

Department of French Studies
French 1004 (In-class sections only)
French Fundamentals
Fall/Winter 2023-24

Course Coordinator: [Paul Venesoen](#)
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Instructor / Course Location, Day and Time / Office Hour

- Check your **Timetable** and your **UWO Inbox** for an **OWL Announcement** with this information.
- Students must use their **UWO email address** (...@uwo.ca) when contacting their instructor.
- **Auditing is not permitted.** You must be officially enrolled in a section of French 1004 to take this course.

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 2023-2024.

Contact [Dr. Laté Lawson-Hellu](#), Undergraduate Chair, for Special Permission.

Prerequisites: 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.

- Unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you may be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.

Course Description and Learning Outcomes

- French 1004 is an **intensive** full-year 1.0 course designed for beginner students who have no French knowledge, or for students with limited French ability. The course starts in English with the basic principles of **grammar** and the **parts of speech**, the core information required for a better understanding of language mechanics. We then move on to an **individual learning approach**, calling on you to use multiple resources to engage your critical thinking skills and participate in the process of discovering the French language. French 1004 includes listening, reading, writing and speaking in French, taking beginner students up to Grade 12 French proficiency in about seven months.

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.

For the best French 1004 learning experience

- French 1004 learning materials and resources are always available and flexible, but the best language learning experience is obtained with an orderly, consistent participation and review **multiple times per week**. In addition to the in-class weekly chapter review, we recommend **an additional hour or two of French 1004 coursework every other day** for review exercises and oral practice. A repeated, prolonged and consistent approach will **absolutely** help you to better retain vocabulary, grammar rules and explanations, and will improve your pronunciation and communication skills. Students who put off or delay coursework time will inevitably fall behind and struggle to catch up. In turn, this can lead to bad grades and even failures.
- Your success in French 1004 correlates **directly** with time spent on learning and review activities.
- Create a personal weekly French 1004 **schedule and routine** – reserve enough time to study and review the material, do the exercises, and use the available resources.
- Supplement the textbook with the material and external links provided in OWL resources.
- For best participation, comprehension and retention, we strongly recommend students **not** use their laptop/tablet computers during class time.

Textbook and online material

- **French 1004 / French Fundamentals** textbook is **required** - purchase the custom Course Book at UWO Bookstore.
- All other course material will be posted to OWL: <http://owl.uwo.ca>. Students are responsible for checking their @uwo.ca email and the course OWL site on a regular basis for news and updates.

Technical Requirements

- 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 365 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. *Safari* is **not** recommended.
- For instructors who choose to have **online** Office Hours, students may be required to download and install video conferencing software (*Zoom, Microsoft Teams*, etc.)

For all technical issues or questions, please contact **Western Technology Services**: <https://wts.uwo.ca/>

Electronic Devices

- For best participation, comprehension and retention, we strongly recommend students **not** use their laptop/tablet computers during class time. This makes it easier to engage with the instructor and to stay focused on the textbook and course material in the classroom.
- Cell phones can be used before the start of class and during breaks. Students are required to step out of the classroom for cell phone use during class time.

Methods of Evaluation

5 In-class Chapter Tests @ 8%	40% - Section dates in Weekly Schedule (pp. 7-8)
10 Online Comprehension Assignments @ 0.5%	5% - Due dates in Weekly Schedule (pp. 7-8)
Attendance and Participation	10% - In the classroom
Uploaded Presentation Assignment	15% - Due Monday, April 8, 2024
In-person Final Exam	30% - April 2024 exam period
Total	100%

Description of Program

● In-Class Lectures

French 1004 students meet **twice a week** for in-class lectures. Students are expected to **read the textbook chapters before coming to class**. Instructors will further explain chapter material and include review exercises with student participation. **10%** of the course grade is allocated to attendance and participation. **Attendance for each class will be recorded**. In order to get the best language-learning experience, it is important for students to attend all classes and be ready to participate actively during the lectures.

● Late Arrivals

Students are expected to arrive on time and stay until the end of class. Arriving more than **ten minutes** late or leaving before class is dismissed will be considered an **absence** if not justified. If you arrive late to class after attendance has been taken, it is **your responsibility** to see the instructor and justify your late arrival.

● Absences (10%)

Each **unjustified hour** of class absence will result in a **deduction of 0.5%** from the Attendance and Participation mark (**10%**). Two-hour class absences will deduct accordingly. **If you miss a total of 20 hours** or more of class time, your Attendance and Participation mark will be **zero** and you will receive a warning message from the course coordinator. Please advise your instructor by email in cases of unavoidable absence, such as serious illness or family emergencies. Be prepared to provide a good reason or excuse to your instructor for justification of short-term absences, (1 day of classes only). Be prepared to provide documentation to your Home Faculty Academic Counsellor for justification of long-term absences (frequent or consecutive absences). **Do not bring or send any medical or other documentation to your instructor.**

Please also note the following **university regulation**:

"...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..." – from Western's *Academic Calendar*

French 1004 students can fail the course due to excessive absences.

● In-class Chapter Tests (5x8% = 40%)

Chapter Tests will concentrate on the most recently covered material in the chapters, but the **Tests are cumulative**, which means material from previous chapters can be used in subsequent Tests. Chapter Tests have various types of questions and evaluations related to examples and exercises in the course material. Students will have access to a detailed Test Outline and supplementary review material. No new material is scheduled during Chapter Test weeks. Students have **50 minutes** to write the Chapter Tests in the classroom. The Chapter Tests are **proctored by instructors** and are **not open-book**. No phones, laptops or tablets during Chapter Tests. Students are allowed to leave early if they finish the Test before the time deadline. Check the **Weekly Schedule** for Chapter Test sections and dates.

► **Missed Chapter Test**

If you miss **1** Chapter Test for any reason, **contact your instructor** as soon as possible to arrange an alternate day/time **the same week**. If you cannot write the same week due to illness or other reasons, you will get 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 about a missed Chapter Test, the grade is **zero** 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 - your Dean's Office will be contacted. **Resolutions from your Dean's Office are final and cannot be appealed.**

● **Online Comprehension Assignments (5%)** ► *Use MS Word (Office 365 Suite) exclusively*

Students are required to submit a total of **11** oral French comprehension assignments over both terms. Worth **0.5% each**, the assignments will be marked and documented, with the **10 best results out of 11** retained for the 5% in this category. The comprehension assignments are to be done **on your own**. Students can check course notes and chapters while preparing assignments before upload, but they **cannot use any online services or have any outside help** for these assignments, not even for proofreading. **Students cannot collaborate** with other students or individuals when preparing assignments. Collaboration with another student will result in penalties for **both** individuals.

► ***Late or unsubmitted Comprehension Assignment***

Late submissions are not accepted unless you have accommodation from your Dean's Office.

Comprehension assignments have a **Monday 11:59pm hard deadline** and **cannot be submitted retroactively**. 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 deadlines.

● **Presentation Assignment (15%)** ► *Use MS PowerPoint (Office 365 Suite) exclusively*

At the end of Term 2, students will upload a presentation in PowerPoint format. The presentation will include student **video, audio** and **written content**, as well as simple **slides**. The Presentation Assignment is to be done **on your own**. Students can check course notes and chapters before upload, but they **cannot use any online services or have any outside help** for the presentation, not even for proofreading. **Students cannot collaborate** with other students or individuals when preparing the presentation. Collaboration with another student will result in penalties for **both** individuals.

► ***Late or unsubmitted Presentation Assignment***

Monday, April 8th, 2024 is the last day to submit the Presentation, with **11:59pm Eastern Time** as the hard deadline. **Late submissions are not accepted** unless an extension is granted through your Dean's Office.

With a **4-week submission window**, last-minute technical difficulties are not considered grounds for late or absent submission of the Presentation Assignment. If you miss the deadline to submit the presentation due to circumstances beyond your control, please contact your Dean's Office for academic accommodation.

Resolutions from your Dean's Office are final and cannot be appealed.

● **Final Exam (30%)**

All sections write an **in-person, common** Final Examination on campus during the **April 2024** exam period. The 3-hour Final Exam covers all of the course content but has no oral French component. Students will have access to a detailed **Final Exam outline** and **supplementary review material**.

► ***Missed Final Exam***

If you miss the Final Exam, please contact your Dean's Office as soon as you are able to do so. They will assess your eligibility to write a **Special Examination**. You may also be eligible to write the Special Exam if you are in a "Multiple Exam Situation" (e.g., more than 2 exams in a 23-hour period, more than 3 exams in a 47-hour period).



Accommodation

- **Medical or Compassionate Academic Accommodation.** If students miss academic responsibilities for a **prolonged time** due to medical or compassionate reasons, they have to contact the Academic Counselling Office of their Home Faculty for accommodation as soon as possible. In most cases, students are expected to provide medical or other documentation.
- **Religious Accommodation.** When a course requirement conflicts with a religious holiday that requires an absence from the University or prohibits certain activities, students should request accommodation for their absence in writing at least two weeks prior to the holiday to the course instructor and/or the Academic Counselling office of their Faculty of Registration.
- **Accommodation Policies - Accessible Education.** Students with disabilities are encouraged to contact Accessible Education, which provides recommendations for accommodation based on medical documentation or psychological and cognitive testing.

Scholastic offences

- 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 of material for better acquisition and longer retention. When learning a language, there is no substitute for honest, frequent and persistent effort. There are negative consequences for dishonest students who contravene the Code of Student Conduct in any course. Click for more information on [Academic Integrity](#).

Statement on remote proctoring software

- **In the event of a health lock-down**, Remote Proctoring Software may be used in this course. Tests and examinations in this course would be conducted using a remote proctoring service. By taking this course, you are consenting to the use of this software and acknowledge that you will be required to provide **personal information** (including some biometric data) and the session will be **recorded**. Completion of this course will require you to have a reliable internet connection and a device that meets the technical requirements for this service. More information about this remote proctoring service, including technical requirements, is available on Western's Remote Proctoring website: <https://remoteproctoring.uwo.ca>.

Support Services

- **Academic Counselling.** Your Home Faculty's Academic Counselling or Academic Advising Office will support or refer whenever you have an issue that is affecting your studies, including information on adding/dropping courses, academic considerations for absences, appeals, exam conflicts, and many other academic related matters. Do not hesitate to reach out to them if you are struggling and unsure where to go for help. Contact info for all Faculties is here: https://registrar.uwo.ca/faculty_academic_counselling.html
- **Mental Health Support.** Students who are in emotional/mental distress should refer to Mental Health@Western (<https://uwo.ca/health/>) for a complete list of options about how to obtain help.

- **Gender-based and sexual violence.** Western University [is committed to reducing incidents of gender-based and sexual violence](#) and providing compassionate support to anyone who has gone through these traumatic events. If you have experienced gender-based or sexual violence (either recently or in the past), you will find information about support services for survivors, including emergency contacts, [here](#). To connect with a case manager or set up an appointment, please contact support@uwo.ca.
- **Learning Development and Success.** Counsellors at the Learning Development and Success Centre (<https://learning.uwo.ca>) are ready to help you improve your learning skills. They offer presentations on strategies for improving time management, multiple-choice exam preparation/writing, textbook reading, and more. Individual support is offered throughout the Fall/Winter terms in the drop-in Learning Help Centre, and year-round through individual counselling.
- **Digital Student Experience.** Western University is committed to a thriving campus as we deliver our courses in the mixed model of both virtual and face-to-face formats. We encourage you to check out the Digital Student Experience website to manage your academics and well-being: <https://www.uwo.ca/se/digital/>.
- **USC.** Additional student-run support services are offered by the USC, <https://westernusc.ca/services/>.



Date	Coursework
Week 1 Sept 7	► No class • Online Course Introduction / Syllabus review
Week 2 Sept 11-14	• Chapitre un
Week 3 Sept 18-21	• Chapitre deux
Week 4 Sept 25-28	• Chapitre trois Test 1 Outline + Review Exercises posted
Week 5 Oct 2-5	• Chapitre quatre / Correction of Review Exercises (Day 1) – Chapter Test 1 (Day 2)
Week 6 Oct 9-12	Thanksgiving Holiday Monday • Chapitre quatre
Week 7 Oct 16-19	• Chapitre cinq • Online <i>Comprehension Assignment 1</i> posted, due Monday Oct 23
Week 8 Oct 23-26	• Chapitre six • Online <i>Comprehension Assignment 2</i> posted, due Monday Nov 6 Test 2 Outline + Review Exercises posted
Oct 30- Nov 5	Fall Reading Week
Week 9 Nov 6-9	Correction of Review Exercises (Day 1) – Chapter Test 2 (Day 2)
Week 10 Nov 13-16	• Chapitre sept • Online <i>Comprehension Assignment 3</i> posted, due Monday Nov 20
Week 11 Nov 20-23	• Chapitre huit • Online <i>Comprehension Assignment 4</i> posted, due Monday Nov 27
Week 12 Nov 27-30	• Chapitre neuf • Online <i>Comprehension Assignment 5</i> posted, due Monday Dec 4
Week 13 Dec 4-7	Term 1 Review Test 3 Outline + Review Exercises posted

First Term Test Dates**Chapter Test 1**

- **Wednesday October 4** (sections 001/002/003/004/005) or **Thursday October 5** (sections 006/007)

Chapter Test 2

- **Wednesday November 8** (sections 001/002/003/004/005) or **Thursday November 9** (sections 006/007)

Other Important Dates

- No French 1004 classes on **Thursday, September 7**.
- No classes or Office Hours during **Fall Reading Week**, October 30 to November 5.
- Friday, **December 8** is the **last day of classes** for Term 1.

Date	Coursework
Week 14 Jan 8-11	Correction of Review Exercises (Day 1) – Chapter Test 3 (Day 2)
Week 15 Jan 15-18	• Chapitre dix • <i>Online Comprehension Assignment 6</i> posted, due Monday Jan 22
Week 16 Jan 22-25	• Chapitre onze • <i>Online Comprehension Assignment 7</i> posted, due Monday Jan 29
Week 17 Jan 29-Feb 1	• Chapitre douze • <i>Online Comprehension Assignment 8</i> posted, due Monday Feb 5 Test 4 Outline + Review Exercises posted
Week 18 Feb 5-8	Correction of Review Exercises (Day 1) – Chapter Test 4 (Day 2)
Week 19 Feb 12-15	• Chapitre treize • <i>Online Comprehension Assignment 9</i> posted, due Monday Feb 26
Feb 17-25	<i>Winter Reading Week</i>
Week 20 Feb 26-29	• Chapitre quatorze • <i>Online Comprehension Assignment 10</i> posted, due Monday Mar 4
Week 21 Mar 4-7	• Chapitre quinze • <i>Online Comprehension Assignment 11</i> posted, due Monday Mar 11 Test 5 Outline + Review Exercises posted
Week 22 Mar 11-14	Correction of Review Exercises (Day 1) – Chapter Test 5 (Day 2)
Week 23 Mar 18-21	Term 2 Review
Week 24 Mar 25-28	Final Exam Review Exercises <i>Good Friday Holiday</i>
Week 25 Apr 1-4	Final Exam Review Exercises
Week 26 Apr 8	► No class Due date for Presentation

Second Term Test Dates**Chapter Test 3**

- Wednesday **January 10** (sections 001/002/003/004/005) or Thursday **January 11** (sections 006/007)

Chapter Test 4

- Wednesday **February 7** (sections 001/002/003/004/005) or Thursday **February 8** (sections 006/007)

Chapter Test 5

- Wednesday **March 13** (sections 001/002/003/004/005) or Thursday **March 14** (sections 006/007)

Presentation Deadline

- Monday **April 8** (all sections)

Other Important Dates

- No classes or Office Hours during **Winter Reading Week**, February 17 to 25.
- Monday, **April 8** is the **last day of classes** for Term 2.