

**Western University
Department of French Studies**

FRENCH 1004 • FRENCH FUNDAMENTALS • SYLLABUS • 2020-2021

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Prerequisite: 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.

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 2020-2021.

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. – from Western's *Academic Handbook*

Course Coordinator : Paul Venesoen pvenesoe@uwo.ca

• **COURSE DESCRIPTION**

French 1004 is an online 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'll then move on to an **individual learning approach**, calling on you to use multiple online 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 approximately seven months. In addition to asynchronous online instruction content, each French 1004 section will have an optional online two-hour weekly Zoom session with their instructor for review, corrections and oral practice, scheduled during [Western Timetable](#) days and times (*Eastern Time*) for each section.

For the best French 1004 online learning experience :

- Be prepared to devote **at least 5 hours** of study, review and homework time every week.
- Supplement the OWL resources with the external links provided in the online documents.
- Participate in the optional weekly Zoom sessions with your instructor.
- 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.

• **BEST PRACTICES FOR FRENCH 1004 ONLINE LEARNING**

French 1004 online documents and resources are always available and flexible, but the best language learning experience is obtained with an orderly, consistent participation *multiple times per week*. **We recommend an hour or two of French 1004 coursework every other day**, instead of reserving one day a week for French, for example. A repeated, prolonged and consistent approach will absolutely help you better retain vocabulary, grammar rules and explanations.

The **online nature of the course** means that it is up to you to decide when to do coursework, which has benefits and drawbacks:

Benefits : You set your own schedule and study when you want. You can study and review all of the material anytime, even on your phone or tablet.

Drawbacks : The fact that your physical presence is not required in a classroom every week can lead to fading commitment or a lack of motivation for some students. Worse still, procrastination can set in. As the English poet Edward Young said: *Procrastination is the thief of time*. This old adage is certainly true for language learners. 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.

It is in your **best interest** to **stay committed** to a regular schedule and **keep up** with the weekly lessons and exercises, as your success in the course correlates **directly** with time spent on learning and review activities.

Students who successfully complete French 1004 will be qualified to take first-year university French.

• **HARDWARE, SOFTWARE AND INTERNET CONNECTION**

Just as you would prepare yourself for an on-campus course, preparing your computer is every student's responsibility. Students are **responsible** for the technical requirements for this course:

- A **computer** (or equivalent device) capable of:
 - **Typing/inserting French accents directly in OWL without copy-paste** (all accent mistakes count in online Tests). Use your Operating System's Character Maps or Unicode Alt Key Codes.
 - **Web browsing.**
 - **Audio and video recording.**
- A **personal back-up solution** for regularly safeguarding all work done in the course, including all files, documents and assignments that have been sent to the instructor or uploaded by the student to OWL (this does not apply to online Tests).
- A **high-speed Internet connection.**
- A **compatible browser** (Mozilla Firefox, Google Chrome, MS Edge and Internet Explorer are supported by OWL); depending on configurations, students may also need to install supplementary software such as Java or Adobe Flash.
- Access to their personal **OWL by Sakai** UWO student login.

For general technical issues, please use Western Technology Services: <https://wts.uwo.ca/>

• **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.

• **REQUIRED MATERIALS**

The French 1004 OWL site contains all the necessary materials for the course. No textbooks are required.

Important technical notice:

- This course is entirely online and requires a computer with a **webcam** and **microphone**. Although course content is asynchronous, a **strong and stable Internet connection** is essential for graded evaluations which are time-limited. We recommend a Cable Modem, DSL or better (300 kbps download, 250 kbps upload or higher recommended). Students who are on campus can reliably use [RezNet](#) or Western's wireless [uwosecure-v2](#) network.
- Students are **required** to download and install the free [Microsoft Office Suite](#) for assignments.

- Students are **required** to use their **username@uwo.ca** email address *exclusively* when communicating with their instructors.
- Any email client can be used, (**Outlook** is recommended), but students are **required to check their UWO email every day** for announcements and other important information, especially considering the online status of most courses at Western during the pandemic.

• **DISTRIBUTION OF MARKS**

3 Lesson Tests @ 10%	30%
Final Test @ 20%	20%
10 Homework Assignments @ 1%	10%
Term 1 Presentation	15%
Final Presentation	25%
Total	100%

• **DESCRIPTION OF PROGRAM**

♦ ***Winter (second) Term OWL content will be posted in early January, 2021*** ♦

THE POWERPOINT LESSONS

- Online French 1004 uses PowerPoint lessons for teaching and reviewing material. The 15 lessons include detailed information about the parts of speech and learning the French language. All lessons have links to exercises and have full narration, including oral repetition exercises.
- The narration means that everything is read aloud. While conventional recommendations are to not just “read the slides” when using PowerPoint, the full narration allows students to listen to the entire lesson as if it was being taught in a classroom, and gives the opportunity to repeat words and phrases to help pronunciation and comprehension. Narration and background music can be turned on or off in the PowerPoint lessons.

THE .PDF LESSONS

- In addition to the PowerPoint lessons, there is also a non-slide .pdf version of each lesson for a more traditional “textbook” format. These .pdf lessons have the same written content as the PowerPoint lessons but are in a continuous format with page numbers and without narration. Your instructor will use an editable version of these lessons to review the material during the weekly Zoom sessions.
- During the Zoom sessions, students are required to follow along with the .pdf lessons *instead* of the PowerPoints, and can take notes by either printing the .pdf files and annotating directly onto the printed pages, or by taking notes on paper using the .pdf page numbers for reference.

LESSON TESTS – 1 hour (3x10% = 30%)

- There are 3 online Lesson Tests, each worth 10%. Lesson Tests will concentrate on the most recently covered material in the lessons but the Tests are *cumulative*, which means material from previous lessons can be used in subsequent Lesson Tests.
 - Each online Lesson Test has various types of questions related to those found in the OWL exercises and course material for each lesson. During the three Lesson Test weeks, students will have access to a detailed Test Outline and supplementary review material. No new material is scheduled during Lesson Test weeks.
 - The online Lesson Tests are time-limited once started (one hour), and will be available at your convenience during a 72-hour time period, Friday 12:05am to Sunday 11:55pm, Eastern Time.
- The Lesson Tests are not open-book.**

FINAL TEST – 2 hours (20%)

- There is 1 online Final Test near the end of the second term. The Final Test includes material from the entire year, with a concentration on the last three lessons of Term 2.
- The Final Test will have various types of questions related to those found in the OWL exercises and review material for each lesson. During Final Test week, students will have access to a detailed Test Outline and supplementary review exercises for preparation. No new material is scheduled during Final Test week.
- The online Final Test is time-limited once started (two hours), and will be available at your convenience during a 72-hour time period, Friday 12:05am to Sunday 11:55pm, Eastern Time.

The Final Test is not open-book.

HOMEWORK ASSIGNMENTS - (10x1% = 10%)

- Students are required to submit 5 or 6 homework assignments (1 per week) to their instructor every week leading up to Western's Fall and Winter Reading Weeks. These assignments will be marked and recorded, with the 10 best results out of 11 retained for the 10% in this category.
- There are no homework assignments to be submitted between the two Reading Weeks and ends of Term 1 and Term 2.

Homework assignments have a deadline and cannot be submitted retroactively.

TERM 1 PRESENTATION - (15%)

- A Presentation in PowerPoint format to be prepared at the end of Term 1.
 - A video recording of the student reading a standard prepared passage.
 - A script written by the student, based on a given topic, with narration and simple slides.
- Wednesday, **December 9th, 2020** is the last day to submit the Term 1 Presentation, with a **midnight** deadline. Extensions are not granted unless instructors are contacted by your Home Faculty's Academic Counsellors.

FINAL PRESENTATION - (25%)

- A Final Presentation in PowerPoint format to be prepared at the end of Term 2.
 - A video recording of the student reading a standard prepared passage.
 - A script written by the student, based on a given topic, with narration and simple slides.
 - Student-prepared questions based on the topic.
 - Group-based peer review of presentations, including answers to prepared questions.
- Monday, **April 5th, 2021** is the last day to submit the Final Presentation, with a **midnight** deadline. Extensions are not granted unless instructors are contacted by your Home Faculty's Academic Counsellors.

Important Note: *The scripts for the 2 presentations are to be done **on your own**. You may use online dictionaries but **you cannot use any online text translation service or have any outside help**, not even for proofreading. URLs of source material for the presentations will be required.*

● IMPORTANT ADDITIONAL INFORMATION

TAKING ONLINE TESTS AND SUBMITTING ASSIGNMENTS

Code of conduct

- Distance learning can only work if students live by the same ethics online as on campus. By registering in this online 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](#)
- Ultimately, each student is responsible for their learning achievements, and this is why we trust that you will take online examinations as you would on campus, and this includes explicitly **not seeking outside help** (human, printed, software, web, etc.) when no indications otherwise permit you to do so.

A quiet setting

- The online Tests are time-limited and cannot be interrupted, so make sure to have a quiet environment with no interruptions. Turn off your phone, as well as all messaging or email software that could distract you with noises or pop-up windows.
- To avoid possible software glitches, it is advisable to restart your computer and launch only one browser application with only one window open, and leave no other programs running in the background **before taking a Test online**.
- At the end of the Test, make sure you **save** all your answers before you **Submit** for grading.

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 until 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 12 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.

LATE OR ABSENT TEST SUBMISSIONS

Late submissions are not accepted.

- If you miss the deadline to submit a **Lesson Test** or the **Final Test**, you must contact your Home Faculty for accommodation.
- With a 72-hour submission window, last-minute **technical difficulties are not considered grounds for late or absent submissions**. It is highly recommended for students to write and submit their online Tests **well before** the 11:55pm deadlines to help address any possible technical difficulties.

Resolutions from your Home Faculty Academic Counsellors are final and cannot be appealed.

LATE OR ABSENT PRESENTATION SUBMISSIONS

Late submissions are not accepted.

- If you miss the deadline to submit the **Term 1 Presentation** or the **Final Presentation**, you must contact your Home Faculty for accommodation.
- Both Presentations have a multiple-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 Presentations **well before** the midnight deadlines to help address any possible technical difficulties.

Resolutions from your Home Faculty Academic Counsellors are final and cannot be appealed.

MEDICAL OR COMPASSIONATE ACCOMMODATION

- If you **miss academic responsibilities** for medical or compassionate reasons, you have to contact the Academic Counselling Office of your Home Faculty for accommodation. Please provide medical or other documentation. Your Academic Counsellor will decide whether or not to grant accommodation. ***Please ensure that your Home Faculty Academic Counsellor includes the Course Coordinator, Paul Venesoen (pvenesoe@uwo.ca) in any correspondence relating to accommodation for medical or compassionate reasons.***

THE WEEKLY 2-HOUR ZOOM SESSIONS

- Each section of French 1004 (001 to 008) has an optional Zoom session most weeks*.

**There is no Zoom session for the first week of classes, September 9/10.*

- You will get an email notification with the day and time of the sessions, along with a clickable link to join in. Students are not required to have a Zoom account to join the sessions, but will be prompted to download and run the software in order to join. There are other weeks with no Zoom sessions – please check the **Weekly Online Schedule** for details.
- Your instructor will monitor the session which will include further explanations of grammatical points, pronunciation exercises and answering questions using the Zoom **Raise Hand** function for student selection. Participation in these sessions is *recommended* but **optional** – *there are no course marks associated with the weekly Zoom sessions*. The Zoom sessions can accommodate several attendees at a time and will be recorded and posted in OWL for later review.

Important Note: Student consent is required for recorded sessions. Please read the following information provided by Western's Privacy Officer.

Notice of Recording

All of the weekly 2-hour sessions for this course will be recorded. The data captured during these recordings may include your image, voice recordings, chat logs and personal identifiers (name displayed on the screen). The recordings will be used for educational purposes related to this course. The recordings may be disclosed to other individuals participating in the course for their private or group study purposes. Please contact the instructor if you have any concerns related to session recordings.

Participants in this course are not permitted to record the sessions, except where recording is an approved accommodation, or the participant has the prior written permission of the instructor.

- To help your instructor identify you on-screen, students will use their **first (preferred) name + initial of last name**, and are requested to have **video on** during the Zoom sessions.

THE VIRTUAL OFFICE HOUR

- Each section of French 1004 has a virtual Zoom office hour with the instructor every week. Your instructor will let you know the hour they are available for questions and review. Unlike the weekly scheduled Zoom sessions, the Office Hour is a **one-on-one session** with your instructor for questions and review only – first come, first served – no other students will be participating.
- You may have to wait in a queue to speak with your instructor during the virtual Office Hour.
- **Virtual Office Hours will not be recorded.**

OTHER COMMUNICATION WITH THE INSTRUCTOR

- Instructors post regular announcements that students receive in their @uwo.ca Inbox and in the *Announcements* tab in OWL. These site- or section-wide OWL Announcement emails are **read-only** and cannot be replied to.
- Students can contact the instructor by using their @uwo.ca email address. Instructors will usually respond to emails within 24 hours of reception, including weekends.
- Students are advised to keep a copy of all written correspondence with the instructor for the duration of the course.

OTHER RESOURCES

- The French 1004 OWL site includes additional resources for practice and review. Students can explore these options when the French 1004 site is published in early September, 2020.

WHAT YOU CAN EXPECT FROM US

• As instructors, we commit ourselves to being on time for Zoom sessions and office hours, well-prepared, and available for consultation. We strive to create an online learning atmosphere where each student is respected and feels comfortable participating. We undertake to provide clear guidelines about what is required in the course and to apply these guidelines with fairness to all students in all sections.

WHAT WE EXPECT FROM YOU

In order to help the Zoom sessions and Office Hours function smoothly and to ensure the best possible learning conditions for all, students are asked to exercise courtesy and cooperation in the following ways:

1. Please “arrive” to your French 1004 section Zoom sessions **on time**.
2. Please use your **desktop computer** and/or **laptop** if possible (as opposed to a cell phone or tablet).
3. **Login to Zoom sessions with identification.** Your Zoom session will request a name for identification. Please input your **full first name** and your **family name initial only** for privacy reasons.
 - For the **weekly Zoom sessions**, make sure your **video is on** but that your **audio is muted**. This is to ensure a minimum of background noise while the instructor is speaking.
 - For the **virtual Office Hours**, make sure your **video is on** and the **audio is unmuted**. The virtual Office Hour is for **one student at a time** only. If there is a queue of students waiting for the Office Hour, your instructor will limit the amount of time they can spend with you in order to get to other waiting students. If you’re waiting, please be patient until the instructor logs you in for the session, and please accept gracefully when the instructor informs you that your session is over.
4. During the weekly Zoom sessions, **use the space bar** to quickly unmute your audio when the instructor calls on you for shorter, individual exercises like for pronunciation or short questions.
5. Use the Zoom **Raise Hand** function if you have a question **during Question Periods** for the two-hour weekly sessions. Your instructor will let you know when a *Question Period* begins and ends.
 - Click on the icon labelled **Participants** at the bottom centre of your PC or Mac screen.
 - At the bottom of the window on the right side of the screen, click the button labelled **Raise Hand**. Your blue digital hand is now raised. Lower it by clicking on it. Your instructor will do their best to keep track of the order of raised hands, answering students one at a time. If the answer to your question is resolved by another student’s question, lower the hand by clicking on it. Please be patient if there are questions ahead of you. When the instructor addresses you by name for your question, please **unmute** your audio while talking with your instructor. When the question has been fully resolved, **mute** your audio so the instructor can move on to the next student without extra background noise.
 - Please **do not use the Zoom Chat feature** with your instructor or other students during the weekly Zoom sessions. Chat messages to the instructor will not be acknowledged or answered, you must **Raise Hand** if you have a question, (during *Question Periods*).
 - These **Raise/Lower Hand** instructions do not apply to the virtual **Office Hour**, where there is only **one-on-one** contact with the instructor. For virtual Office Hours, please wait in the queue until the instructor logs you in.
6. **Keep up** with the lessons and the homework every week, and **be prepared** to participate during weekly Zoom sessions. You will be speaking aloud at times and you will interact with your instructor and sometimes other students during certain exercises. Unless invited by your instructor, **do not share your screen** during Zoom sessions.

7. Keep in mind the different cultural and linguistic backgrounds of other students in the course.

- Be courteous toward the instructor and your colleagues.
- Be professional and scholarly in all online postings.
- Note that disruptive behaviour of any type during online classes, including inappropriate use of the chat function, is unacceptable. Students found guilty of Zoom-bombing a class or of other serious online offenses may be subject to disciplinary measures under the **Code of Student Conduct**.

8. **If you have a concern** or dissatisfaction about the course, contact your instructor or the Course Coordinator to discuss the matter as soon as possible. All sections of the course have access to the same resources and receive the same syllabus; thus, many aspects of the course are determined by the Course Coordinator, not the individual instructors. Your instructor will refer you to the Course Coordinator if your concern involves a matter that is beyond their jurisdiction.

POLICY ON AUDITING

• The Department of French Studies **does not allow auditing** of language/grammar courses, including this and other sections of French 1004. **You must be a registered student officially enrolled in a section of French 1004 in order to take this course.** The online-only nature of French 1004 precludes most auditors, but this rule applies to anyone in a student's circle who is not a registered student looking to audit the course.

Enjoy your year in French 1004!

WEEKLY ONLINE SCHEDULE – FALL TERM

2020

Date	OWL Online Coursework
Week 1 Sept 9-10	<ul style="list-style-type: none"> • Online Course Introduction and Syllabus review – check OWL for instructions • No instructor Zoom sessions this week
Week 2 Sept 16-17	<ul style="list-style-type: none"> • Première leçon • Homework Assignment
Week 3 Sept 23-24	<ul style="list-style-type: none"> • Deuxième leçon • Homework Assignment
Week 4 Sept 30-Oct 1	<ul style="list-style-type: none"> • Troisième leçon • Homework Assignment
Week 5 Oct 7-8	<ul style="list-style-type: none"> • Quatrième leçon • Homework Assignment • Test Review
Week 6 Oct 14-15	<ul style="list-style-type: none"> • Review week • Test 1 : Leçons 1 à 4 (Deadline for submission is Sunday, October 18, 11:55pm)
Week 7 Oct 21-22	<ul style="list-style-type: none"> • Cinquième leçon • Homework Assignment
Week 8 Oct 28-29	<ul style="list-style-type: none"> • Sixième leçon • Homework Assignment
Nov 2-6	Fall Reading Week
Week 9 Nov 11-12	<ul style="list-style-type: none"> • Septième leçon
Week 10 Nov 18-19	<ul style="list-style-type: none"> • Huitième leçon • Test Review
Week 11 Nov 25-26	<ul style="list-style-type: none"> • Review week • Test 2 : Leçons 5 à 8 (Deadline for submission is Sunday, November 29, 11:55pm)
Week 12 Dec 2-3	<ul style="list-style-type: none"> • Term 1 Presentation preparation
Week 13 Dec 9	<ul style="list-style-type: none"> • Term 1 Presentation submission (Deadline is Wednesday, December 9, 11:59pm) • No instructor Zoom sessions this week

First Term Deadlines**Lesson Test 1** • Friday, October 16 to Sunday, October 18 (*all sections*)**Lesson Test 2** • Friday, November 27 to Sunday, November 29 (*all sections*)**Term 1 Presentation** • Friday, December 4 to Wednesday, December 9 (*all sections*)

- No classes during *Fall Reading Week*, November 2 to 6.
- Wednesday, December 9 is the last day of classes for the first Term.

Winter (second) Term OWL content will be posted in early January, 2021

Date	OWL Online Coursework
Week 14 Jan 6-7	<ul style="list-style-type: none"> • Neuvième leçon • Homework Assignment
Week 15 Jan 13-14	<ul style="list-style-type: none"> • Dixième leçon • Homework Assignment
Week 16 Jan 20-21	<ul style="list-style-type: none"> • Onzième leçon • Homework Assignment
Week 17 Jan 27-28	<ul style="list-style-type: none"> • Douzième leçon • Homework Assignment • Test Review
Week 18 Feb 3-4	<ul style="list-style-type: none"> • Review week • Test 3: Leçons 9 à 12 (Deadline for submission is Sunday, February 7, 11:55pm)
Week 19 Feb 10-11	<ul style="list-style-type: none"> • Treizième leçon • Homework Assignment
Feb 15-19	Winter Reading Week
Week 20 Feb 24-25	<ul style="list-style-type: none"> • Quatorzième leçon
Week 21 Mar 3-4	<ul style="list-style-type: none"> • Quinzième leçon • Test Review
Week 22 Mar 10-11	<ul style="list-style-type: none"> • Review week • Final Test (Deadline for submission is Sunday, March 14, 11:55pm)
Week 23 Mar 17-18	<ul style="list-style-type: none"> • Final Presentation preparation
Week 24 Mar 24-25	<ul style="list-style-type: none"> • Final Presentation submission (Deadline is Sunday, March 28, 11:59pm)
Week 25 Mar 31-Apr 1	<ul style="list-style-type: none"> • Final Presentation comments submission (Deadline is Monday, April 5, 11:59pm) • No instructor Zoom sessions this week
Week 26 Apr 5	<ul style="list-style-type: none"> • Final Presentation comments deadline (11:59pm) • No instructor Zoom sessions this week

Second Term Deadlines

Lesson Test 3 • Friday, February 5 to Sunday, February 7 (all sections)

Final Test • Friday, March 12 to Sunday, March 14 (all sections)

Final Presentation • Friday, March 19 to Sunday, March 28 (all sections)

Final Presentation Comments • Monday, March 29 to Monday, April 5 (all sections)

- No classes during *Winter Reading Week*, February 15 to 19.
- Monday, April 5 is the last day of classes for the second Term.

Policy on Accommodation for Medical Illness

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:

www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf

Support services

Students who are in emotional/mental distress should refer to Health and Wellness website uwo.ca/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: westerncalendar.uwo.ca

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

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