

**Western University
Department of French Studies**

FRENCH 1004 | F9B7 < : I B85 A9BH5 @G | SYLLABUS | 2022-2023

In-class sections only

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Prerequisite: Placement Test permission. **All French 1004 students** must take the online French [Placement Test](#) and have the results posted on their Academic Record. The Placement Test takes just a few minutes for students with little or no French experience.

Placement Test results have no effect on your grades.

Antirequisites: Grade 12 French, French 1002*, French 1003A/B*, French 1010, and French 1011A/B.
*Students who already have French 1002 or French 1003A/B **without** French 1010 or French 1011A/B can request Special Permission from the Department of French Studies to take French 1004 for

I HARDWARE, SOFTWARE AND INTERNET CONNECTION

Students are **responsible** for the technical requirements for this course.

- A **desktop** or **laptop computer** capable of:
 - **Typing/inserting French accents.** Read the online *Instructions for French accents.pdf* document, available in OWL *Other French 1004 Documents*.
 - **Installing the required [Microsoft Office Suite](#),** available for free to all Western students.
 - **Web browsing, audio and video recording.**
- A **personal back-up solution** for safeguarding all assignments in the course.
- A **stable high-speed Internet connection** with a **compatible Internet browser**. **Google Chrome** or **Mozilla Firefox** are recommended to access the **OWL by Sakai** UWO student login for French 1004.
- **Note:** While tablets and smartphones can be used to **view** OWL content, **assignments** have to be done on a **desktop** or **laptop** computer to ensure functional compatibility.

For all general technical issues or questions, please contact Western Technology Services:

<https://wts.uwo.ca/>

I COURSE OBJECTIVES

By the end of the course, students will be expected to :

- Be able to recognise and identify most parts of speech.
 - Understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. personal and family information, shopping, local geography, employment).
 - Communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters.
 - Describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.
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IMPORTANT ADDITIONAL DETAILS AND INFORMATION

● **IN-CLASS TESTS AND ASSIGNMENTS**

¶ Preamble: The Code of Student Conduct, Honesty and Integrity

- By registering in this course, you are agreeing to the University of Western Ontario **Code of Student Conduct** (<https://www.uwo.ca/univsec/pdf/board/code.pdf>) and the [Scholastic Discipline For Undergraduate Students](#).
- Learning a new language is a challenge; it requires regular studying and reviewing

- For the comprehension assignments and the presentation, if you do not receive an automatic confirmation such as “*Your work has been submitted successfully*” after submitting an assignment, or if for any reason you are not sure your work was submitted properly, it is your responsibility to **contact the instructor within 12 hours by email** and explain your concern or technical difficulty. You may be requested to provide **documentation** (screen capture, date stamp, etc.) proving that the assignment was completed on time and that you attempted to submit it.

OWL support can also review, confirm or deny any and all student activity while using the service.

- Students are advised to submit their work **well before deadlines** posted on the site, so as to avoid being caught in a “bottleneck” when many students submit assignments on OWL at the same time.

• **ACADEMIC ACCOMMODATION**

¡ **CHAPTER TEST ABSENCE**

- **If you miss 1 Chapter Test** for any reason, **contact your instructor** as soon as possible.
- An approved Chapter Test absence will have a one-time accommodation as follows : Your Final Exam grade will be used as the substitute for the missed Chapter Test grade. For example, a grade of 77% on the Final Exam signifies a grade of 77% for the missed Chapter Test.
- If you do not contact your instructor promptly, the grade is zero for a missed Chapter Test unless you have accommodation from your Dean’s Office.
- **If you miss 2 or more Chapter Tests, contact your instructor and the Course Coordinator** as soon as possible.

¡ **LATE OR UNSUBMITTED COMPREHENSION ASSIGNMENTS**

Late submissions are not accepted.

- If you miss the deadline to submit a **Comprehension Assignment**, it is an automatic zero unless you have a multiple-course academic accommodation. A reminder that instructors choose the best 10 out of 11 Comprehension Assignments for the 5% grade.
- With a 6-day submission window, last-minute **technical difficulties are not considered grounds for late or absent submissions**. It is highly recommended for students to submit their Comprehension Assignments **well before** the Monday 11:59pm Eastern Time deadlines.

¡ **INCOMPATIBLE OR LATE PRESENTATION SUBMISSIONS**

Incompatible submissions are not accepted.

- Your **Presentation** will be reviewed for compatibility the day after the deadline. Incompatible

● **INSTRUCTOR OFFICE HOURS AND CONTACT**

¡ **Availability and schedule**

- All French 1004 instructors have a **weekly Office Hour** for student consultation. Your instructor will let you know if their Office Hour is online (Zoom) or in-person (location), with day / time availability.
- The Office Hour is a **one-on-one session** with your section instructor for questions, practice and review – first come, first served.

¡ **Contacting your instructor**

- Students can contact their instructor anytime by using their **@uwo.ca** email address. Instructors will usually respond to emails within 24 hours of reception, excluding weekends.
- Students are advised to keep a copy of all written correspondence with the instructor for the duration of the course.
- Instructors post regular announcements that students receive in their **@uwo.ca Inbox** and in the **Announcements** tab in OWL. These site- or section-wide OWL Announcement emails are **read-only** and cannot be replied to.

● **WHAT YOU CAN EXPECT FROM US**

- As instructors, we commit ourselves to being on time, well-prepared, and available for consultation. We strive to create a learning atmosphere where each student is respected and feels comfortable participating. We undertake to provide clear guidelines about what is required in the course and to apply these guidelines with fairness to all students in all sections.

● **WHAT WE EXPECT FROM YOU**

- In order to help the class

Winter (second) Term OWL content will be posted

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