

Online courses in Professional and Business French

FAQ

1. Are the online classes pre-recorded lectures or are there specific times where we must go online to watch the class?

The lectures are pre-recorded and you can access them at any time.

2. I work full-time and I only have evenings and weekends to work on this course. How much time do we have to take online tests and participate in the discussions on the Forum?

The online tests are typically available for six days, from Monday to Saturday evening. This gives you ample time to plan. Each test can only be submitted once. Late submissions are not accepted.

The topics open for discussion on the Forum are typically available for at least two weeks. Deadlines for submission are clearly indicated on the Schedule. Late submissions are not accepted.

As a rule, make sure you check the Schedule on the course website on a regular basis. You will also receive weekly announcements and reminders from your instructor.

3. How do we do an individual presentation on a topic of our choice? Is it a teleconference? How do we watch other students' presentations?

You will receive detailed instructions on how to prepare your presentation. You will first prepare a Powerpoint presentation with 8 to 10 slides. When you are finished, you will upload it to the course website and record your voice for each slide using a user-friendly plug-in called VoiceThread. Students in your class will then be able to access your presentation on the course website.

The topic of your presentation must be approved by the professor by the deadline posted on the Schedule.

4. Are the tests multiple choice or are there written components as well?

Tests include a variety of question formats, including multiple choice questions and short answers. Depending on the course, you may need to write short paragraphs supporting your opinion on topics seen in class using correct grammar. Online tests are marked for content as well as use of correct language.

The questions will test your understanding of the concepts and terminology seen in class. For questions that require a short answer or paragraph, the level of grammar expected is equivalent to a first year university French course at Western. Students are expected to be able to use the present and past tenses (*présent et passé composé*) of common verbs in French.

If your answer provides the right content but contains lots of elementary grammar mistakes and/or does not contain the proper vocabulary seen in class, then you will only get part marks. Please note that it is necessary to know how to write accents on your keyboard (à, â, é, è, ê, ô, ù, û) as well as the cedilla on the letter “c” (ç).

5. Is there a heavy focus on writing in this course?

Participation in the discussions on the Forum is a key element of the online course. You will receive a rubric that indicates how you are marked for your postings on the Forum. Content, correct grammar, and use of vocabulary seen in class are taken into account.

6. Do I need to buy a textbook or any other material for this course?

The entire content of the course is on the course website on OWL. You don't need to buy a textbook.

You need a microphone on your computer in order to record your voice for the oral presentation.

7. What happens in case of a technical glitch when I submit work online?

Technical difficulties are not considered grounds for late or absent submissions.

Internet access is essential while working on the course. **Firefox**, **Chrome**, and **Internet Explorer** are supported by OWL. Please do not use Safari.

Students must contact the instructor within 24 hours of submission and provide supporting documentation (screen capture, etc.) in case of a technical issue. In 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. A reliable Internet connection is necessary when submitting online tests.

8. What does this course evaluate?

This course evaluates:

- your understanding of the concepts;
- your acquisition of specific vocabulary;
- your ability to communicate in French on the topics seen in class.