

MASTER SYLLABUS

Course Discipline Code & No: FRN 109 Title: Beginning Conversational French Effective Term FA 2008
 Division Code: HSS Department Code: FLGD Org #: 11400
 Don't publish: ☐ College Catalog ☐ Time Schedule ☐ Web Page

Reason for Submission. Check all that apply.
☐ New course approval ☐ Reactivation of inactive course
☒ Three-year syllabus review/Assessment report ☐ Inactivation (Submit this page only.)
☒ Course change

Change information: Note all changes that are being made. Form applies only to changes noted.

☐ Consultation with all departments affected by this course is required.	☐ Total Contact Hours (total contact hours were: _____)
☐ Course discipline code & number (was _____)* *Must submit inactivation form for previous course.	☐ Distribution of contact hours (contact hours were: lecture: _____ lab _____ clinical _____ other _____)
☐ Course title (was _____)	☐ Pre-requisite, co-requisite, or enrollment restrictions
☒ Course description	☐ Change in Grading Method
☐ Course objectives (minor changes)	☐ Outcomes/Assessment
☐ Credit hours (credits were: _____)	☐ Objectives/Evaluation
	☐ Other _____

Rationale for course or course change. Attach course assessment report for existing courses that are being changed.
 3-year review of master syllabus to bring outcomes and objectives up to date. Minor revision to course description.

Approvals Department and divisional signatures indicate that all departments affected by the course have been consulted.

Department Review by Chairperson ☐ New resources needed ☐ All relevant departments consulted

Print: Juan C. Redondo Signature: [Signature] Date: 4/15/08
 Faculty/Preparer

Print: Juan C. Redondo Signature: [Signature] Date: 4/15/08
 Department Chair

Division Review by Dean
☐ Request for conditional approval
 Recommendation ☒ Yes ☐ No [Signature] Date: MAY 03 2008
 Dean's/Administrator's Signature

Curriculum Committee Review
 Recommendation ☐ Tabled ☒ Yes ☐ No [Signature] Date: 8/13/08
 Curriculum Committee Chair's Signature

Vice President for Instruction Approval
[Signature] Date: 8/14/08
 Vice President's Signature

Approval ☒ Yes ☐ No ☐ Conditional

Do not write in shaded area.
 Log File 8/15/08 Ecopy ☐ Banner 8/27 C&A Database 8/27 C&A Log File 8/27 Basic skills ☐ Contact fee ☐

Please return completed form to the Office of Curriculum & Assessment and email an electronic copy to sjohn@wccnet.edu for posting on the website.

***Complete ALL sections which apply to the course, even if changes are not being made.**

Course: FRN 109	Course title: Beginning Conversational French
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Credit hours: <u>2</u> If variable credit, give range: _____ to _____ credits	Contact hours per semester: <table border="1"> <thead> <tr> <th></th> <th>Student</th> <th>Instructor</th> </tr> </thead> <tbody> <tr> <td>Lecture:</td> <td><u>30</u></td> <td><u>30</u></td> </tr> <tr> <td>Lab:</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Clinical:</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Practicum:</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Other:</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Totals:</td> <td><u>30</u></td> <td><u>30</u></td> </tr> </tbody> </table>		Student	Instructor	Lecture:	<u>30</u>	<u>30</u>	Lab:	_____	_____	Clinical:	_____	_____	Practicum:	_____	_____	Other:	_____	_____	Totals:	<u>30</u>	<u>30</u>	Are lectures, labs, or clinicals offered as separate sections? ☒ Yes - lectures, labs, or clinicals are offered in separate sections ☐ No - lectures, labs, or clinicals are offered in the same section	Grading options: ☐ P/NP (limited to clinical & practica) ☐ S/U (for courses numbered below 100) ☒ Letter grades
		Student	Instructor																					
Lecture:	<u>30</u>	<u>30</u>																						
Lab:	_____	_____																						
Clinical:	_____	_____																						
Practicum:	_____	_____																						
Other:	_____	_____																						
Totals:	<u>30</u>	<u>30</u>																						

Prerequisites. Select one:

☒ College-level Reading & Writing

☐ Reduced Reading/Writing Scores
(Add information at Level I prerequisite)

☐ No Basic Skills Prerequisite
(College-level Reading and Writing is not required.)

In addition to Basic Skills in Reading/Writing:

Level I (enforced in Banner)

Course	Grade	Test	Min. Score	Concurrent Enrollment Can be taken together	Corequisites Must be enrolled in this class also during the same semester
☐ and ☐ or _____	_____	_____	_____	☐	_____
☐ and ☐ or _____	_____	_____	_____	☐	_____
☐ and ☐ or _____	_____	_____	_____	☐	_____

Level II (enforced by instructor on first day of class)

Course	Grade	Test	Min. Score
☐ and ☐ or _____	_____	_____	_____
☐ and ☐ or _____	_____	_____	_____

Enrollment restrictions (In addition to prerequisites, if applicable.)

☐ and ☐ or Consent required

☐ and ☐ or Admission to program required

☐ and ☐ or Other (please specify): _____

Program: _____

Please send syllabus for transfer evaluation to:

Conditionally approved courses are not sent for evaluation.

Insert course number and title you wish the course to transfer as.

☐ E.M.U. as _____

☐ _____ as _____

☐ U of M as _____

☐ _____ as _____

☐ _____ as _____

☐ _____ as _____

Course FRN 109	Course title Beginning Conversational French	
Course description State the purpose and content of the course. Please limit to <u>500</u> characters.	Conversational in approach, this course assumes no prior knowledge of the language. Students will practice the fundamentals of spoken and written French and enhance their appreciation of French Civilization and the culture[s] of the French speaking countries. NOTE: this course does not fulfill four-year college language requirements.	
Course outcomes List skills and knowledge students will have after taking the course. Assessment method Indicate how student achievement in each outcome will be assessed to determine student achievement for purposes of course improvement.	Outcomes (applicable in all sections) 1) Comprehend and communicate in French at the elementary level. Comprehend vocabulary and grammatical structures contained in questions. 2) Respond to basic verbal cues that contain a variety of questions of vocabulary and grammatical structures. Give written answers showing comprehension of vocabulary and grammatical structures.	Assessment Methods for determining course effectiveness Departmentally developed and graded test in the form of an oral questionnaire. Departmentally developed and graded test in the form of an oral questionnaire.
	Objectives (applicable in all sections) 1) Imitate French pronunciation. 2) Conjugate present indicative of regular <u>er</u> , and <u>ir</u> verbs. 3) Utilize above in affirmative and negative responses. 4) Comprehend and respond in writing to interrogative questions . 5) Conjugate and utilize some irregular verbs: <u>avoir</u> and <u>etre</u> , <u>aller</u> and <u>avoir a</u> ; <u>prendre</u> and <u>il faut</u> . 6) Apply proper agreement of nouns; adjectives, and articles. 7) Utilize basic vocabulary including numbers, days of the week, <u>greetings</u> , asking for directions.	Evaluation Methods for determining level of student performance of objectives Evaluation methods apply to all objectives: Class participation including interactive oral drills. Written homework assignments that reinforce grammar and vocabulary elements of oral communication. Oral and written quizzes.
Course Objectives Indicate the objectives that support the course outcomes given above. Course Evaluations Indicate how instructors will determine the degree to which each objective is met for each student.	List all new resources needed for course, including library materials.	

Student Materials:		
List examples of types Texts Supplemental reading Supplies Uniforms Equipment Tools Software	<u>Berlitz Basic French Course Book</u> , ISBN: 978-981-268-226-0.	Estimated costs \$ 29.95

Equipment/Facilities: Check all that apply. (All classrooms have overhead projectors and permanent screens.)

Check level <u>only</u> if the specified equipment is needed for <u>all</u> sections of a course.	☐ Off-Campus Sites
☐ Level I classroom Permanent screen & overhead projector	☐ Testing Center
☐ Level II classroom Level I equipment plus TV/VCR	☐ Computer workstations/lab
☒ Level III classroom Level II equipment plus data projector, computer, faculty workstation	☐ ITV
	☐ TV/VCR
	☐ Data projector/computer
	☐ Other _____

Assessment plan:

Learning outcomes to be assessed (list from Page 3)	Assessment tool	When assessment will take place (semester & year)	Course section(s)/other population	Number students to be assessed
1) Comprehend and communicate in French at the elementary level. Comprehend vocabulary and grammatical structures contained in questions.	Departmentally developed and graded test in the form of an oral questionnaire.	Winter 2009 and every three years thereafter	Random sampling of all FRN 109 section[s].	All students in selected sections.
2) Respond to basic verbal cues that contain a variety of questions of vocabulary and grammatical structures. Give written answers showing comprehension of vocabulary and grammatical structures.	Departmentally developed and graded test in the form of an oral questionnaire.	Winter 2009 and every three years thereafter	Random sampling of all FRN 109 sections.	All students in selected sections.

Scoring and analysis of assessment:

1. Indicate how the above assessment(s) will be scored and evaluated (e.g. departmentally developed rubric, external evaluation, other). Attach the rubric/scoring guide.

Departmentally developed rubric (see attached).

2. Indicate the standard of success to be used for this assessment.

70% or more of the students will receive an overall average of 70% or higher on the outcomes.

3. Indicate who will score and analyze the data (data must be blind-scored).

Full-time instructor will blind score the assessment and analyze the data.

4. Explain the process for using assessment data to improve the course.

After verifying the efficiency of the assessment instrument and rubric, we would use the results to focus on weak areas in the curriculum and re-evaluate the presentation of course materials and/or modify assignments and activities to help better students achieve the course outcomes.

Equipment/Facilities: Check all that apply. (All classrooms have overhead projectors and permanent screens.)

Check level only if the specified equipment is needed for all sections of a course.

☐ Level I classroom
Permanent screen & overhead projector

☐ Level II classroom
Level I equipment plus TV/VCR

☒ Level III classroom
Level II equipment plus data projector, computer, faculty workstation

☐ Off-Campus Sites

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1) Comprehend and communicate in French at the elementary level. Comprehend vocabulary and grammatical structures contained in questions.	Departmentally developed and graded test in the form of an oral questionnaire.	Winter 2007 and every three years thereafter	Random sampling of all FRN 109 section[s].	All students in selected sections.
2) Respond to basic verbal cues that contain a variety of questions of vocabulary and grammatical structures. Give written answers showing comprehension of vocabulary and grammatical structures.	Departmentally developed and graded test in the form of an oral questionnaire.	Winter 2007 and every three years thereafter	Random sampling of all FRN 109 sections.	All students in selected sections.

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