

Écrire le français des affaires
Writing Business French
FR 3201E

Distance Studies
Fall-Winter 2019-2020

Préalable

1.0 cours parmi Fr 2905A/B, Fr 2906A/B, Fr 2907A/B, ou Fr 2900, ou permission spéciale du Département d'études françaises.

Le cours Fr 3201E (ou le cours Fr 3200) est un cours obligatoire en vue de l'obtention du Certificat de Français des Affaires de Western ou du Diplôme de français des affaires.

Professeure : Sherri Lee Clendinning (sclendin@uwo.ca)

Heures de consultation : vous pouvez me joindre à tout moment par courriel.

Description générale du cours

Le cours Fr 3201E est un cours de perfectionnement de la langue française. L'objectif du cours est d'acquérir un vocabulaire commercial et économique ainsi que des outils d'expression permettant d'évoluer de façon efficace dans un environnement professionnel. Ce cours traite de la vie socio-économique et des affaires au Canada.

Ce cours ne nécessite aucune connaissance préalable en commerce ou en économie. Par contre, une bonne compréhension du français écrit et des connaissances de grammaire (correspondant au niveau des cours de langue de 2e année) sont indispensables. L'expression écrite représente une partie importante de l'évaluation. La grammaire compte pour minimum 50% de l'évaluation de tous les tests et devoirs.

Le format du cours en ligne est interactif. Les étudiants sont invités à visionner les diaporamas et les vidéos, à lire les articles de presse et à participer activement aux forums de discussions sur des sujets d'actualité en rapport avec les affaires.

Objectifs

- Acquérir des notions de base dans le domaine des affaires et enrichir le vocabulaire relatif au français des affaires
- Améliorer la compréhension de textes issus de la presse socio-économique de langue française
- Améliorer l'expression écrite en français
- S'exprimer sur différents sujets socio-économiques d'actualité

Matériel

Tout le matériel se trouve en ligne. Il n'y a rien à acheter.

Facultatif : Vocabulaire progressif du français des affaires, Jean-Luc PENFORNIS, CLE International, 2004 + Corrigés (disponible au Bookstore)

Barème d'évaluation

* 2 Devoirs - (2 x 20 %; environ 1500 mots par devoir) 40 %

* 2 Tests en ligne (2 x 15%) 30 %

* Participation au forum de discussion (2 x 12.5%) 25 %

* Carnet d'étudiant (2 x 2.5%) 5%

Total 100 %

Semaine	Contenu du cours, Forums, Devoirs, Carnets et Tests
9 septembre	Objectifs du cours. Introduction générale au cours.
16 septembre	Module 1: L'entreprise
23 septembre	Module 1: L'entreprise
30 septembre	Module 1: L'entreprise Forum 1 (12,5 %). Date limite pour afficher votre contribution: le samedi 5 octobre à 23h55
7 octobre	Module 1: L'entreprise
14 octobre	Module 2: Les ressources humaines
21 octobre	Module 2: Les ressources humaines
28 octobre	Module 2: Les ressources humaines Devoir 1 (20%). Date limite: le samedi 2 novembre à 23h55
4 novembre	Semaine de lecture (Fall reading week)
11 novembre	Module 2: Les ressources humaines
18 novembre	Module 3: La production dans l'entreprise
25 novembre	Module 3: La production dans l'entreprise November 30: Last day to drop a full course and full year half course without academic penalty. Carnet 1 (2.5%). Date limite: le mardi 3 décembre à 23h55
2 décembre	Module 3: La production nationale

Semaine	Modules
6 janvier	Module 3: La production (fin) + TEST 1 (15%) (Modules 1, 2, 3) dû le samedi 11 janvier à 23h55
13 janvier	Module 4: Le marketing
20 janvier	Module 4: Le marketing
27 janvier	Module 5: Achat et vente
3 février	Module 5: Achat et vente Devoir 2 (20%). Date limite: le samedi 8 février à 23h55
10 février	Module 6: Argent et finance: le service financier de l'entreprise
17 février	Semaine de lecture
24 février	Module 6: Argent et finance: la banque
2 mars	Module 6: Argent et finance: la bourse
9 mars	TEST 2 (15%) (Modules 4, 5 et 6). Date limite: le samedi 14 mars à 23h55
16 mars	Forum 2 (12,5 %). Date limite: le samedi 28 mars à 23h55
23 mars	Carnet
30 mars	Carnet

Policy on Academic Consideration for Student Absences - Undergraduate Students in First Entry Programs

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

Requests for Academic Consideration Using the Self-Reported Absence Form

Students who experience an unexpected illness or injury or an extenuating circumstance (48 hours or less) that is sufficiently severe to temporarily render them unable to meet academic requirements (e.g., attending lectures or labs, writing tests or midterm exams, completing and submitting assignments, participating in presentations) should self-declare using the online Self-Reported Absence portal. This option should be used in situations where the student expects to resume academic responsibilities within 48 hours or less.

The following conditions are in place for self-reporting of medical or extenuating circumstances:

- students will be allowed a **maximum of two self-reported absences** between September and April and one self-reported absence between May and August;
- any absences in excess of the number designated in clause a above, regardless of duration, will require students to present a Student Medical Certificate (SMC), signed by a licensed medical or mental health practitioner, detailing the duration and severity of illness, or appropriate documentation supporting extenuating circumstances to the Academic Counselling unit in their Faculty of registration no

later than two business days after the date specified for resuming responsibilities. Please see section 4 below for more details.

- c) The duration of the excused absence will be for a maximum of 48 hours from the time the Self-Reported Absence form is completed through the online portal, or from 8:30 am the following morning if the form is submitted after 4:30 pm;
- d) The duration of the excused absence will terminate prior to the end of the 48 hour period should the student undertake significant academic responsibilities (write a test, submit a paper) during that time;
- e) The duration of an excused absence will terminate at 8:30 am on the day following the last day of classes each semester regardless of how many days of absence have elapsed;
- f) Self-reported absences will not be allowed for scheduled final examinations; for midterm examinations scheduled during the December examination period; or for final lab examinations scheduled during the final week of term;
- g) Self-reporting may not be used for assessments (e.g. midterm exams, tests, reports, presentations, or essays) worth more than 30% of any given course.
- h) students must be in touch with their instructors **no later than 24 hours after the end of the period covered by the Self-Reported Absence form**, to clarify how they will be expected to fulfil the academic expectations they may have missed during the absence.

Request for Academic Consideration for a Medical Absence

Students seeking academic consideration for a medical absence not covered by existing Student Accessibility Services (SAS) accommodation, will be required to provide documentation in person in the form of a completed, signed Student Medical Certificate (SMC) where the conditions for a Self-Reported Absence have not been met, including where the student has exceeded the maximum number of permissible Self-Reported Absences.

The following conditions are in place for students seeking academic consideration for a medical absence:

- a) Students must submit their documentation along with a request for academic consideration specifying the nature of the relief being requested. This documentation, in the form of a Student Medical Certificate (SMC), shall be submitted to the Academic Counselling or Undergraduate Office of the student's Faculty of registration indicating the period of illness, severity, and when the student should be able to resume academic responsibilities. **Forms must be submitted no later than two business days after the date specified for resuming responsibilities.**
- b) Students who require academic consideration must, where possible, seek medical attention in advance of due dates, examinations, etc.
- c) If the Academic Counselling/Dean's Office determines that academic consideration is warranted, the period of academic consideration will normally be that specified on the medical documentation. Once the request for academic consideration and supporting documents have been received and approved, the

student's instructors will be notified of this by the Academic Counselling or Undergraduate Office in the student's home faculty.

- d) Academic consideration shall be granted only where the documentation indicates that the onset, duration and severity of the illness are such that the student could not reasonably be expected to complete their academic responsibilities, and only when the licensed practitioner providing the documentation is able to make a reasonable assessment of the student's physical or mental state during the period for which relief is sought. The expectation is that the practitioner's assessment of the student's condition will be made in person.
- e) The duration of the excused absence will terminate prior to the end of the period indicated on the SMC should the student undertake significant academic responsibilities (write a test, submit a paper) during that time.
- f) Students must communicate with their instructors **no later than 24 hours** after the end of the period covered by the SMC, to clarify how they will be expected to fulfil the academic expectations they may have missed during the absence.
- g) In cases where a student may be experiencing long-term or recurring absences, students should consult their Academic Counsellors for advice about which of the options available to them (academic consideration, pursuing Academic Accommodation, withdrawal from the course) are most appropriate.

A downloadable Student Medical Certificate can be found here:

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

Request for Academic Consideration for a Non-Medical Absence

Students seeking academic consideration for a non-medical absence will be required to provide appropriate documentation where the conditions for a Self-Reported Absence have not been met, including where the student has exceeded the maximum number of permissible Self-Reported Absences.

The following conditions are in place for students seeking academic consideration for a non-medical absence:

- a. Students must submit the appropriate documentation¹ along with a request for academic consideration specifying the reason for the absence and the nature of the relief being requested. This documentation shall be submitted to the Academic Counselling or Undergraduate Office in the student's Faculty of registration. Documentation must be submitted no later than two business days after the student resumes academic responsibilities.
- b. Academic consideration shall be granted only where the documentation indicates that the student could not reasonably be expected to complete their academic responsibilities as a result of an extenuating circumstance.
- c. Students must communicate with their instructors **no later than 24 hours** after the end of the period covered by the documentation, to clarify how

they will be expected to fulfil the academic expectations they may have missed during the absence.

- d. In cases where a student might be absent for periods greater than 3 weeks, students should consult their Academic Counsellors for advice about which of the options available to them (academic consideration, pursuing Academic Accommodation, withdrawal from the course) are most appropriate.

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 Policies available on the University Secretariat website: (“Undergraduate Students - Scholastic Discipline”, https://www.uwo.ca/univsec/academic_policies/rights_responsibilities.html)

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.” (“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