

**French Business Culture
FI 351/BUS 491
Spring/Summer 2019**

Hannah Olsen
Office hours: Monday 10:00am-12:00pm
Wednesday 12:00pm-1:00pm
and by appointment

Wells Hall B-370

olsenhan@msu.edu

Course Objectives and Requirements

This course will introduce students to the French language as well as European Francophone culture to prepare them for their study abroad program in Belgium. Students with a French minor or major will be given alternative prompts and assignments if they wish to count this course as an elective towards their French major/minor. These adjustments are expanded upon below for each session of the course. There are 3 sessions to this course:

Spring Semester: Students will meet for 5 weeks on Saturdays from 2pm to 5pm in Wells A100 Starting March 23rd. These classes will introduce students to the French language through communicative language activities. Students are expected to actively participate during class and try to speak the language as much as possible. Students with a French major/minor will not be expected to attend the first two hours (which will cover introductory French), rather they will be asked to complete a brief reading and writing assignment in French (to be submitted by 6pm on Saturdays on D2L). French majors/minors are required to attend the last hour of these meetings (which will cover cultural topics).

Students will also be required to complete assignments related to learning about European Francophone culture. These assignments will be submitted on D2L and all culture assignments will be due on Saturdays by 6pm.

Summer I: A 7 week online session will take place during the Summer I semester. Students will be required to complete assignments on D2L designed to continue their French language learning that they started in the Spring Semester. French minors/majors will be asked to complete alternate assignments that are appropriate for their language level. Students will also continue to engage in discussions of European culture and customs in business settings.

Study Abroad: Students will be required to use their French language skills in real life situations assisted by their program assistant as well as attend additional language classes in Namur, Belgium. Students will have the opportunity to use and reflect upon the business etiquette and cultural practices that they have learned about in class.

Textbook and Course Materials:

“Getting Started in French with Audio CD: A Teach Yourself Program” by Catrine Carpenter

Course Assignments

Spring Semester: (125 points) - 3 hours/week x 5 weeks = 15 hours

- Attendance (for non-French majors/minors)¹ - 15 points/class x 5 classes = 75 points
- Attendance (for French majors/minors) - 5 point/class x 5 classes = 25 points
- Weekly Reading and Writing Assignments (French majors/minors only) - 1/week x 5 assignments x 10 points each = 50 points
- French Audio Recordings (separate prompts for French majors/minors) - 8 points each x 5 recordings = 40 points
- Hofstede's Intercultural Survey - 10 points

Summer I: (210 points) 2 hours/week x 7 weeks = 14 hours

- French Language Quiz (for non-French majors/minors) - 10 pts x 7 quizzes = 70 points
- French Business Quiz (French majors/minors only) - 10 pts x 7 quizzes = 70 points
- Class Discussion on LESCANT - (6 points/post + 2 points/comment x 2 comments) = 10 points x 7 discussions = 70 points
- Recorded Speaking Activity (non-French majors/minors only) - 10 points/recording x 7 recordings = 70 points
- Comprehensive Reflection Paper (French majors/minors only) = 70 points

Study Abroad : (215 points) - 5 hours/week x 4 weeks = 20 hours

- Petit déjeuner and Community Service - 10 points per session x 3 sessions = 30 points
- Reflection Papers (in French for French majors/minors) - 2 papers x 17.5 points each = 35 points
- LESCANT Picture Portfolio (in French for French majors/minors)- 7 pictures with analysis x 7 portfolios = 70 points
- Class Attendance - 10 points per class x 8 classes = 80 points

Total = 550 points / 49 hours

GPA Calculation

90% - 100% (495 - 550 points): 4.0

85% - 89% (467 - 494 points): 3.5

80% - 84% (440 - 466 points): 3.0

75% - 79% (412 - 439 points): 2.5

70% - 74% (385 - 411 points): 2.0

65% - 69% (357 - 384 points): 1.5

Handling emergency situations

¹In the event of a conflict with a university sponsored event, students may meet with the instructor in office hours to make up any material missed in class and still receive points for attendance. It is the students responsibility to inform the instructor of these conflicts and schedule a make up session.

In the event of an emergency, the instructor will notify you of what actions may be required to ensure your safety. It is the responsibility of each student to understand the evacuation, “shelter-in-place,” and “secure-in-place” guidelines posted in each facility and to act in a safe manner. You are allowed to maintain cellular devices in a silent mode during this course, in order to receive emergency SMS text, phone or email messages distributed by the university. When anyone receives such a notification or observes an emergency situation, they should immediately bring it to the attention of the instructor in a way that causes the least disruption. If an evacuation is ordered, please ensure that you do it in a safe manner and facilitate those around you that may not otherwise be able to safely leave.

Cheating

As stated in the MSU general student regulations (<https://www.msu.edu/~ombud/academic-integrity/index.html#regulations>), the principles of truth and honesty are fundamental to the educational process and the academic integrity of the University; therefore, no student shall:

- claim or submit the academic work of another as one’s own.
- procure, provide, accept or use any materials containing questions or answers to any examination or assignment without proper authorization.
- complete or attempt to complete any assignment or examination for another individual without proper authorization.
- allow any examination or assignment to be completed for oneself, in part or in total, by another without proper authorization.
- alter, tamper with, appropriate, destroy or otherwise interfere with the research, resources, or other academic work of another person.
- fabricate or falsify data or results.

Furthermore, the use of online translators is strictly forbidden in this course. Any student cheating, aiding in cheating, or plagiarizing will automatically receive a failing grade for the assignment or for the class, and may be subject to further disciplinary action. Note that **EVERYTHING THAT IS TO BE GRADED MUST BE DONE BY YOU AND YOU ALONE**. While you can talk to classmates to make sure you understand the material or ask questions, each student must turn in their own personal work.

Students with disabilities

Michigan State University is committed to providing equal opportunity for participation in all programs, services and activities. Requests for accommodations by persons with disabilities may be made by contacting the Resource Center for Persons with Disabilities at 517-884-RCPD or on the web at rcpd.msu.edu. Once your eligibility for an accommodation has been determined, you will be issued a verified individual services accommodation (“VISA”) form. Please present this form to me at the start of the term and/or two weeks prior to the accommodation date (test, project, etc.). Requests received after this date will be honored whenever possible.

Use of technology

Use of computers and tablets is not encouraged but will be tolerated if used as dictionaries or to follow class material. Use of cell phone is not allowed in class, under normal circumstances.

Should you need to use your cell phone, please notify the instructor at the beginning of class. Otherwise, **cell phones should be put away.**

Use of social media derived from the classroom

As members of a learning community, students are expected to respect the intellectual property of course instructors. All course materials presented to students are the copyrighted property of the course instructor and are subject to the following conditions of use:

1. Students may not record lectures or any other classroom activities unless such recordings is requested in writing through a VISA form and granted by the instructor.
2. Students may not share the recordings with other students enrolled in the class.
3. Students may not post the recordings or other course materials online or distribute them to anyone not enrolled in the class without the advance written permission of the course instructor and, if applicable, any students whose voice or image is included in the recordings.
4. Any student violating the conditions described above may face academic disciplinary sanctions.

Grief Absence

Students seeking a grief absence should fill out the Grief Absence Request Form found on the RO home page (<https://reg.msu.edu/>) under 'Student Services - Grief Absence Request Form' OR to StuInfo (<https://stuinfo.msu.edu/>) under 'Academics - Enrollment Information and Services - Grief Absence Request Form.' Students will be asked to supply information on the nature of the loss, the date they became aware, and the expected period of absence. Once completed, the information is routed to the Associate Dean of the student's college and **must be received prior to the student leaving campus.** The student will receive a confidential message confirming the submission and reminding them that supporting documentation must be provided and who to send it to. In addition, the appropriate dean's office will be notified that a request has been submitted. Once the appropriate administrator has either approved or denied the request, the student will again receive a confidential message notifying them of the decision of the dean's office. If approved, the instructor will be notified by the appropriate dean's office of the period of absence and will arrange for the student to make up the missed work.