**+VALENCIA COLLEGE**

**FRE 1120- Elementary French II**

**CRN 11235-Fully Online**

**Fall 2022-Full Semester**

**West Campus**

**Instructor:     Catherine F Meyer-Zelnicek**

**E-MAIL:** **cmeyer12@valenciacollege.edu**

**Office Hours:** **By Appointment conference Video with Zoom.**

**COURSE DESCRIPTION**

**FRENCH 1120**

 **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 1-5- from the convenience of their home.

For students without two years of recent high school French completed within the last three years.  The class will emphasize everyday use of the language, integrating basic grammar, vocabulary, composition, and culture through a conversational approach to French.  **This class is not open to native or heritage** speakers.  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 family/friends/etc. 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**

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 towards cultural differences.

**“NO SHOW” PERIOD**

The week of **“August 22-29”** is the “**NO SHOW”** period-If you did not start working on the activities of the software (2 requirements), I will have to drop you from the class per departmental/college rule. See schedule for drop/ refund.

**IMPORTANT DATES**

**Beginning of Semester: August 22nd**

**Deadline Drop/Refund-Click on this link:** [**https://valenciacollege.edu/academics/calendar/documents/2022-2023-academic-calendar.pdf**](https://valenciacollege.edu/academics/calendar/documents/2022-2023-academic-calendar.pdf)

**Deadline Withdrawal-September 23rd**

**FINAL EXAM Week from December 5-11th**

**FINAL EXAM from Dec 5th**

**TEXTBOOK**

***As a student of French 1120 you should not need to buy another code. Your code is still valid from French I, however, you need to register in the VHL Supersite in the proper class with the proper CRN (Please email me on Canvas if you are unsure) in the West campus and email me you did it so I can verify you are on my roster. - This is very important due to students ending up in other teacher’s classes and at the end of the semester I cannot give you a grade.***

***“PORTAIL”*,** **Reimagine Language Learning | James Mitchell, Cheryl Tano**

**There are two ways to purchase your textbook**

*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 1120/1120

 \*  Your cheapest option is Digital format for 6-months

***DO NOT PURCHASE THIS BOOK ON AMAZONE PLEASE YOU WILL NOT GET THE CODE NECESSARY TO ACCESS THE SOFTWARE WITH THE COURSE/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.**

**PORTAILS Code (24-month access) (Easier to turn pages on paper)**

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

**Can’t purchase your book right away? You can get a grace period.**

**It is imperative that you 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, however, if you receive financial aid from the college you have to register from the bookstore.**

**In the event that 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 a temporary two-week access code so that you do not fall behind.**

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

[https://www.vhlcentral.com/section/46d96042-8bba-405f-b465 af87aca542f7/](https://www.vhlcentral.com/section/46d96042-8bba-405f-b465%20af87aca542f7/)

Student instructions via Vista Higher Learning offers several different package options. Prior to 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 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 1-51 (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 link will come with your 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/441519/student_instructions>

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 grades
* Taking Lesson exams 1-5, Review and Final writing 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 your journals in Tab Assignments.

**ELECTRONIC ATTENDANCE**

**Active Participation of the student is REQUIRED/GRADED (40%) will consist of:**

* + **Numerous repetitions** which are essential to becoming 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 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 be GET an **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 do not fall behind it is very challenging to catch up.
	+ The ***“*PORTAIL*”*,** presents the content in sequentially: **FRE-1120-covers *Units 1-5.***
	+ **AUDIO FILES** will have to be listened to attentively with numerous repetitions to gain mastery of the French pronunciation and fluency.
	+ **A weekly email to the professor reporting strengths and challenges starting the first week of the course (Mandatory requirement)**.

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 duration of the course.
	+ Regularity in “***Electronic attendance”*** is vital to academic success, we rarely 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 instructor to let them know. In this online course, every week of class is considered the equivalent of a week of f2f 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 to 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 supersite (VHL), 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 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 HonorLock by live chat, phone (**844-243-2500**), and/or email ( ***support@honorlock.com*** ).

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

**WITHDRAWAL POLICY**

* Per Valencia Policy 4-07 (Academic Progress, Course Attendance and 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 **September 23rd.** 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 **September 23rd** 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 and/or stops coming to class will receive an F for the course unless he/she withdraws themself before the withdrawal date of **September 23rd.** Withdrawing from a course is the student’s decision. The professor may recommend dropping or stay in the course, however, by making these statements it is by no means guaranteeing a passing or failing grade.
* **Deadline Drop/Refund-Click on this link:** [**https://valenciacollege.edu/academics/calendar/documents/2022-2023-academic-calendar.pdf**](https://valenciacollege.edu/academics/calendar/documents/2022-2023-academic-calendar.pdf)

**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 and interview with your professor on FaceTime/Zoom and a written final online that will cover Units 1-5. The professor will ask you questions based on what we have learned in the class.  You will be asked to sign up in week 8.
* Students who fail to take the final exam will receive an **F** or does not complete the required assignments (see GRADING) in the class will also fail. 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 REQUIRED WRITTEN ASSIGNMENTS**

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

**All Tests and quizzes must be taken on or before dates assigned. No makeup Tests or quizzes are available without explicit consent of instructor which will only be granted in case of jury duty, military service or serious illness or other serious matters (Please email me and we can work something out). The final exam must be taken on the date published for final exams*. NO EXCEPTIONS FOR FINAL EXAM.***

In order 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: First assignment**

You must first complete the registration process before you can login 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 in 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 Dr. C. Meyer.

Read the Student guide for further instructions in: <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 D60-69       **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, 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 students’ writing skills and the students’ 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 assignment should ONLY contain the material that we are learning in class nothing more, nothing less.
* In order to get your writing assignment results and corrections back in a timely manner 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 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 own 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.
* Rubric for oral assessments are attached to this syllabus.
* You must do your own work. Any use of vocabulary, sentence structure, grammar, slang etc. that is not being taught in the class or in 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 such as advanced grammar, advanced sentence structure or slang.  This is an indication that you are not doing your own work.

**FINAL WRITTEN EXAM**

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

* The 6 parts are: vocab, listening, reading, grammar, writing, and 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, common errors made by native speakers.
* The final speaking assessment will be done with the professor via ZOOM. The professor will ask you questions based on what we have learned in the 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**.

* **In order 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/REQUIRED ASSIGNMENTS TO PASS THIS CLASS**

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| **Grades are determined as follows for the following required assignments:****Assessment & Examination = 60 %** |
| * Final Comprehensive Written Exam Unit 1-5 150 pts.
* Oral Exam via + Oral Video Unit 1-5 100 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**
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|  | **650 pts.** |  |
| **Homework and Participation = 40%** |
| * 3 first assignments-Introduction with Video 50pts.
* Reviews of tutorials/Videos in CANVAS 100 pts.
* Assignments in PORTAIL with due dates-Unit 1-5 100 pts.
* Participation with other students in 3 discussions 50 pts.
* Weekly email to your professor 50pts.

  **Total Points 1000 pts.**

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

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| **Grades are determined as follows for the following required assignments:**Assessment & Examination = 60 **%** |
| §  Final Comprehensive Written Exam Unit 1-5§  Oral Exam via Face Time/ Unit 1-5      | **150 pts****150 pts**  |  |
| §  Journals written in French | **100 pts** |  |
| §  10- Module Lesson/ Tests (2 per Units) | **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 1-5:  | **200  pts** |  |
| §  Participation with other students in 3 discussions in Canvas§  Introduction Video                 | **100 pts****50 pts** |  |
|  |  |  |
| Total Points | **1000 pts** | **100%** |

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

The final grade is weighted, with most of the value placed on Testing and assessments. 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 and are located in the ASSESSEMENT TAB in PORTAIL VHL SUPERSITE**

**Speaking assess/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 it in 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 own work which will result in very low grade or perhaps a zero (up to professor's discretion).**

1. **Included in this criterion 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 or ‘googling' your responses, especially after beginning the activity.   You are expected to use vocabulary, grammar, and sentence structure that we are learning in class.  Answers that are not indicative of an elementary French 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 French-speaking world.  **These will be done in English**.  You must submit an initial post with intelligently and well-thought-out sentences and then respectfully and intelligently respond to**two other** posts in order 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 the 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 in 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 in the calendar in **VHLCentral.com**.  There will be homework most days of the week.  This is to ensure that you are staying in touch with the course on a daily basis.

For further instruction with the Supersite, please refer to this link.

 <https://www.vhlcentral.com/section/46d96042-8bba-405f-b465-af87aca542f7/student_instructions>.

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

* The professor will not remind you every day to do your homework.
* You may submit assignments late. This will result in a 10% deduction per 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 to 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 8A Module.
* After the video is ready you will be asked to upload 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.

**FINAL EXAM will cover chapters 1-5 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 by an interview using Zoom. (Vocab, listening, reading, grammar) see details in Module for final exam week December 5th-11th.
* Students who do not take both of the 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, common errors made by native speakers.
* The **Second part** AND the **“Writing”** portion of the final exam will be available for final exam week of December 5th.
* 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 the 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 policy regarding academic honesty.  All work submitted by students is expected to be the result of the student’s individual thoughts, research, and self-expression unless the assignment specifically states “group project.”  Any act of academic dishonesty will be handled in accordance with Valencia policy as set forth 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 to 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 effort; 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 to 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 set forth 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 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 obvious when you are not doing your own 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.  In doing so, I can be fairly certain that you are doing your own work.  The aforementioned statement 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 to 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 the 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.  To 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 the **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 course of 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 in this syllabus please check on CANVAS for the most updated syllabus for dates.

**COVID 19 STATEMENT**

**COVID GUIDELINES:**

Throughout the COVID pandemic, Valencia College has been primarily focused on the health and well-being of its students and faculty and staff. This continues to be our priority as we return to more face-to-face classes, and college policy continues to be guided by science and the guidelines issued by the CDC and our partners at Orlando Health. Please know that vaccines are readily available if that is what you choose to do.

Should you become ill with COVID, please inform me and your professors and coworkers both for your safety, the safety of our Valencia community. I will do what I can to assist you in completing successfully our coursework. Please inform our COVID liaison Tanya Mahan (COVIDillness@valenciacollege.edu) as well, so she can support you in this process. We are in this together! For more information, please consult:

[https://valenciacollege.edu/about/coronavirus/](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fabout%2Fcoronavirus%2F&data=04%7C01%7Cjmenig%40valenciacollege.edu%7C7cf0d64b09744fc4807408d96271220b%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637649060316770712%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=%2FXgmk7g%2Fu%2F4y2kEkbv%2Bj887M%2F60OBgklN9aKIMq1e2g%3D&reserved=0).

You are encouraged to wear a mask. It is required that we practice social distancing of 6 ft.

* + [***http://thegrove.valenciacollege.edu/roadmap-for-reopening-illness-reporting-and-contact-tracing/***](http://thegrove.valenciacollege.edu/roadmap-for-reopening-illness-reporting-and-contact-tracing/)
* [**https://valenciacollege.edu/about/coronavirus/**](https://valenciacollege.edu/about/coronavirus/)

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

[**Florida House Bill 233**](file:///C%3A%5CUsers%5CJoseph%20Menig%5CDownloads%5CHB233%20PP%20IAC.pdf)

**Florida House Bill has been signed into law and reflects the following:**

Students may record video or audio of class lectures for their own personal educational use. A class lecture is defined as a planned presentation by a college faculty member or instructor, during a scheduled class, delivered for the purpose of transmitting knowledge or information that is reasonably related to the pedagogical objective of the course in which the student is enrolled. Recording class activities other than class lectures, including but not limited to class discussions, student presentations, labs, academic exercises involving student participation, and private conversations, is prohibited. Recordings may not include the image or voice of other students in the class, may not be used as a substitute for class participation and class attendance, and may not be published or shared without the written consent of the faculty member. Failure to adhere to these requirements may constitute a violation of the College’s Student Code of Conduct.

**RESOURCES FOR STUDENTS**

|  |  |
| --- | --- |
| C.A. R. E | <https://valenciacollege.edu/students/advising-counseling/> |
| The CARES ACT | <https://valenciacollege.edu/students/cares-act/index.php> |
| **LAPTOPS** | **WWW.VALENCIACOLLEGE.EDU/LAPTOP** |
| **TUTORING** | [**https://libguides.valenciacollege.edu/distancetutoring**](https://libguides.valenciacollege.edu/distancetutoring) |

**WRITING/SPEAKING RUBRIC STUDENTS THAT RECEIVE LESS THAN 3 ON CONTENT CAN ONLY RECEIVE A MAX OF 3 ON RESUBMITTED 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 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 first language

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

0 pt Barely understandable requiring frequent reader effort; consistent problems with organization; major errors that impede understandability; frequent use of elements and characteristics of first language Incomprehensible; response not in 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 task; well-developed topic with some details and elaboration

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

2 pts -Connection to 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 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 overall meaning

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

2 pts -Limited control over structural elements; imprecisions and inaccuracies that may cause confusion for readers

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

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

***Vocabulary***

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

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

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

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

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

0 pt-Not in 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 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 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 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 first language; evidence of major lack of understanding; frequent inability to understand- Incomprehensible; response not in 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 task; well-developed topic with some details and elaboration

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

2 pts -Connection to 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 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 overall meaning

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

2 pts -Limited control over structural elements; imprecisions and inaccuracies that may cause confusion for readers

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

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

***Vocabulary***

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

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

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

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

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 |
| Comprehensibilitypronunciation | 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; |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 |
| Comprehensibilitypronunciation | 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; |

**SCHEDULE FALL 2022-August 22nd –December 11th**

|  |  |  |
| --- | --- | --- |
| **AUGUST****22-28** |

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| **WEEK 1 Assignments DUE by Monday AUGUST 29 by 11:59pm-ALL assignments are always due on the MONSAY at 11:59pm*** Read the syllabus THOROUGHLY
* A-Complete 3 lines introduction to let me know and the college you are registered in this course, for the "NO SHOW period."
* Go to the Discussions tab, reply to my introduction and it is due on August 24.
* C-Do your video Introduction due on August 24.
* If you need to review French 1 concepts, please review the videos I posted for you during this week and whenever you need it.
* Study the French Alphabet and the new French sounds by reviewing the videos in Module I in Canvas.
* Order your book asap it can take up to 6 weeks from the bookstore.
* Make sure to read the course orientation in CANVAS please. Your course starts in canvas with modules 1-12
* Always check the Canvas inbox and Announcement for my communication with you
* **Write a weekly email to your professor describing challenges and successes (required assignment 50 pts)**
* Request for GRACE PERIOD IF NECESSARY.
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| **AUGUST****SEPT** **29-04** | **WEEK 2 DUE by Monday SEPTEMBER 6 by 11:59pm*** **Deadline Drop/Refund-Click on this link:** [**https://valenciacollege.edu/academics/calendar/documents/2022-2023-academic-calendar.pdf**](https://valenciacollege.edu/academics/calendar/documents/2022-2023-academic-calendar.pdf)
* **READ tutorials preview videos in CANVAS FIRST MODULE 1 WEEK FIRST-SEPT 29-OCT 04-THEN GO TO vhl central**
* **UNIT 1 Lesson 1A COMPLETE ALL ASSIGNED ACTIVITIES WITH A DUE DATE IN vhl**
* **UNIT 1 Lesson 1A TEST IN VHL**
* **Participate in discussion 1 DUE SEPT 6 post in discussion**
* **Write a weekly email to your professor describing challenges and successes (required assignment 50 pts)**
* **LABOR DAY HOLIDAY SEPTEMBER 5**
 |
| **SEPT 06-11** | **WEEK 3 DUE by Monday SEPTEMBER 12 by 11:59pm-*** **Deadline Graduation Application**
* **READ tutorials preview videos in CANVAS FIRST MODULE 2 WEEK FIRST-SEPT-06-11-THEN GO TO vhl central**
* **UNIT 1 Lesson 1B ALL ASSIGNED ACTIVITIES**
* **UNIT 1 Lesson 1B TEST**
* **Write a French Journal #1 post in ASSIGNMENT in Canvas due SEPTEMBER 12**
* **Write a weekly email to your professor describing challenges and successes (required assignment 50 pts)**
 |
| **Sept** **12-18** | **WEEK 4 DUE by Monday SEPTEMBER 19 by 11:59pm*** **READ tutorials preview videos in CANVAS FIRST MODULE 3 WEEK FIRST SEPT-12-18-THEN GO TO vhl central**
* **UNIT 2 Lesson A   ALL ASSIGNED ACTIVITIES**
* **UNIT 2 Lesson A  TEST**
* **Write a French Journal #2 post in ASSIGNMENT in Canvas due SEPTEMBER 19**
* **Write a weekly email to your professor describing challenges and successes (required assignment 50 pts)**
 |
| **SEPT 19-25** | **WEEK 5 DUE by Monday SEPTEMBER 26 by 11:59pm*** **Deadline for Withdrawal from the class SEPTEMBER 23**
* **READ tutorials preview videos in CANVAS FIRST MODULE 4 WEEK FIRST SEPT-19-25-THEN GO TO vhl central**
* **UNIT 2 Lesson B ALL ASSIGNED ACTIVITIES**
* **UNIT 2 Lesson B TEST**
* **Write a French Journal #3 post in ASSIGNMENT in Canvas due SEPTEMBER 26**
* **Write a weekly email to your professor describing challenges and successes (required assignment 50 pts)**
 |
| **SEPT** **Oct****26-02** | **WEEK 6 DUE by Monday OCTOBER 03 by 11:59pm*** **READ tutorials preview videos in CANVAS FIRST MODULE 5 WEEK FIRST SEPT-26-OCT 02-THEN GO TO vhl central**
* **Write a French Journal #4 post in ASSIGNMENT in Canvas due OCTOBER 03**
* **Write a weekly email to your professor describing challenges and successes**
* **Prepare the mid-term Video on A French recipe see instructions in canvas module due on OCTOBER 24**
 |
| **OCT** **03-09** | **WEEK 7 DUE by Monday OCTOBER 10 by 11:59pm-MID-TERM*** **READ tutorials preview videos in CANVAS FIRST MODULE 5 WEEK FIRST OCT 03-09 -THEN GO TO vhl central**
* **UNIT 3 Lesson 3A    ALL ASSIGNED ACTIVITIES**
* **UNIT 3 Lesson 3A  TEST**
* **Write a French Journal #5 post in ASSIGNMENT in Canvas due OCTOBER 10**
* **Write a weekly email to your professor describing challenges and successes.**
 |
| **OCT** **10-16** | **WEEK 8 DUE by Monday OCTOBER 17 by 11:59pm** * **READ tutorials preview videos in CANVAS FIRST MODULE 5 WEEK FIRST OCT 10-16-THEN GO TO vhl central**
* **UNIT 3 Lesson 3B    ALL ASSIGNED ACTIVITIES**
* **UNIT 3 Lesson 3B  TEST**
* **Write a French Journal #6 post in ASSIGNMENT in Canvas due OCTOBER 10**
* **Write a weekly email to your professor describing challenges and successes.**
* **Prepare the mid-term Video on A French recipe see instructions in canvas module due on OCTOBER 24**
 |
| **OCT** **17-23** | **WEEK 9  DUE by Monday OCTOBER 24 by 11:59pm*** **READ tutorials preview videos in CANVAS FIRST MODULE 6 WEEK FIRST OCT 17-23-to read instructions for your final Video**
* **Prepare your Oral FINAL Video due by November 27**
 |
| **OCT** **24-30** | **WEEK 10 DUE by Monday OCTOBER 31 by 11:59pm*** **READ tutorials preview videos in CANVAS FIRST MODULE 7 WEEK FIRST OCT 24-30-THEN GO TO vhl central**
* **UNIT 4  Lesson A ALL ASSIGNED ACTIVITIES**
* **UNIT 4 Lesson  A TEST**
* **Write a French Journal #8 post in ASSIGNMENT in CANVAS DUE OCTOBER 31**
* **Write a weekly email to your professor describing challenges and successes.**
 |
| **NOV****31-06** | **WEEK 11 DUE by Monday NOVEMBER 7 by 11:59pm*** **READ tutorials preview videos in CANVAS FIRST MODULE 8 WEEK FIRST OCT 31-NOV 06-THEN GO TO vhl central**
* **UNIT 4 Lesson B ALL ASSIGNED ACTIVITIES**
* **UNIT 4 Lesson B TEST**
* **Write a French Journal #8 post in ASSIGNMENT in CANVAS DUE NOVEMBER 07**
* **Write a weekly email to your professor describing challenges and successes.**
 |
| **NOV****07-13** | **WEEK 12- DUE by Monday NOVEMBER 14 by 11:59pm*** **READ tutorials preview videos in CANVAS FIRST MODULE 9 WEEK FIRST-NOV-07 13-THEN GO TO vhl central**
* **UNIT 5 Lesson 4A ALL ASSIGNED ACTIVITIES**
* **UNIT 5 Lesson 4A TEST**
* **Write a French Journal #9 post in ASSIGNMENT in CANVAS DUE NOVEMBER 14**
* **Write a weekly email to your professor describing challenges and successes.**
 |
| **NOV****14-20** | **WEEK 13- DUE by Monday NOVEMBER 21 by 11:59pm*** **READ tutorials preview videos in CANVAS FIRST MODULE 10 WEEK FIRST NOV 14-20-THEN GO TO vhl central**
* **UNIT 5 Lesson 5B ALL ASSIGNED ACTIVITIES**
* **UNIT 5 Lesson 5B TEST**
* **Write a weekly email to your professor describing challenges and successes.**
 |
| **NOV****21-22** | **WEEK 14- DUE by Monday NOVEMBER 28 by 11:59pm Prepare your Oral FINAL Video due by November 27** |
| **NOV****23-27** | **THANKSGIVING HOLIDAYS NOVEMBER 23-27** |
| **NOV****DEC****28-04** | **WEEK 15-REVIEW FOR FINAL EXAMINATION from Nov 28 to December 4th**  **Take the Review in VHL CENTRAL GO TO FIN D’UNITE 5 AND SELECT MULTI-UNIT EXAM 1-5 AND TAKES FINAL EXAM** |
| **DEC****05-11** | **WEEK 16-FINAL EXAMINATION from DEC 5-11*** **GO TO  FIN D’UNITE UNIT 5-MULTI-EXAM**
* **Complete Units 1-5 EXAM A online in PORTAIL BY dec 5TH**

      **Your grades will be Available for you to see in ATLAS BY December 12.** |