

assignments via hand-delivery, postal service, fax, or email. Remember even if you are sending attachments via Blackboard, you must scan documents with up-to-date anti-virus software. Also, you may need to update your email address in Blackboard. Whether you use your Howard email account or not, when you log into Blackboard, click the silhouette beside your name in the top right-hand corner of the screen (twice) to make sure your preferred email address is on your Blackboard profile page. On the same page, upload your photo - non-mandatory - so that it will appear on the discussion board, group pages, and class roster.

**Writing** is an essential tool for thinking and communicating in virtually every discipline and profession. Therefore, in this course we expect you to produce writing that is not only thoughtful and accurate, but also organized, clear, grammatical, and consistent with the conventions of the field. If your writing does not meet these standards, I may deduct points or ask you to revise. For assistance with your writing, go to the student section of the Writing across the Curriculum (WAC) website, <http://www.cetla.howard.edu/wac/students.aspx>.

**Typing French accents on your computer** is a skill which must be learned. Here is a list of how to type the accents and special characters on a PC and on a mac.

TYPING FRENCH ACCENTS ON A PC		
a with grave accent	à ALT + 133	À ALT + 0192
a with circumflex	â ALT + 131	Â ALT + 0194
a with tréma	ä ALT + 132	Ä ALT + 142
a e ligature	æ ALT + 145	Æ ALT + 146
c with cedilla	ç ALT + 135	Ç ALT + 128
e with acute accent	é ALT + 130	É ALT + 144
e with grave accent	è ALT + 138	È ALT + 0200
e with circumflex	ê ALT + 136	Ê ALT + 0202
e with tréma	ë ALT + 137	Ë ALT + 0203
i with circumflex	î ALT + 140	Î ALT + 0206
i with tréma	ï ALT + 139	Ï ALT + 0207
o with circumflex	ô ALT + 147	Ô ALT + 0212
o e ligature	œ ALT + 0156	Œ ALT + 0140
u with grave accent	ù ALT + 151	Ù ALT + 0217
u with circumflex	û ALT + 150	Û ALT + 0219
u with tréma	ü ALT + 129	Ü ALT + 154
French quotation marks	« ALT + 174 »	ALT + 175
Euro symbol	€ ALT + 0128	N/A

**Typing accents on an Apple<sup>®</sup> computer** is very easy. You have two alternatives:

\_ You can press any letter on your keyboard and stay pressed to see a sub-signet presenting you with the different alternatives for the pressed letter. You can then pick a number on your keyboard which represents the letter you want to use.

\_ A faster way to type accents and special characters on an APPLE computer is with these special manipulations using the option key on your keyboard:

<b>TYPING FRENCH ACCENTS ON A MAC</b>	
<b>Acute Accent ( é )</b>	Press "e" while holding the "option" key, take your finger off the option key then press "e" again.
<b>Grave Accent ( à, è, ù )</b>	Press "`" while holding down the "option" key, then press either "a", "e" or "u". to put a Grave accent above the appropriate letter.
<b>Cedilla ( ç )</b>	Simply press "c" while holding down the "option" key.
<b>Circumflex ( â, ê, î, ô )</b>	Press "i" while holding down "option", then press either "a", "e", "i", "o" or "u".
<b>Tréma ( ë, ï, ü ):</b>	Press "u" while holding down "option", then press either "e", "i" or "u".
<b>OE Ligature ( œ ):</b>	Simply press "q" while holding down the "option" key.
<b>€ symbol</b>	"option", "shift" and "2".
<b>French quotation marks</b>	French quotation marks look like « this ». The opening one ( « ) is typed by pressing "option" and "\", while the closing one ( » ) is typed by pressing "option", "shift" and "\ « . Make sure to put a space before and after both quotations in French.

*Note: To type any of these accented letters as capital letters simply hold down "shift" while typing the final letter (for example, you could press "i" while holding down "option", then hold down "shift" while pressing "a" to get " Â ).*

The **FaceBook** group is an extension to your program. As active French students, it is your duty to seek for cultural exposure. You are strongly encouraged to join this free online group in order to enhance your knowledge and get the most out of your French experience while pursuing your degree at Howard University. Sessions will include films, contemporary music, poetry readings, field trips, food/restaurant, etc.

## **ATTENDANCE AND PARTICIPATION** (10% of your class average)

Active class participation is extremely important in this course, thus attendance is *strongly recommended*. **Excessive unexcused absences will result in a lowering of the student's final grade (e.g. At your 4<sup>th</sup> absence, your *Attendance and Participation* grade, which counts for 10% of your average, goes to a B - 5<sup>th</sup> absence, a C - 6<sup>th</sup> absence, a D - more than 6, and you get an F grade).** The instructor maintains a