you are reading it will not be accepted. You are encouraged to use visuals to enhance your presentation.  For example, if you are saying that you like to play soccer, hold up a soccer ball.

**Remember to only use grammar and vocab that we are learning in class.  By using advanced grammar and vocabulary, it will look like you are not doing your work which will result in a very low grade or perhaps a zero (up to the professor's discretion)**

1. **Included in this criteria are Virtual Chats:**Virtual Chats are in the Supersite. You will see and hear a person asking you questions.  You must respond to the questions that you hear. The virtual chats are from the textbook.  The professor will put additional instructions indicating where in the textbook you can find the questions.  You are expected to prepare your answers before beginning the activity.  Please do not be looking up words that are 'googling' your responses, especially after beginning the activity.   You are expected to use the vocabulary, grammar, and sentence structure that we are learning in class.  Answers that are not indicative of an elementary Spanish student will be held in question resulting in a low grade or possibly a zero.

**Cultural discussions**

**Culture** - we will discuss cultural topics related to the Spanish-speaking world.  **These will be done in English**.  You must submit an initial post intelligently and well thought out and then respectfully and intelligently respond to**two other** posts to receive full credit.

**Journals**

**Journals** are done in the ***Canvas Assignments Tab***.  These are essentially practice writing assignments in which you will write on various topics.  You are expected to use the material, grammar, vocabulary, and sentence structure that we are learning in class.  Any work that uses language that is beyond our scope of learning will receive a zero.

**Homework in Supersite**

*The* ***supersite*** *can be found at* ***VHLCentral.com.****This is the online component of the textbook where you will do many of the activities of the course and keep track of your grade.*   The assigned activities will be listed on the calendar of the website.  The activities will include extensive grammar-driven practice, vocabulary practice, listening practice, oral communication activities, reading activities, as well as activities to develop your oral and writing proficiency (journals).  These activities will assist the student in internalizing the material they have learned. Homework will be completed on the dates that appear on the calendar on **VHLCentral.com**.  There will be homework most days of the week.  This is to ensure that you are staying in touch with the course daily.

For further instruction with the Supersite, please refer to this link.  [**https://www.vhlcentral.com/section/46d96042-8bba-405f-b465 af87aca542f7/**](/courses/181483/pages/how-to-get-your-texbook-and-access-to-your-portail-supersite)

**Some things to remember in regard to the Supersite**

* The professor will not remind you every day to do your homework.
* You may submit assignments late. This will not result in a deduction of points for every day that it is late.
* In other words, please be responsible and manage your time wisely. Make sure you have a working computer.  Remember, there are computer labs on all Valencia Campuses that are available to you the student.
* Please read the instructions for all activities!

**Midterm Exam SPEAKING-VIDEO Presentation**

* The midterm speaking assessment will be given in week 8 of your modules in Canvas.
* The directions for the Mid-term video exam are available in Unit 8 A Module.
* After the video is ready You will be asked to Doxy. my software and take a speaking assessment with the professor.
* The professor will ask you questions based on what we have learned in the class and review your challenges in pronunciation.
* You will be asked to sign up with [signupgenius.com](http://www.signupgenius.com).
* A link will be sent to you so that you can sign up. This speaking assessment will take approximately 5-10 minutes.

**ZOOM**

* We will be doing a conversation during the middle of the semester and at the end.

**THE  FINAL EXAM will cover chapters 6-10-and is composed of 2 parts**

* The 2 parts are a writing component located in PORTAIL, see FIN D’UNITE 5 Multi-Unit EXAMS, EXAMEN A, and a video presentation followed b an interview using Zoom. (vocab, listening, reading, grammar me see details in Module for final exam week **JULY 25-31**
* Students who do not take all 2 components of the final exam will not pass
* The Final Exam **DOES NOT** have to be taken in the Testing Center, it is online.
* If there is any indication whatsoever that someone else is taking the exam for you, you will receive a Zero for the exam.  Indications include advanced vocabulary, advanced sentence structure, advanced verbal usage, slang, and common errors made by native speakers.
* The **Second part** AND the **“Writing”** portion of the final exam will be available for final exam week on **JULY 27**
* **The ORAL FINAL EXAM** will be done with the professor via Zoom. The professor will ask you questions based on what we have learned in class. You will be asked to sign up with [signupgenius.com](http://www.signupgenius.com). See details in Module -in CANVAS.

**ACADEMIC HONESTY**

Student Conduct and Academic Honesty:

Each student is required to follow Valencia's policy regarding academic honesty.  All work submitted by students is expected to be the result of the student’s thoughts, research, and self-expression unless the assignment specifically states “group project.”  Any act of academic dishonesty will be handled by Valencia policy as outlined in the Student Handbook and Catalog.

 VCC Expected student conduct: 10-03 Student Code of Conduct

Specific Authority:      1006.60, FS.

Law Implemented:     1006.60, FS.

Valencia College is dedicated to the advancement of knowledge and learning, and the development of responsible personal and social conduct. By enrolling at Valencia, a student assumes the responsibility for knowing and abiding by the rules of appropriate behavior as articulated in the Student Code of Conduct. The primary responsibility for managing the classroom environment rests with the faculty. Faculty may direct students who engage in inappropriate behavior that results in disruption of a class to leave the class.  Such students may be subject to other disciplinary action which may include a warning, withdrawal from class, probation, suspension, or expulsion from the college.  Please read the Student Code of Conduct in the current Valencia Student Handbook.

Here is the link to Valencia’s Student Code of Conduct website: http://www.valenciacollege.edu/policies/policydetail2.cfm?PolicyCatID=10&PolicyID=3

**Exams and homework are considered individual efforts; any submissions that are too similar for coincidence will receive no credit.  Any submission that appears to have been done by somebody else (i.e a native speaker, google translate) will be considered plagiarism and will receive no credit.**

Students may collaborate in group assignments. Collaboration should be used to edit or clarify doubts.  If anyone is involved in incidents of cheating a zero will be given. Each student is expected to be in complete compliance with the college policy on Academic Honesty as outlined in the admissions catalog and the student handbook. **Any student(s) cheating on an exam will receive a zero on the exam.** This cannot be replaced with the final score and the professor at his/her discretion can withdraw you from the class or give you an F as a Final Grade.

Please see more information on Plagiarism at the following website

[**http://valenciacollege.edu/west/arts-and-humanities/writing/plagiarism.cfm**](http://valenciacollege.edu/west/arts-and-humanities/writing/plagiarism.cfm)

**PLAGIARISM**

Guidelines to prevent copying from native speakers or online translators:

**Only allow content that pertains to the class.**

If it is suspected that you are using an online translator or that a native or heritage speaker is doing your work for you, you will receive a zero on your assignment.

Most of the time it is evident when you are not doing your work; especially in your writing assignments and short-answer assignments.  By use of verb tenses that we are not learning, sentence structure that we are not learning, slang, and advanced vocabulary.  Only use what we are doing in class.  I can be fairly certain that you are doing your work in doing so.  The statement above refers to exams as well.

**Valencia College Expected student conduct:** **10-03 Student Code of Conduct**

Valencia Community College is dedicated to the advancement of knowledge and learning, and the development of responsible personal and social conduct. By enrolling at Valencia, a student assumes the responsibility for knowing and abiding by the rules of appropriate behavior as articulated in the Student Code of Conduct. The primary responsibility for managing the classroom environment rests with the faculty. Faculty may direct students who engage in inappropriate behavior that results in disruption of a class to leave the class.  Such students may be subject to other disciplinary action which may include a warning, withdrawal from class, probation, suspension, or expulsion from the college.  Please read the Student Code of Conduct in the current Valencia Student Handbook.

**Here is the link to Valencia’s Student Code of Conduct website:** [**http://www.valenciacc.edu/policies/policydetail2.cfm?PolicyCatID=10&PolicyID=3**](http://www.valenciacc.edu/policies/policydetail2.cfm?PolicyCatID=10&PolicyID=3)

**STUDENTS WITH DISABILITIES**

Studentswho qualify for academic accommodations must provide a letter from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first week of class.  The Office for Students with Disabilities (West-SSB 102) determines accommodations based on appropriate documentation of disabilities.  The goal at the OSD is to open doors, remove barriers and assist you in any way they can. The key to success is matching your needs to the services provided. Please contact this office to discuss your individual needs.    Here is the link to Valencia’s OSD website: http://www.valenciacc.edu/osd

**West Campus   
SSB, Rm. 102    Ph: 407-582-1523      Fax: 407-582-1326      TTY: 407-582-1222**

**BAYCARE BEHAVIORAL HEALTH’S STUDENT ASSISTANCE PROGRAM**

“Valencia is committed to making sure all our students have a rewarding and successful college experience.  For that purpose, Valencia students can get  immediate help that may assist them with psychological issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home, or work.  Students have 24-hour unlimited access to **Baycare Behavioral Health’s confidential student assistance program** phone counseling services by calling **(800) 878-5470**.  Three free confidential face-to-face counseling sessions are also available to students.”

**SECURITY STATEMENT**

*We want to reassure you that our security officers are here around the clock to ensure the safety and security of the campus community.  It’s important to be alert and aware of your surroundings, especially during the early morning or evening hours. Remember that you can always call security for an escort if you feel uncomfortable walking alone on campus.  White security phones can also be found in many of our buildings; simply pick up the phone and security will answer. Finally, report any suspicious persons to West Campus Security at 407-582-1000, 407-582-1030 (after-hours number), or by using the yellow emergency call boxes located on light poles in the parking lots and along walkways.*

**Valencia I.D. Cards**

Valencia ID cards are required for LRC, Testing Center, and IMC usage. They can be obtained at the Security Office in the SSB.

**Disclaimer Statement:** This outline may be altered, at the instructor’s discretion, during the term. It is the responsibility of the student to make any adjustments as announced

This schedule of activities and exams is subject to change.

Important websites.

* College Calendar: <http://valenciacollege.edu/calendar/>
* College Catalog: <http://valenciacollege.edu/catalog/>
* Valencia Policy and Procedures: <http://valenciacollege.edu/generalcounsel/policy/>
* FERPA: <http://valenciacollege.edu/ferpa/>
* ADA: [http://valenciacollege.edu/osd/handbook/sec4.htm/](http://valenciacollege.edu/osd/handbook/sec4.htm)

Medical Records:  <http://valenciacollege.edu/generalcounsel/policy/ValenciaCollegePolicy.cfm?policyID=186>

**Correspondence**

**All correspondence with the professor must be done through Canvas or Canvas or your Valencia email address.**  Any emails sent to the professor with ‘Gmail’, ‘yahoo’, or any other external email address will not be answered.

**WRITING/SPEAKING RUBRIC STUDENTS THAT RECEIVE LESS THAN 3 ON CONTENT CAN ONLY RECEIVE A MAX OF 3 ON CRITERIA.**

**Writing Rubric**

5 pts 4 pts 3 pts 2 pts 1 pt. 0 pts

5 pts -Accomplished, 4 pts -Competent, 3 pts -Adequate, 2 pts -Developing, 1 pt -Beginning

0 pt-Unsatisfactory

4 pts -Comprehensibility Fully understandable; well organized; clear and fluid ideas; elements and characteristics of the target language

3 pts-Fully understandable; mostly fluid, generally clear and organized; errors do not impede understandability

2 pts-Mostly understandable requiring minimal reader effort; word order and expressions influenced slightly by the first language

1 pt. -Partially understandable requiring some reader effort; noticeable problems with the organization; some elements and characteristics of the first language

0 pt Barely understandable requiring frequent reader effort; consistent problems with the organization; major errors that impede understandability; frequent use of elements and characteristics of first language Incomprehensible; response not in the target language; no content or response.

5 pts -Content Exceeds requirements of task; thoroughly developed topic; rich in details with frequent elaboration

4 pts -Complete and sufficient to the task; well-developed topic with some details and elaboration

3 pts -Sufficient to task with only minor omissions; nearly developed topic with an adequate level of details and almost no elaboration

2 pts -Connection to the task but noticeably lacking in topic development and details

1 pt -Minimal connection to task with very limited development of topic and details

0 pt-Unrelated to task and topic; response not in the target language; no content or response

***Grammar***

5 pts -Grammar Highly attentive to structural elements; variety and precision in grammatical elements

4 pts -Accurate attention to structural elements; minor imprecisions which do not detract significantly from the overall meaning

3 pts -Some control over structural elements; some imprecisions or inaccuracies which may detract from the overall meaning

2 pts -Limited control over structural elements; imprecisions and inaccuracies that may confuse readers

1 pts -Very little control over structural elements; frequent imprecisions and inaccuracies requiring significant reader effort

0 pt-Not in the target language; no content or response

***Vocabulary***

5 pts -Vocabulary Rich and varied in vocabulary necessary to convey well-elaborated meaning

4 pts -A fairly broad range of vocabulary appropriate to context; occasional errors in word choice do not detract from the overall meaning

3 pts -Mostly appropriate vocabulary use to complete task and topic; occasional errors in word choice which may detract from the overall meaning

2 pts -Limited range of vocabulary; imprecisions and inaccuracies in word choice which may confuse readers

1 pt -Very little control over vocabulary; frequent imprecisions and inaccuracies which require significant reader effort

0 pt-Not in the target language; no content or response

***Speaking Rubric***

***5        4         3            2            1          0***

**Comprehension**

5 pts -Accomplished Competent Adequate Developing Beginning Unsatisfactory

4 pts -Comprehensibility Fully understandable; fluid and well-paced; clear and natural pronunciation and intonation; elements and characteristics of the target language; clear evidence of comprehension when appropriate

3pts-Fully understandable; mostly fluid and well-paced with only minor hesitations and pauses; generally clear pronunciation and intonation; errors do not impede understandability; evidence of comprehension when appropriate

2 pts -Mostly understandable requiring minimal listener effort; a few pauses and hesitations; pronunciation and intonation influenced somewhat by the first language; some evidence of misunderstanding, repetition is required at times

1 pt-Partially understandable requiring some listener effort; noticeable pauses and hesitations; problems with pronunciation and intonation; some elements and characteristics of the first language; evidence of gaps in comprehension; frequent repetition is required

0 pt-Barely understandable requiring frequent listener effort; consistent pauses and hesitations; major problems with pronunciation and intonation that impede understandability; frequent use of elements and characteristics of the first language; evidence of major lack of understanding; frequent inability to understand- Incomprehensible; response not in the target language; no content or response

**Originality of topic**

5 pts -Content Exceeds requirements of task; thoroughly developed topic; rich in details with frequent elaboration

4 pts -Complete and sufficient to the task; well-developed topic with some details and elaboration

3 pts -Sufficient to task with only minor omissions; nearly developed topic with an adequate level of details and almost no elaboration

2 pts -Connection to the task but noticeably lacking in topic development and details

1 pt -Minimal connection to task with very limited development of topic and details

0 pt -Unrelated to task and topic; response not in the target language; no content or response

***Grammar***

5 pts -Grammar Highly attentive to structural elements; variety and precision in grammatical elements

4 pts -Accurate attention to structural elements; minor imprecisions which do not detract significantly from the overall meaning

3 pts -Some control over structural elements; some imprecisions or inaccuracies which may detract from the overall meaning

2 pts -Limited control over structural elements; imprecisions and inaccuracies that may confuse readers

1 pts -Very little control over structural elements; frequent imprecisions and inaccuracies requiring significant reader effort

0 pt-Not in the target language; no content or response

***Vocabulary***

5 pts -Vocabulary Rich and varied in vocabulary necessary to convey well-elaborated meaning

4 pts -A fairly broad range of vocabulary appropriate to context; occasional errors in word choice do not detract from the overall meaning

3 pts -Mostly appropriate vocabulary use to complete task and topic; occasional errors in word choice which may detract from the overall meaning

2 pts -Limited range of vocabulary; imprecisions and inaccuracies in word choice which may confuse readers

1 pt -Very little control over vocabulary; frequent imprecisions and inaccuracies which require significant reader effort

0 pt-Not in the target language; no content or response

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| --- | --- | --- | --- | --- |
|  |  | not impede comprehension | Errors present that impede comprehension or some occurrences of grammar not applicable to the lesson | Does not demonstrate understanding of grammar applicable to the lesson |
| Vocabulary | Uses vocab pertinent to lesson correctly | Some errors in vocab use but does not impede comprehension | Errors in vocab use that impede comprehension or occurrences of vocab not applicable to lesson | Does not demonstrate correct use of vocabulary applicable to lesson |
| Sentence structure | Demonstrates complete understanding of sentence structure pertinent to lesson; good flow; sentences cohesive | Some errors in sentence structure but does not impede comprehension | Errors in sentence structure that impede comprehension; some random sentences; sentences not at level | Does not demonstrate understanding of sent structure applicable to the lesson; sentences are random with no cohesiveness; |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Criteria | 4 | 3 | 2 | 1 |
| Content\* | Complete and sufficient to task; above and beyond.  Contains vocab and grammar pertaining to lesson | Submitted required length of activity.  Some grammar and vocab included | At least half of required length submitted or some content not applicable.  Most of grammar and vocab not included | Less than half submitted most of the content not applicable to lesson |
| Comprehensibility  pronunciation | Fully comprehensible; clear and fluid ideas | Some reader/listener effort required | Some listener effort required; some parts not comprehensible | Most Not comprehensible |
| Grammar | Demonstrates complete understanding of grammar | Some errors but does not impede comprehension | Errors present which impede comprehension or some occurrences of grammar not applicable to the lesson | Does not demonstrate understanding of grammar applicable to the lesson |
| Vocabulary | Uses vocab pertinent to lesson correctly | Some errors in vocab use but does not impede comprehension | Errors in vocab use that impede comprehension or occurrences of vocab not applicable to lesson | Does not demonstrate correct use of vocabulary applicable to lesson |
| Sentence structure | Demonstrates complete understanding of sentence structure pertinent to lesson; good flow; sentences cohesive | Some errors in sentence structure but does not impede comprehension | Errors in sentence structure that impede comprehension; some random sentences; sentences not at level | Does not demonstrate understanding of sent structure applicable to the lesson; sentences are random with no cohesiveness; |