

COLLEGE OF CHARLESTON
SCHOOL OF LANGUAGES, CULTURES, AND WORLD AFFAIRS
DEPARTMENT OF FRENCH, FRANCOPHONE, AND ITALIAN STUDIES
Prof. Business Practices FREN - 20385 - FREN 381 – SP2018
2:00 pm - 3:15 pm Monday – Jewish Studies Center 337
Professional Business Practices in French

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Office: 414 JC Long Building - Office phone: 843-953-6529
Office hours: W 8-10:00 & 4-6:00 PM and by appointment

Description:

FREN 381 Professional Business Practices in French (3)

Students prepare for the business environment in the French-speaking world. They learn about the job search, how to write a resume, a cover letter, and how to conduct themselves during interviews or negotiations. They explore cultural differences, understand rules for international business, and prepare to become global business professionals.

Prerequisite(s): [FREN 313](#) and [FREN 314](#). **The Course is taught in French and open to all French students who have met the prerequisites.**

Course Frequency: Spring

Objectives:

The primary objective is to offer an academic course in a foreign language in order to provide students with the opportunity to use/practice French in a different field of study and moreover to better their understanding of the French Culture.

The second objective is for students to develop an appreciation for the complexities of the professional practices in France in particular in the context of “Job searching”. Students get prepared to the professional environment. They study business vocabulary and the specificities associated to the French economy. They learn how to write a resume, a letter of motivation, search for a job, an internship or a graduate school, and how to behave during an interview or a negotiation. They estimate cultural differences, understand rules for international business, and get ready to become global business professionals. To join practice to theory, ample use of case studies will be part of this course as well as news, commercials, movies, Skype lectures and interviews from French professionals and videos.

This course is open to all students who would like to work, study or spend some time in France and need to develop some practical proficiency in French.

For administrative purposes this course syllabus is in English but the course will be conducted in French and the detailed syllabus will be in French.

Student Learning outcomes:

By the end of this course, students will:

- 1) Use appropriately business terminology in French to interact with French speakers in general and IN work situations, in particular while applying for job (in both written and oral forms).
- 2) Understand and describe some of the main cultural issues that distinguish French and American interactions in business practices.
- 3) Have broadened the international aspects of his/her studies, prepared himself/herself to the opportunities that might apply to this/her specialty and apply to graduate schools, internships or professional positions.
- 4) Have a portfolio in hand and be ready for job search.

Textbooks:

- *A la recherche d'un emploi*, Amy Hubbell, Hackett Publishing Company, Inc. ISBN: 978-1585103720

- [Talkabroad.com](#) – 4 talks. 4 conversations: \$45.00

- Please note that this is a seminar, not a lecture. As such, it is essential that you keep up with at least the minimum required readings and research for each class. Take a close look at the assigned documents (texts and movies): they will be the subjects of class debates based upon the information you will be provided with during the seminar. Most of the classes will be based on analyses, which will open up on broader questions. The seminar has an interdisciplinary and comparative angle, as a significant component of this module will be the constant oscillation between theories and practice, and will give you the basic idea you need to understand professional behaviors (in French) and use the information in classroom conversational interactions.

Attendance policy:

- You may miss two classes with no additional penalty other than having missed that day's participation. After first two absences and following departmental policy, each subsequent absence, will result in a 1% deduction from your FINAL GRADE. In the event that a student misses a class with a legitimate, documentable reason, the student may bring documentation to the Absence Memo Office located at 67 George Street. A representative from the Absence Memo Office will notify the appropriate faculty by E-mail.
- Behavioral expectations including appropriate use of technology:**
Please be nice and polite, we are a team and I am on your side. **No unauthorized use of personal technological devices.** Leave your cellphone in your bag, it is cozy there. Avoid having lunch in class it might bother others. Do not interrupt other students, we are all trying to communicate and sometimes it can be challenging. Please do not leave class while one of your classmates is presenting, it is hard on them and might jeopardize their confidence.

Grading Details:

- Grades on individual assignments reflect the quality of your work in terms of how it meets the respective goals for each project. Your final grade will be calculated to the following formula.

Participation	: 10%	(oral performances)	A	93-100	C	73-77
Quiz	: 10%	(10 best)	A-	90-92	C-	70-72
Presentation	: 10%	(2)	B+	88-89	D+	68-69
Midterm	: 15%	(written and oral)	B	83-87	D	63
Exam Delf	: 10%		B-	80-82	D-	60
3 face à face	: 10%		C+	78-79	F	0-59
Talkabroad	: 10%	(4)				
Final	: 25%	(written and oral)				

All precise instructions and grading rubrics will be given in class/oaks and FrenchAgain.

Class assignments: instructions and grading rubrics will be given in class

- For most classes, students will either learn vocabulary, read a few pages or watch a movie (available online). Announced quizzes will assess the learning/reading/watching. There will be an exam to train for the Delf.
- Students will write along the advancement of their project to take a new step towards their goal.
- Students will give 2 presentations on topics related to their project and answer to mock interviews.
- For midterm, students will build a full application -they will orally defend their application.
- For final, students will build an online portfolio and blog, they will defend their career project.

All assignments are to be posted online on our secured forum by midnight the day before class.

Oral Expression: instructions and grading rubrics will be given in class

- Students will be required to perform 2 oral presentations related to their project.
- Students will also perform mock interviews and play professional situations. Those count towards participation.
- Students will present the argument of their midterm and final projects in class during a round table.
- Students will meet with external correspondents through Skype interviews.
- Students will meet with me in my office for face-à-face, three times during the semester (once before February 1st, once around spring break and once between April 3rd and 14th).
- TalkAbroad: Students will prepare for and complete four online video conversations with a native French speaker on TalkAbroad. They will get an oral evaluation grade based on the audio recordings of your conversations.

Class participation:

- Active class participation will be evaluated based on high-quality contributions to the seminar discussion. Classroom participation involves speaking French, paying attention, and participating in assigned activities. Regularly arriving late, getting up during class, and leaving early will negatively impact your participation grade. Class attendance is required. Students missing class lose automatically their Participation points. Absence from class does not exempt the student from responsibilities.

Forum (syllabus, resources and forum)

- **Frenchagain.com : instructions, grading rubrics and resources (movies, graphic novels, video, complementary reading) will be posted on FrenchAgain**

Want to stay connected with the French department?

- **Facebook.com/FrenchCofc (all the news, study abroad, events, grants, courses, French club...)**
- **Facebook.com/Frenchtop (daily grammar, news, video...)**

Major or minor in French

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|--|-------------------------|
| - French and Francophone Studies Major | 33 hours above FREN 202 |
| - French and Francophone Studies Minor | 18 hours above FREN 202 |
| - Business Language Minor in French | 18 hours above FREN 202 |

Business Language Minor in French - 18 hours above FREN 202

Four Required Courses:

- FREN313 French Composition and Grammar (3)
- FREN314 French Conversation and Composition (3)
- **FREN380 Market., Strategies & Communicat in the French Workplace (3)**
Offers students from any major an understanding of the French workplace.
- **FREN381 Professional Business Practices in French (3)**
Helps students prepare for a job search and for time in France.

Two courses selected from the following:

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| • FREN320 Survey of Francophone Literature (3) | • FREN326 Survey of Francophone Civilization (3) |
| • FREN321 A Survey of French Literature (3) | • FREN327 Survey of French Civilization (3) |
| | • FREN342 Advanced French Grammar (3) |
| | • FREN363 Advanced French Culture (3) |
- **FREN383 Summer Internship in a French Workplace (3)**
Gives students practical work experience in a French-based firm.

College of Charleston Honor Code and Academic Integrity:

Lying, cheating, attempted cheating, and plagiarism are violations of our Honor Code that, when identified, are investigated. Each incident will be examined to determine the degree of deception involved.

Incidents where the instructor determines the student's actions are clearly related more to a misunderstanding will be handled by the instructor. A written intervention designed to help prevent the student from repeating the error will be given to the student. The intervention, submitted by form and signed by both the instructor and the student, will be forwarded to the Dean of Students and placed in the student's file.

Cases of suspected academic dishonesty will be reported directly by the instructor and/or others having knowledge of the incident to the Dean of Students. A student found responsible by the Honor Board for academic dishonesty will receive a XF in the course, indicating failure of the course due to academic dishonesty. This grade will appear on the student's transcript for two years after which the student may petition for the X to be expunged. The student may also be placed on disciplinary probation, suspended (temporary removal) or expelled (permanent removal) from the College by the Honor Board.

Students should be aware that unauthorized collaboration--working together without permission-- is a form of cheating. Unless the instructor specifies that students can work together on an assignment, quiz and/or test, no collaboration during the completion of the assignment is permitted. Other forms of cheating include possessing or using an unauthorized study aid (which could include accessing information stored on a cell phone), copying from others' exams, fabricating data, and giving unauthorized assistance.

Research conducted and/or papers written for other classes cannot be used in whole or in part for any assignment in this class without obtaining prior permission from the instructor. Students can find the complete Honor Code and all related processes in the *Student Handbook* at <http://studentaffairs.cofc.edu/honor-system/studenthandbook/index.php>

Disability Statement

If a student has a documented disability and requires accommodations, he/she should contact the Center for Disability Services / SNAP for information on appropriate policies and procedures. Disabilities covered may include learning, psychiatric, physical disabilities, or chronic health disorders. Students can contact the Center for Disability Services if they are not certain whether a medical condition/disability qualifies.

Address: Center for Disability Services, Lightsey Center, Suite 104, 160 Calhoun Street, Charleston, SC 29401; Phone: 843.953.1431; Fax: 843.953.7731; E-mail: SNAP@cofc.edu

CofC Non-Discrimination Clause

It is the policy of the College of Charleston to promote and protect a learning and living environment where civil discourse, respect for the individual and appreciation for the diversity of human experiences are valued as compelling interests. Accordingly, it is a violation of the College's policy prohibiting discrimination and harassment, including sexual harassment and abuse, for any member of the campus to discriminate on the basis of race, religion, sex, national origin, age, handicap or other legally protected classification. This policy is in compliance with all federal and state laws, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 503 and 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975 as amended. Inquiries should be directed to the Office of Human Relations and Minority Affairs, College of Charleston, Charleston, South Carolina 29424-0001.

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Spring 2018 Calendar: You are expected to review each day's material **before** coming to class

Spring 2019 Calendar (subject to change): You are expected to prepare each day's material **before** coming to class.

Lundi		Mercredi	
		9 janvier 1	Pas cours – merci de lire le syllabus Vous devez vous inscrire sur talkabroad Vous devez prendre le quiz online (for bonus points)
14 janvier 2	Syllabus TAPIF & GS, CNED, Mooc, DCL, Delf, Dalf	16 janvier 3	France Géographie & Admin Quiz 1 France Atelier votre projet 1
21 janvier	<i>Congé: Martin Luther King, Jr. Day</i>	23 janvier 4	Internship Atelier votre projet 2
28 janvier 5	Le secteur et Cidj – Eco Entreprise Quiz 2/Post 1 (votre projet brouillon) ce que je veux devenir	30 janvier 6	🚩 Film 1 Le goût des autres - Quiz 3 Film Oral 1 (votre projet) Atelier bilan de compétence 1
4 février 7	Atelier Bilan de compétence 2 Quiz 4/Post 2 (votre plan brouillon) quelles sont mes compétences	6 février 8	Bilan de compétence - Oral 2 (plan) comment atteindre mon objectif Atelier CV 1
11 février 9	Atelier CV 2 Quiz 5/Post 3 (votre CV brouillon)	13 février 10	🚩 Film 2 La mer à boire - Quiz 6 Film Oral 3 (CV) Atelier Lettre de motivation 1
18 février 11	Atelier Lettre de motivation 2 Quiz 7/Post 4 (lettre de motivation brouillon)	20 février 12	Quiz 8 - Test FLE training Oral 4 (lettre de motivation) Atelier Portfolio-Blog 1
25 février 13	Atelier Portfolio-Blog 2 Quiz 9 /Post 5 (Pourquoi m'embaucher)	27 février 14	🚩 Film 3 Ressources humaines - Quiz 10 Film Oral 5 (pourquoi m'embaucher) Atelier Courriel
4 mars 15	Atelier Vidéo CV Quiz 11/Post 6 (Courriel d'accompagnement)	6 mars 16	Atelier CV Vidéo Oral 6 (Mon CV) Dossier de candidature complet
11 mars 17	MIDTERM	13 mars 18	🚩 Film 4 La Potiche - Quiz 12 Film Oral 7 Atelier Interview
18 mars:	<i>Spring break</i>		
25 mars 19	Examen - Test FLE	27 mars 20	Atelier Portfolio-Blog (online) 3-4
1er avril 21	Atelier Interview, Prez, débat Skype Guest ou Présentation	3 avril 22	Atelier Portfolio-Blog 5 Skype Guest ou Présentation
8 avril 23	Atelier Interview, Prez, débat Skype Guest ou Présentation	10 avril 24	🚩 Film 5 99F Quiz 14 Film Skype Guest ou Présentation Atelier Portfolio-Blog 6
15 avril 25	Atelier Interview, Prez, débat Skype Guest ou Présentation	17 avril 26	PORTFOLIO-BLOG
22 avril 27	PORTFOLIO-BLOG	23 avril 28	FINAL PORTFOLIO-BLOG

IMPORTANT DATES: Jan. 14 - last day of add/drop; Mar. 25 - last day to withdraw from a course with a grade of "w"