

Compréhension
écrite

II. Manuels obligatoires

1. Alain Favrod & Louise Morrison, *Mise en pratique (7^e édition)*. **Manuel** de lecture, vocabulaire, grammaire et expression écrite, Toronto, Pearson, 2016.
Ebook ó UWO Bookstore
<https://bookstore.uwo.ca/product/cebebookid9658531> (Perpetual access)
<https://bookstore.uwo.ca/product/cebebookid9658530> (180-day subscription)
2. Alain Favrod & Louise Morrison, **Cahier** for *Mise en pratique (7^e édition)*: *Manuel de lecture, vocabulaire, grammaire et expression écrite*, 2016, ISBN 9780133901979. disponible au Bookstore, à Western.
3. Maurice Leblanc, « Le Collier de la reine » et « Herlock Sholmes arrive trop tard » (deux aventures extraites de *Arsène Lupin gentleman cambrioleur*), 89 pages, document PDF gratuit disponible sur le site Owl du cours.

III. Méthodologie & Évaluation

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| 1. Participation et discussions (written and video) | 10% |
| 2. Online Tests (2*20%) | 40% |
| 3. Fiche de lecture (1*20%) | 20% |
| 4. Oral Presentations, in <i>VoiceThread</i> (2*15%) | 30% |

There is no final exam for this online course.

Calendar

Please also refer to the **Modules** section in the Owl site. It lists all dates for the readings, exercises and homework in **Manuel** *Mise en Pratique*, *Mise en Pratique Cahier d'Exercices* and *Arsène Lupin*

2. Online Tests (40%)

These 2 online, 60-minute, cumulative assessments will test grammar and vocabulary. An exam study plan will be announced for each test.

TEST # 1 covers Modules 1, 2, 3, 4, 5, 6 ó Open to take between Monday May 30 at noon and Wednesday, June 1st before midnight

TEST # 2 covers Modules 7, 8, 9, 10, 11, 12 and is open to take between Wednesday, June 15 at

a personal back-up

When you have finished, click *Submit* at the bottom of the screen. Do not click *Submit* until you are certain that you have completed the assignment. Once you click *Submit*, you will no longer be able to access the assignment (e.g., to add more text or attachments).

You will receive an email message confirming your submission. If you do not receive a confirmation, check to see if you have successfully submitted the assignment or contact your Instructor within 24 hours.

VI. Posting in a Forum

Instructions for posting:

<https://owl.uwo.ca/portal/help/TOCDisplay/content.hlp?docId=howdoiposttoforum>

Instructions for replying:

<https://owl.uwo.ca/portal/help/TOCDisplay/content.hlp?docId=howdoireplytoforumpostieconvrsation>

Some Instructors may not grant permission to edit or delete posts, so make sure you have carefully edited your message before posting. For Forums (*not* for tests or dictations) it is recommended to work in a Word or Notepad document and then copy over your message content if your post is long to avoid losing your work if an Internet outage occurs.

Please make sure to _____ in every individual Forum posting that you actually read; failure to do so will prevent your instructor from knowing that you did read the posts.

VII. Technical difficulties

Technical difficulties are **not** considered grounds for late or absent submissions. Technical difficulties include: French keyboard issues, audio, video, lost data, internet connection, bottlenecks on busy network, etc. Since these do happen, please **never wait to the last moment to complete work online**.

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 24 hours by email and explain your concern or technical difficulty. You will 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.

In only rare and exceptional circumstances is accommodation granted by the Department in such a case.

Students are advised to submit their work well before the deadline posted on the site, so as to avoid being caught in a "bottleneck" when many students submit assignments on OWL at the same time

VIII. Communication with the Instructor about course-related matters

É **Instructors** post regular public **announcements** that students receive on the « Announcements » section in Owl. Announcements for this course are **not** sent to your **email**, just to the Owl site, so do check the Owl site daily.

- É **Instructors** will send **private messages** to students using the “Messages” tool in Owl. Students should reply to these messages from within Owl (NOT from their own email application).
- É **Students** are expected to use the “Messages” tool in Owl for communicating with the Instructor about all normal course-related matters.
- É Please **avoid** using the Instructor’s personal “@uwo” email for normal business pertaining to this online course.
- É Students are advised to **keep a copy** of all written correspondence with the Instructor for the duration of the course.

IX. Late submissions

In Owl “Tests, Dictées, Quiz MEP”, “Assignments” and “Forum”: eventual permissions for late submissions of work in Owl “Assignments” and “Forum” are set by the Instructor in the Assignment tool, and they do vary from one assignment to the other.

Late submission **penalty** for work submitted in Owl “Assignments” and “Forum”: 10% of the homework grade is deducted per complete 24-hour period after the normal due date. Please refer to each assignment instructions to see the last possible submission day and time (after which submissions are no longer possible).

In *VoiceThread*. The *VoiceThread* tool does not include late submission permission settings (yet). Late submission penalty: 10% of the homework grade is deducted per complete 24-hour period after the normal due date, up to 30%. Work submitted after 72 hours after the original deadline will **not** be considered for grading in *VoiceThread*.

Late submissions are **not** accepted for *Tests* and *Fiche de lecture*.

X. Academic Accommodation for 10% or above

Students seeking academic accommodation for any missed tests, participation components and/or assignments worth (each) 10% or more of their final grade must apply to the **Academic Counselling** office of their home Faculty and provide documentation. Academic accommodation cannot be granted by the instructor or Department. Please do not present your Instructor with medical documentation.

https://www.uwo.ca/univsec/academic_policies/rights_responsibilities.html

XI. Missed components under 10%

For missed components of the course worth less than 10% of the final grade, please contact your Instructor.

XII. General Policies (French Studies)

Policy on Accommodation for Medical Illness:

https://www.uwo.ca/univsec/academic_policies/rights_responsibilities.html

Students seeking academic accommodation on medical grounds for any missed tests, exams, participation components and/or assignments worth 10% or more of their final grade must apply to the Academic Counselling office of their home Faculty and provide documentation. Academic accommodation cannot be granted by the instructor or department. Please note that in all courses offered

by the Department of French Studies, this same requirement will also apply to assignments worth less than 10% of the final grade. 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.

A downloadable Student Medical Certificate can be found here:

http://www.uwo.ca/univsec/academic_policies/rights_responsibilities.html

Support services

Students who are in emotional/mental distress should refer to Health and Wellness website http://www.health.uwo.ca/mental_health for a complete list of options about how to obtain help.

Statement on Plagiarism, Cheating and other Scholastic Offences

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence in the Academic Handbook available on the Academic Calendar website, here:

<http://www.westerncalendar.uwo.ca/2015/pg113.html>

General Policy on Attendance

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.

(http://www.uwo.ca/univsec/academic_policies/examinations.html)

Important Academic Information for Students Taking Courses in the Department of French Studies

http://www.uwo.ca/french/undergraduate/counselling/academic_information/index.html