

**Department d'études françaises
Western University
FR 2205A**

**À la recherche d'un emploi
Job-seeking in French
2018-2019**

Salle: FNB 1270
Horaire: le mardi de 12h30 à 13h30 et le mercredi de 12h30 à 14h30
Professeur: Chantal Dawar, cdawar2@uwo.ca, UC 2123
Heures de bureau: le mardi de 13h30 à 14h30. Il est nécessaire de prendre rendez-vous par courriel avant de se présenter à mon bureau.

PREREQUISITES / ANTIREQUISITES

Préalable: Fr 1999, ou Fr 1900E, Fr 1910, ou permission du Département d'études françaises

It is the student's responsibility to check the course prerequisites and antirequisites. Unless you have either the requisites for this course or written special permission from the Department of French Studies 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

Le cours comporte 5 modules d'apprentissage:

- La lettre de motivation
- Le curriculum vitae
- Les grandes étapes de la recherche d'un emploi
- Consulter les offres d'emploi
- L'entretien d'embauche

Des exercices de compréhension et de vocabulaire sont à préparer chaque semaine avant de venir en classe.

PEDAGOGICAL OBJECTIVES

Le cours Fr 2205A vise à développer la communication orale et l'expression écrite dans le contexte spécifique de la recherche d'un emploi. Les objectifs principaux du cours sont de:

- identifier les critères d'employabilité de la main-d'œuvre canadienne et les débouchés professionnels dans le marché de l'emploi
- identifier les méthodes qui existent pour rechercher un emploi; comprendre une offre d'emploi
- rédiger une lettre de candidature convaincante en réponse à une annonce
- écrire un C.V. en respectant des consignes précises relatives au format et au style

- se préparer à un entretien d'embauche ; assurer le suivi de l'entretien d'embauche

COURSE MATERIALS

Tout le matériel est disponible en ligne sur le site du cours (OWL). Il n'y a rien à acheter.

METHODS OF EVALUATION

Devoir: rédiger une lettre de candidature et un C.V. en réponse à une offre d'emploi pour un poste bilingue	20%
Quiz en classe (15 min) (2 x 5%)	10%
Test en classe (50 min)	30%
Examen final	40%
Total	100%

CALENDAR

<u>SEMAINE</u>	<u>MODULES, QUIZ ET TEST</u>
11 septembre	Module 1: La lettre de motivation
18 septembre	Module 1 (suite)
25 septembre	Module 2: Le curriculum vitae
2 octobre	Quiz le mardi 2 octobre (15 min) (5%)
8 octobre	<u>SEMAINE DE LECTURE</u>
16 octobre	Module 3: Les grandes étapes de la recherche d'un emploi
23 octobre	Module 3 (suite) Quiz le mardi 23 octobre (15 min) (5%)
30 octobre	Module 4: Consulter les offres d'emploi
6 novembre	Module 4 (suite) Test le mardi 6 novembre (50 min) (30%)
13 novembre	Module 5: L'entretien d'embauche
20 novembre	Module 5 (suite)
27 novembre	Module 5 (suite)
4 décembre	Devoir à remettre en classe le mercredi 5 décembre Late submissions are not accepted

Statement on Use of Electronic Devices

All electronic devices are allowed in class. No electronic devices are allowed during the quiz and the test in class.

Policy on Accommodation for Medical Illness:

http://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/2016/pg113.html>

Debarment from writing the final examination

A student is entitled to be examined in courses in which registration is maintained, subject to the following limitations:

- 1) A student may be debarred from writing the final examination for failure to maintain satisfactory academic standing throughout the year.
- 2) 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. ("Attendance Regulations for Examinations :
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