New Hampshire Technical Institute

FL121: French I—eStart section
(online via Blackboard)

Fall 2014

Paula DelBonis-Platt, B.S., M.A., ABD–Ph.D.
pdelbonis-platt@ccsnh.edu
Telephone: 271–6484, ext. 4151
Office: Grappone 314

Office Hours: Online in Blackboard Collaborate,
following our “live” session (time to be
determined)
Office hours at NHTI are Monday, 11–12,
Wednesday, 2–3, and Thursday, 1–2, all in G314;
Mondays, 9–11, in Writing Center (make
appointment for Writing Center time)

Syllabus

last updated: August 29, 2014

Course Description

Bienvenue! You may have seen this word on the road signs as you enter
the state of New Hampshire. Perhaps you already know that this word means
“Welcome!” in French.

By enrolling in Foreign Language 121: French I, you have set off on the
path to fluency in French, a journey that we can start with this single word:
“Bienvenue!” In the future, you may well have the opportunity to use this language,
as French is spoken by our closest foreign neighbor (in the province of Québec in
Canada), in more than 36 countries around the world, and by some of our refugee
neighbors from Rwanda, the Congo, and the Ivory Coast. It is also spoken, in
addition to Creole, by our Haitian friends who are still recovering from the 2010
earthquake in their Caribbean nation.

Sure, it might be nice to order “un café, s’il vous plaît” on the Rive Gauche
(Left Bank) of Paris, but there’s a bigger Francophone world to discover—
including our virtual classroom! We will explore the diverse cultures of le monde
Francophone, where life differs from our own in many respects.

You will build your vocabulary quickly, learning how to greet one another,
describe people and their relationships, use verb tenses, and discuss common
activities. You will simultaneously increase your grammatical knowledge, which
will allow you to build sentences and express yourself clearly.
After a necessary start in English, we will aim toward near-total immersion in the French language. Think of a child learning English; the best way to learn any language is to immerse yourself in the sounds, words, and structures of the language. And this requires your online presence, your participation, and your willingness to use French, be it through listening to audio files, posting and responding on the discussion board, or researching French-related topics that interest you and sharing them with the group. Challenge yourself in a comfortable environment where participation is far more important than getting the right answer every time. Bon voyage et bon courage!

Prerequisites

There are NO PREREQUISITES, as this course assumes NO PREVIOUS KNOWLEDGE OF FRENCH. If you have had 2 or more years of high school French, you should discuss this with the instructor and you most likely belong in French II, which is not yet offered as an online course. (Note: If you want information on how this course could transfer to other NH public colleges in the future, check that out at nhtransfer.org, a very helpful site.)

Blackboard Student Orientation

If this is your first online course at CCSNH, please complete the online student orientation. This orientation offers the opportunity to familiarize you with online courses.

http://www.ccsnh.edu/distancelearning/student_orientation.html

Available Technical Support

Frequently asked questions regarding online learning, Student Information System (SIS) and student email can be found at the link below by clicking “Support Center”.

http://www.ccsnh.edu/distancelearning/index.htm

Required and Optional Resources

Textbook (REQUIRED): Chez Nous : Branché sur le monde francophone, 4th edition enhanced multimedia, textbook, Valdman/Pons/Scullen, which comes from the NHTI bookstore, the bookstore's parent company efollett.com, and online
directly from the Pearson publisher, embedded in the MyFrenchLab software, for which you purchase a MyFrenchLab access code (N.B.: You may choose the less expensive option of relying on the excellent ebook, which is embedded in the MyFrenchLab program, which most students find sufficient, or buy the access code and a separate hardcover edition of the Chez Nous, 4th edition multimedia enhanced, textbook. The ebook has audio and video embedded in it. For the hardcover version, you must access the audio separately on the Internet.)


Software/Websites (REQUIRED): As mentioned above, the MyFrenchLab access code (from Pearson publisher), which includes the online Student Activities Manual (aka workbook); Internet access is required with log-in through NHTI’s Blackboard Web site. Our MyFrench Lab section/course ID is CRSKLS1-8010454

Hardware (REQUIRED): You must have a computer with online access (preferably a broadband connection or something faster than dial-up), and you must have speakers (or headphones) and a microphone (connected to the headset or built in to newer laptop computers) to speak into. (Stores like Best Buy, Radio Shack, etc. carry headphones with an attached microphone, which can be plugged in to your computer.) The microphone is mandatory.

Availability: The textbook and software are available together as a package through the NHTI bookstore or efollett.com. Textbooks, materials and software are available online at: http://www.efollett.com.

- Under “Select your Bookstore”, choose “New Hampshire”
- Under “Select Your Institution”, choose NHTI.

Learning Objectives

Upon completion of this course, students will:

- Be familiar with many features of everyday life and culture in France and in some of the three dozen countries where French is spoken. You will have had the opportunity to reflect on how your life in North America and your values compare with those of French speakers across the globe.
- Be able to speak French well enough to get around in a country where French is spoken. You should be able to greet people, ask for directions, cope with most everyday needs, give basic information about yourself, and talk about some things that are important to you. You should also be able to assist French-speaking visitors in this country.
- Understand French well enough to get the main idea from a news broadcast or conversation that you hear. You should understand French speakers when they speak slowly about topics with which you are familiar.
- Read French Web sites as well as newspaper and magazine articles
dealing with current events or other familiar topics. With the help of a dictionary, you should be able to read.

- Write French well enough to take notes and write messages and letters.
- Have gained an understanding of the structure of the French language: its pronunciation, grammar, and vocabulary. You will have gained insight into how languages function in societies. These insights may even help you to understand your native language better!

Instructor’s Communication Policy

Email Response Time

The instructor will respond to emails within 24 hours during the week and 48 hours on the weekend.

Online Office Hours

After our “live” Collaborate session, time to be determined, or other times by request, in our online Collaborate classroom. I am also available on NHTI’s campus.

An introduction to the instructor is available online in the course.

Online “Virtual” Classes

To be determined with student input.

Overview of Course Structure

This interactive web-based course utilizes the Chez Nous text, audio files, video files, interactive exercises, discussion board postings, and virtual Blackboard “Collaborate” classroom instruction to immerse the student in the French language. Students will complete assignments and chapter tests and discuss topics related to language, French-related individual interests, and culture.

Policies

Students registered for online courses must comply with all policies and guidelines (such as civil rights, disabilities services, harassment, and plagiarism) in the student handbook and other publications of the college offering the course. For more information, refer to: http://www.ccsnh.edu/distancelearning/policies.html.

Academic Honesty
VERY IMPORTANT: Students registered in online courses shall abide by the academic honesty principles as defined in the Student Handbook of the college offering the course. This includes completing YOUR OWN work, homework, and exams, and using only the materials the professor specifies for exams. Students are encouraged to use online translators, as they see fit, for their own personal use, but **FOR EXAMS, STUDENTS MAY NOT USE ANY ONLINE TRANSLATION SOFTWARE, ONLINE OR BOUND DICTIONARIES, TEXTBOOK, WEB RESOURCES, ASSISTANCE FROM OTHER PEOPLE, DISCUSSION BOARD POSTINGS, OR OTHER SUPPLEMENTARY MATERIALS NOT PROVIDED WITHIN THE EXAM BY THE PROFESSOR! USING SUCH MATERIALS DURING A TEST CONSTITUTES CHEATING AND WILL BE DEALT WITH MOST SERIOUSLY, UP TO AND INCLUDING FAILURE OF THE EXAM OR COURSE. A STUDENT MAY BE ASKED TO PRESENT HIMSELF OR HERSELF AT THE NHTI CAMPUS TO TAKE A TEST IN-PERSON TO SHOW THAT HE HAS THE DEPTH OF KNOWLEDGE AND SKILLS DEMONSTRATED ON THE EXAM.**

**Netiquette**

Students shall comply with [CCSNH Netiquette](http://www.ccsnh.edu/distancelearning > Netiquette) as articulated on the system web site.

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**Assessment**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Discussion Board Postings &amp; Blackboard Collaborate Participation</td>
<td>15%</td>
</tr>
<tr>
<td>Chapter Tests (1-4) 10% ea.</td>
<td>40%</td>
</tr>
<tr>
<td>Discussion Leadership/ Presentation</td>
<td>12.5%</td>
</tr>
<tr>
<td>Service Learning</td>
<td>5%</td>
</tr>
<tr>
<td>Homework/Exercises</td>
<td>12.5%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>15%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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</tbody>
</table>

*Grades are available in Blackboard’s Grade Center and corrected tests are available there. I highly encourage you to view your corrected chapter tests and review them before the final exam.

**Test Requirements:** You will be tested on each of the chapters we cover in the course with exams that include a written and an audio (listening to an audio file and answering questions on it) component and a speaking component. Each test will cover the material from the
The chapter tests will assess your knowledge of vocabulary, grammar, listening comprehension, and culture. The final exam will include Chapitre Préliminaire through Chapter 5.

**Class Participation via Discussion Board Postings:**

Participation is an *extremely important* part of any foreign language class. To learn a language is to speak that language. Communicating in French will aid in your absorption and familiarity with using the language. Of course, you cannot use the language if you are not present. You must post to the Discussion Board (found in BlackBoard by clicking on the red Discussion Board button) at least twice per week. Failure to post for more than one week without proof of a *true* emergency and contact with the professor may be grounds for dropping a student from the class, resulting in a grade of AF (administrative failure).

In order to be able to discuss the relevant topics, it will be helpful to have homework completed on time and ask any questions on the assignment. An attitude of willing participation is essential; responding to fellow students will build your language skills. Your participation grade will be determined by the quality of your presence, which includes but is not limited to the following: regular participation, conducting yourself appropriately and respectfully, adequate preparation and participating in discussions (*en français*, when it is called for) and assignments conscientiously, and having all materials required for class ready to go.

Your overall course grade will be enhanced by active participation, showing consistent effort, and staying on top of things in general. Likewise, your grade will be diminished for lack of participation, missing assignments, speaking in English at times when French is expected, or showing general apathy for class activities.

**Class Participation via our Blackboard Collaborate online classroom:**

Speaking and listening are important skills for learning and using a foreign language, and the Collaborate classroom furthers these skills. It is accessed through the red “Collaborate - Classroom” button in Blackboard and then by clicking on the session.

I will be providing online lessons once a week, complete with PowerPoint presentations, use of the ebook, web links, and discussion. **You are required to attend a minimum of 7 online classes this semester (out of approximately 13).** I will also be available for online office hours in the Collaborate classroom following our "live" sessions. You will need a way of listening (speakers or headphones) and a way of talking (a microphone plugged in to your computers or a computer with an internal mic, like some laptops have). A headphone/microphone combination is usually easiest. It will be helpful and often fun (for example, we'll play Jeopardy in one session)!

Collaborate classroom sessions will be archived, so you can review those you don’t attend.

**Interactive Exercises (aka Homework, but much more fun):**

The online exercises through MyFrenchLab are essential to learning the French language. Please complete them as we move through each chapter. You will complete
all exercises assigned for each chapter in the Student Activities Manual (SAM) online. This includes audio exercises, so you will need speakers or headphones. Please ask me for help with a particular exercise if you find yourself struggling with it. Others probably are, too. You will save your exercises, so I can review your progress.

**Service Learning/Experiential Learning Project:**
You will be required to choose a project that helps you put your interest in exploring new cultures to work. You will spend four hours this semester participating in an activity of your choice. Some options include: NHTI Conversation Partners (speaking with an international student for one hour); assisting with the Sycamore Gardens, a diverse community garden at NHTI; participating in a refugee assistance group, such as the English classes provided by Lutheran Social Services and the Concord Multicultural Organization, or another activity in your area related to cross-cultural learning with the instructor’s approval.

After completing four hours of service or experiential learning, you will write a two-page journal about the experience, which will be due during the final week of classes with updates requested during the semester on our discussion board.

**Presentation:**
You will be required to choose a Francophone-related topic or piece of writing (a poem, short story, article, or Web site) that interests you and use it to launch online class discussion. If you choose a topic, do some research (we will discuss doing research in French early in the semester), and provide us with some interesting information. If you choose a piece of writing, it must be in French (and originally written in French), and you will provide it to us through Blackboard. (Later in the semester I will add a red Presentation button in BlackBoard with more information and a sample presentation.)

You will give a 5-minute presentation during one of our Collaborate class sessions (for fun and for credit!). Presentations will also be posted on our Discussion Board for fellow students to review.

**Final Exam:**
As noted above, the final exam will cover all of the material from the semester. Further details on the format of the exam will be discussed prior to the exam. It may include sections on speaking, listening comprehension, and writing.

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**Academic Affairs Notices**

**COURSE DROP/WITHDRAWAL AND REFUND**
A course must be dropped by notifying the Registrar’s Office (for day classes) or the Division of Continuing Education (for evening classes) prior to the end of the **fourteenth** calendar day of the semester in order to receive a 100% refund of tuition, less non-refundable fees. After that time, the student may submit a DROP form to the
Registrar’s Office but no refund will be granted. Ceasing to attend a class does not constitute an official drop or withdrawal and may result in a grade of "F". Officially dropping a course prior to the completion of 60% of the scheduled duration of a course will result in a grade of "W". After that time, a grade of "WP" or "WF" will be issued depending on the student’s standing at the time of the drop. Note: Dates are prorated for courses offered in an alternative format; contact the Registrar or Division of Community Education for details. Classes that run for less than the full semester have 7 calendar days from the start of the class to drop with a full refund. See policy at: http://www.nhti.edu/bursar/refundpolicies Dates for the Fall 2013 and Spring Semester 2014 are as follows:

<table>
<thead>
<tr>
<th></th>
<th>Fall 2014</th>
<th>Sept. 15</th>
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</thead>
<tbody>
<tr>
<td>Last day to drop with a full refund for full semester courses*</td>
<td></td>
<td>Nov. 6</td>
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<tr>
<td>Last day to withdraw with a grade of &quot;W&quot;</td>
<td></td>
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**CLASSROOM ETIQUETTE**

Academic integrity is of primary importance in the classroom. Both students and faculty are responsible for creating and maintaining an environment that supports effective instruction. It is therefore imperative that students and faculty demonstrate mutual respect. Inappropriate behavior in the classroom may compromise the learning and performance of all students present. Such inappropriate behaviors include, but are not limited to: late arrivals/early departures; loud or prolonged side conversations; use of cell phones, computers (other than for legitimate academic use), iPods (or similar devices), etc.; use of derogatory or vulgar language. All students are expected to abide by the Student Code of Conduct, published in the NHTI Student Handbook, and are subject to sanctions as described therein for any violations.

**CIVIL RIGHTS/EQUITY ISSUES**

(discrimination and harassment)

NHTI – Concord’s Community College does not discriminate in the administration of its admissions, educational programs, activities, or employment practices on the basis of race, color, religion, national origin, age, sex, handicap, veteran status, sexual orientation, or marital status. The college is sensitive to the fear and/or embarrassment an individual may experience in coming forward with a complaint regarding discrimination. The grievance reporting procedures outlined in the Student and Employee Handbooks are designed to provide a safe, confidential, and supportive environment in which an individual may discuss his/her concerns. Any NHTI student, employee, or visitor who has observed, is aware of, or has been a victim of discriminatory or harassing behavior while engaged in an NHTI-sponsored activity should report such behavior to the Civil Rights/Equity Coordinator (Michael O’Bryan, North Hall Room N113, mobryan@ccsnh.edu 271-6484 ext. 4269) or other Institute representative.

**THE LEARNING CENTER**

The Learning Center, located in the library, provides free academic assistance to all NHTI students who would like to improve their grades. The LC offers professional drop-
in tutoring in Accounting, A&P/biological sciences, Math/Chemistry/Physics, and Study Skills; peer tutoring in most first year subjects; Disabilities Services; and a computer learning lab. For more information, call 230-4027 or visit the LC web site.

**DISABILITIES SERVICES**

Students with documented disabilities are eligible to receive reasonable accommodations that address individual learning needs. To receive services, students must contact the Coordinator of Disabilities Services, whose office is in the Learning Center. For details, please refer to the *Policies and Procedures Manual for Services Available for Students with Disabilities*, which is available in print and on the NHTI Web site (www.nhti.edu).

Students with documented disabilities should be aware that simply noting in writing or in discussions with faculty that one’s disability affects academic skills does NOT constitute formal disclosure of a disability. Once a student develops a Reasonable Accommodation Plan (RAP) with the Coordinator of Disabilities Services, that student is responsible for discussing the RAP with the instructor. Students should make requests for specific accommodations at least one week prior to when the accommodations are needed. Call Beverly Boggess at 230-4117 or e-mail her at bboggess@ccsnh.edu for more information.

**CROSS-CULTURAL EDUCATION and ENGLISH-for SPEAKERS-of-OTHER-LANGUAGES (ESOL) SERVICES**

The Director of Cross-Cultural Education and the ESOL Coordinator, located in Sweeney Hall, Room S301, work together to provide the tools necessary for successful integration of cultures, whether for academic or business purposes. Students may arrange to take the TOEFL exam or the institutional ESOL assessment test at NHTI to allow for appropriate course registration and ESOL course placement. ESOL courses are offered for college credit throughout the year. A gradual merging process allows students to take ESOL courses and courses required in the chosen program simultaneously. Individual tutoring in ESOL and other test-taking accommodations can be arranged through the ESOL Coordinator. Programs are also offered that assist members of the international and immigrant communities to better understand American culture and that help the community develop awareness and understanding of the growing diversity of our communities. Call 230-4025 for more information.

**PLAGIARISM/CHEATING POLICY**

As stated in the Student Handbook: Honesty is expected of all NHTI students. In academic matters this includes the submission of work that clearly indicates its source. Dishonest acts include cheating and plagiarism. **Cheating** includes, but is not limited to: (1) use of any unauthorized assistance from other persons or technologies in taking quizzes, tests, or examinations or in the preparation and completion of class assignments; (2) dependence upon the aid of resources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the CCSNH colleges faculty, staff, or students; or (4) knowingly providing unauthorized assistance of any kind to another for the purpose of providing unfair
advantage to the recipient in the completion of course assessments/assignments (sometimes known as *facilitation*). *Plagiarism* includes, but is not limited to, the use (intentional or unintentional), by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in providing term papers or other academic materials via direct sale, barter, or other means.

Cheating and plagiarism are considered serious disciplinary matters and are subject to the same penalties and procedures as other NHTI disciplinary matters. Students should be aware that penalties levied in proven cases of cheating or plagiarism may include the issuance of a grade of AF (which may in turn lead to delay of graduation), suspension or dismissal from a program or from the college, or other sanctions as deemed appropriate.

**CANCELLATION/DELAYED START OF CLASSES**

When the President deems it prudent to cancel all classes at the college, students will receive a notice via their college email address using the NHTI Alerts Notification System. (To receive Alerts messages via other addresses/phone numbers, sign up at [www.nhti.edu](http://www.nhti.edu).) An announcement will also be made on WMUR-TV (Channel 9) and local radio stations and will be posted to the NHTI Web site. Students checking the Web page for cancellation announcements should be aware that the page must be repeatedly “refreshed” to obtain the latest information.

Occasionally, the President will opt for a delayed start to classes. This means that students should be prepared to begin their school day with whatever activity they would normally be doing at the announced opening time. For example, if a two-hour delay is announced, and a student is scheduled for a class that normally meets from 8:00-10:50 AM, the student should come to that class at 10:00 AM for the remaining 50 minutes of class; classes that are normally completed before 10:00 AM would be cancelled.

**GRADE REPORTING**

Faculty submit grades electronically to the Registrar’s Office within a few days following the end of each final exam period. **FINAL GRADES ARE NOT MAILED** to students. It is the student’s responsibility to review his/her final grades via the Student Information System as soon as grades are available. Students who receive an “I” (Incomplete) grade should coordinate with the instructor to complete the remaining coursework as soon as possible. Unresolved “I” grades will convert to an “F” (Failing) grade automatically at the end of the third week of the following semester. A grade of Incomplete will place a student’s financial aid status on hold for the subsequent semester. Consult the NHTI catalog for the full “Incomplete Grade Policy.”

**STUDENT ATHLETES**

NHTI values its student athletes and wants them to be successful both on the field/court and off. Therefore, student athletes participating on any NHTI-sponsored team MUST provide each of their instructors with documentation from the NHTI Athletic Department confirming their participation on a team, as well as the schedule of practices and games, within the first week of the semester or immediately upon joining a team (if joining after the semester begins) to receive consideration for excused absences, make-up testing,
or other sorts of accommodations related to the team schedule. This documentation must be presented in advance of any special requests. Participation on an NHTI-sponsored team does not excuse any student from compliance with any/all course requirements. Faculty are not required to excuse students from class or lab to attend practice sessions, and there may be circumstances (such as clinical requirements) under which athletes may not be excused for games, though every effort will be made to accommodate the schedules of student athletes who work responsibly with their instructors.

**STUDENT EMAIL**

Official Community College System of New Hampshire (CCSNH) email accounts will be created automatically for all enrolled students at the time of course registration. This is the only email address that will be recognized by NHTI for any required correspondence in NHTI-controlled courses and will serve as the official account for ALL of your electronic communication with the college. This practice will ensure that all students are able to comply with the email-based requirements specified by faculty. Students are responsible for checking their official student email regularly and reading college-related communications. The electronic mail system is college property. Additionally, all messages composed, sent, or received on the electronic mail system are and remain the property of CCSNH or NHTI. The CCSNH electronic mail system is not to be used to create or forward any offensive messages. CCSNH is not responsible for the handling of email by outside vendors.

_Students must meet the requirements of all academic policies._ Therefore, students are expected to acquaint themselves with these policies by visiting the college’s Web site at: [http://www.nhti.edu/academics/requirements-policies](http://www.nhti.edu/academics/requirements-policies)

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**Course Structure and Content**

<table>
<thead>
<tr>
<th>Chapters and Dates</th>
<th>Module Objectives</th>
<th>Readings</th>
<th>Exercices</th>
<th>Assignments/Exam Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapitre Préliminaire</td>
<td>Master introductions, Informal vs formal, verbe être, pronoms disjoints, classroom vocab., and articles</td>
<td>All of Chapitre Préliminaire</td>
<td>All Chapitre Préliminaire exercises are to be completed</td>
<td>All SAM exercises due 9/9; discussion board postings due weekly.</td>
</tr>
<tr>
<td>Leçon 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Leçon 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chapitre 1</td>
<td>Master family</td>
<td>All of</td>
<td>All Chapitre 1</td>
<td>All SAM exercises</td>
</tr>
</tbody>
</table>

SAM=MyFrenchLab’s Student Activities Manual (assigned homework)
<table>
<thead>
<tr>
<th>Chapitre 1</th>
<th>Leçon 1</th>
<th>vocab., possessives, dates, verb <em>avoir</em>, ages and numbers, -er verbs, question words, and activities</th>
<th>Chapitre 1 exercises are to be completed</th>
<th>due 9/21; discussion board postings are due weekly; chapter test for Chapitre Préliminaire &amp; Chapitre 1 due by midnight, 9/23.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapitre 2</td>
<td>Leçon 1</td>
<td>Master descriptions, activity and location vocab., verbs <em>faire</em> and <em>aller</em>, immediate future tense, numbers 100+</td>
<td>All of Chapitre 2 exercises are to be completed</td>
<td>All SAM exercises due by 10/11; discussion board postings are due weekly; chapter test for Ch. 2 is due by midnight, 10/11.</td>
</tr>
<tr>
<td>Chapitre 3</td>
<td>Leçon 1</td>
<td>Master university &amp; career vocab., understand Quebec &amp; Fr. education, verbs <em>préférer</em>, <em>devoir</em>, <em>pouvoir</em>, and <em>vouloir</em></td>
<td>All of Chapitre 3 exercises are to be completed</td>
<td>All SAM exercises due by 11/1; discussion board postings are due weekly; chapter test for Ch. 3 is due by midnight, 11/1.</td>
</tr>
<tr>
<td>Chapitre 4</td>
<td>Leçon 1</td>
<td>Master daily routine vocab., telling time, clothing, verb <em>mettre</em></td>
<td>All of Chapitre 4 exercises are to be completed</td>
<td>All SAM exercises due by 11/9; discussion board postings are due weekly; chapter text for Ch. 4 is due by midnight, 11/12.</td>
</tr>
<tr>
<td>Chapitre 5</td>
<td>Leçon 1</td>
<td>Master food, grocery shopping, meals and related verbs</td>
<td>All of Chapitre 5 exercises are to be completed</td>
<td>All SAM exercises are due 12/1.</td>
</tr>
<tr>
<td>Chapitre 6</td>
<td>Leçon 1</td>
<td>Master building, apartment, and other location terminology.</td>
<td>All of Chapitre 6 exercises are to be completed</td>
<td>All SAM exercises are due by 12/12.</td>
</tr>
<tr>
<td>Revue</td>
<td>Review of all work</td>
<td>————</td>
<td>————</td>
<td>Final exam: Online exam date to be</td>
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</table>
announced. (Exam week is 12/15-19)

*Presentations will be due throughout the semester.*
Please see the dates below to help structure your workload during this intense semester. You must adhere to the chapter work & discussion dates in bold, along with the homework (HW) due dates, and the exam due dates.

Please note that the bold chapter work & discussion dates are followed by a suggested breakdown for each chapter, which will help you from feeling overwhelmed and falling behind. Each lesson builds on (and uses) the previous lessons, so it’s important to complete the work in order. Of course, the beauty of the online course is that you may arrange your work to fit your schedule and more faster, if you like, provided you meet the dates in bold below.

Information will follow about the role of the weekly presenters/cultural discussion leaders, whose role begins in February.

<table>
<thead>
<tr>
<th>Chapters</th>
<th>Chapter Work &amp; Discussion Dates</th>
<th>HW Due (Discussion board and SAM)</th>
<th>Weekly Presenters/ Cultural Discussion Leaders</th>
<th>Exam Due by midnight of date listed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapitre Préliminaire</td>
<td>9/2-9/9</td>
<td>9/10</td>
<td>P. DelBonis-Platt</td>
<td>Exam on Ch. P material is included in Ch. 1 exam due by midnight, 9/23</td>
</tr>
<tr>
<td>-Leçon 1</td>
<td>Suggested: -9/2-9/6</td>
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<td></td>
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<tr>
<td>-Leçon 2</td>
<td>-9/6-9/9</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Chapitre 1</td>
<td>9/10-9/22</td>
<td>9/21</td>
<td>P. DelBonis-Platt and others to be announced</td>
<td>Due by 9/23 (exam on Chapitre Préliminaire &amp; Chapitre 1)</td>
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<tr>
<td>-Leçon 1</td>
<td>Suggested: -9/10-9/13</td>
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<td>-9/14-9/17</td>
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<td>-Leçon 3</td>
<td>-9/18-9/20 Review/Study Ch. P &amp; Ch. 1: 9/21-9/22</td>
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<td>Chapitre 2</td>
<td>9/24-10/11</td>
<td>10/11</td>
<td>To be announced</td>
<td>Due 10/11</td>
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<td>-Leçon 1</td>
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<td>-9/29-10/2</td>
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<td>Chapitre 3</td>
<td>-Leçon 3</td>
<td>-10/3-10/7 Review: 10/8-10</td>
<td>11/1</td>
<td>To be announced</td>
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<td>Chapitre 4</td>
<td>-Leçon 1</td>
<td>10/12-11/1 Suggested: -10/12-10/17</td>
<td>11/1</td>
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<td>-Leçon 2</td>
<td>-10/18-10/23</td>
<td>11/9</td>
<td>To be announced</td>
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<td>11/13</td>
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<td>Chapitre 5</td>
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<td>-Leçon 2</td>
<td>-11/5-11/7</td>
<td>12/2</td>
<td>To be announced</td>
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<td>-Leçon 3</td>
<td>-11/8-11/9 Review: 11/10-11</td>
<td>12/3</td>
<td>To be announced</td>
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<td>Chapitre 6</td>
<td>-Leçon 1</td>
<td>11/13-11/23 Suggested: 11/13-11/18</td>
<td>12/5</td>
<td>To be announced</td>
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<td>-Leçon 2</td>
<td>12/2-12/12 Suggested: 12/2-12/5</td>
<td>12/6</td>
<td>To be announced</td>
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<td>-Leçon 3</td>
<td>12/6-12/8</td>
<td>12/9</td>
<td>To be announced</td>
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<tr>
<td>Revue &amp; Wrap-Up Discussion</td>
<td>12/9-12/15</td>
<td>None</td>
<td>To be announced</td>
<td>Final Exam will be held online on a date to be determined between 12/15-12/19. You will need approx. 2 to 3 hours to take the exam online.</td>
</tr>
</tbody>
</table>
MyFrenchLab STEP 1: Before You Register

1. Visit www.myfrenchlab.com and click Browser Tune-up.
This will confirm that you have met the System Requirements and have the necessary free plug-ins on your computer.
**If you don’t use one of these browsers you will not be compatible with the system.**

<table>
<thead>
<tr>
<th>Operating Systems</th>
<th>Browsers</th>
</tr>
</thead>
<tbody>
<tr>
<td>PC</td>
<td>Windows XP</td>
</tr>
<tr>
<td></td>
<td>Internet Explorer 6.0 and 7.0</td>
</tr>
<tr>
<td></td>
<td>Windows Vista</td>
</tr>
<tr>
<td></td>
<td>Internet Explorer 6.0 and 7.0</td>
</tr>
<tr>
<td>Macintosh</td>
<td>OSX 10.5</td>
</tr>
<tr>
<td></td>
<td>Safari 3.1.2</td>
</tr>
</tbody>
</table>

*Due to recent changes, Firefox works well, too.

2. **Set Pop-Up Blockers**

Some browsers will block all pop-ups—even those you want! To allow pop-ups in your MyFrenchLab course, open your browser and do the following (there may be some variations with each browser):

1. Click **Tools → Pop-up Blocker → Pop-up Blocker Settings**.
2. When prompted for “Address of Website to allow”, enter: *.pegasus2.pearsoned.com
   (If you have downloaded a third-party (Google, Yahoo, AOL, etc.) pop-up blocker/toolbar make sure you turn the pop-up blocker off on that toolbar in addition to your browser pop-up blocker.)

3. **Confirm that you have the following needed to register:**

   ✅ Valid Email Address

   ✅ **Student Access Code** - packaged with your text or available standalone at the bookstore. *(You may also purchase instant access online at www.myfrenchlab.com).*

**Your Instructor’s Section/Course ID CRSKLS1-8010454** for online section ES

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**STEP 2: Register for Your Course**

Click **Students** under **Register or Buy Access** at (www.myfrenchlab.com).
Choose one of the following: I already have an access code or I need to buy access.
Then follow the registration instructions.
Click the **Student Registration Tutorial** before you start to view a step-by-step tutorial on how to register and sign-in to your course. *(Highly-recommended)*

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**STEP 3: Login to Your Course**

Go to www.myfrenchlab.com. Click **Login** under *Returning Users* and enter the Login Name and Password you created.

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**STEP 4: Set Your Time Zone**

1. Click **My Profile** after signing in to your course.
2. Select your Time zone from the menu.

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**STEP 5: Enroll in Your Course**

2. On the **My Courses** page, click **Enroll in a Course**.
3. Type the **Course ID** provided by your instructor.
4. On the **Confirm Course** screen, verify that the Course ID you entered matches your instructor’s course. Click **Next**.
5. On the **Summary** screen, confirm the information is correct and then click **Enter Course Now** to enter your instructor’s course. You now have access to your resources!
Need Help Registering?
If you have any questions or issues registering for your course, please go to: [http://247pearsoned.custhelp.com](http://247pearsoned.custhelp.com).
Click **CHAT** on the top toolbar. Fill in the form and click **SUBMIT**. An IM box will open and a technical support assistant will be able to help you with your specific issue.

Need help once you are enrolled in your instructor’s course?
Once you are logged into your MyFrenchLab course and have any questions or issues, please click on the **SUPPORT** link in the upper right hand corner of your course: