

French 3200

**Français des affaires/ Business French
Fall-Winter 2012-2013**

Préalable: Fr 2905A/B et Fr 2906 A/B, ou permission du département
Antirequis: Fr 3201 E (Distance Studies)
Professeur: Chantal Dawar, cdawar2@uwo.ca, UC 221A, poste 80540

Programme hebdomadaire septembre à décembre 2012

SEMAINE	SUJETS	TESTS
1	Introduction	
2	L'entreprise (définitions)	
3	L'entreprise (partenaires, classifications)	
4	L'entreprise (secteurs)	
5	L'entreprise (formes juridiques)	

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Test en classe
20h15 – 21h45

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Présentations

e service des achats)

IMPORTANT ACADEMIC AND ADMINISTRATIVE INFORMATION

1. Plagiarism, Cheating and Other Scholastic Offences

French Studies office so that they will appear on your academic record. The Department of French Studies reserves the right to place you in a course that is appropriate to your level, based on the level of secondary school French you have completed. For example, if you have completed grade 12U French, you will not normally be eligible to enroll in French 1002 or 1010.

- Under no circumstances will a student will be allowed to take a language course in the series 1002, 1010, 1900E/1910, 2900, 2905A/B-2906A/B or 3900, concurrently with another language course that is a prerequisite for it.

3. Where to Go for Help

- The website of the Office of the Registrar is a valuable resource for information about many administrative aspects of your studies at Western:
<http://www.registrar.uwo.ca/>
- If you have any concerns about your progress with the academic material in a course, you should not hesitate to contact your instructor.
- For advice on courses and programs / modules offered by the Department of French Studies, you should inquire at the Department office (UC 138) to find out the office hours of our academic advisors, who will be pleased to counsel you on your options.
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Faculty, with the approval of the Dean's Office, the Department, and the instructor.

- Final examinations must be written at the scheduled time unless formal alternative arrangements for a Special Examination have been approved (by the instructor, the Department and the Home Faculty Dean's Office) based on valid documented grounds.
- Academic accommodation is given for Religious Holidays – students should be careful to check the policy well in advance and be sure to follow the proper steps outlined in the University Calendar. [4]

5. Debarment from Final Examination for Excessive Unjustified Absence

- With the exception of distance studies and on-line courses, attendance in all classes is an obligatory component of all courses in the Department of French Studies.
- The UWO Handbook of Academic and Scholarship Policy [5] states the following: *Any student who, in the opinion of the instructor, is absent too frequently from class or laboratory periods in any course will be reported to the Dean of the Faculty offering the course (after due warning has been given). On the recommendation of the Department concerned, and with the permission of the Dean of that Faculty, the student will be debarred from taking the regular examination in the course. The Dean of the Faculty offering the course will communicate that decision to the Dean of the Faculty of registration.*

6. Academic Appeals

- The UWO Handbook of Academic and Scholarship Policy sets out the policy for grade appeals [6]
- Students should note that the first step to take if they wish to contest a mark is to discuss the matter with the instructor. A student who wishes to pursue an appeal after consulting the instructor must appeal in writing to the Undergraduate Chair of the Department of French Studies, Dr.