Department of French Studies
French 2205A – À la recherche d'emploi / Job-Seeking in French

Course outline for Fall 2020

Although this academic year might be different, Western University is committed to a **thriving campus**. We encourage you to check out the Digital Student Experience website to manage your academics and well-being. Additionally, the following link provides available resources to support students on and off campus: https://www.uwo.ca/health/.

1. **Technical Requirements:**

   Stable internet connection

   Laptop or computer

   Working microphone

   Working webcam

2. **Course Overview and Important Dates:**

Delivery Mode	Dates	Time
Online	Tuesdays	**6:30pm – 9:30pm**

*Details about design and delivery of the course are listed below in Section 4

Classes Start	Reading Week	Classes End	Study day(s)	Exam Period
September 9	November 2 - 8	December 9	December 10	December 11 - 22

* November 12, 2020: Last day to drop a first-term half course or a first-term full course without penalty

3. **Contact Information**

Course Coordinator	Contact Information
Dr. Laté Lawson-Hellu	OWL message to: Lawson-Hellu(llawsonh)

4. Course Description and Design

Préalable
French 1999, ou French 1900E, French 1910, ou permission du Département d'études françaises basée sur le Test de Placement.

Description
Le cours French 2205A est un demi-cours (0.5 crédit de cours) qui peut être utilisé en vue de l'obtention du **Certificat de français des affaires et Diplôme de français des affaires**

Le cours vise à développer la communication orale et l'expression écrite dans le contexte spécifique de la recherche d'un emploi.

La grammaire et l'expression écrite représentent au moins 50% de l'évaluation des travaux, des tests pour ce cours.

Matériel
Tout le matériel est disponible en ligne sur le site du cours (OWL). Il n'y a rien à acheter.
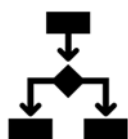
Mode	Dates	Time	Frequency
Virtual synchronous	Tuesdays	6:30pm-9:30pm	weekly
Virtual asynchronous	N/A		weekly

☒ Asynchronous pre-work must be completed prior to synchronous sessions

☒ Attendance at synchronous sessions is required

☒ Missed work should be completed within 48 hours

☐ A recording will be provided for synchronous sessions

☐ Closed captioning will be provided on audio or video recordings

All course material will be posted to OWL: http://owl.uwo.ca. Any changes will be indicated on the OWL site and discussed with the class.

If students need assistance, they can seek support on the OWL Help page. Alternatively, they can contact the Western Technology Services Helpdesk. They can be contacted by phone at 519-661-3800 or ext. 83800.

Google Chrome or Mozilla Firefox are the preferred browsers to optimally use OWL; update your browsers frequently. Students interested in evaluating their internet speed, please click here.

5. Learning Outcomes

Les objectifs principaux du cours sont les suivants :
- identifier les critères d'employabilité de la main-d'œuvre canadienne
- identifier 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

6. Course Content and Schedule

Week	Dates	Topic
1	Sept 8	Module 1: Les grandes étapes de la recherche d'un emploi
2	Sept 15	Module 1 (suite)
3	Sept 22	Module 2: Consulter les offres d'emploi
4	Sept 29	Module 2 (suite) *Quiz 1 (15 min) (10%)*
5	Oct 6	Module 3: La lettre de motivation
6	Oct 13	Module 3 (suite)
7	Oct 20	Module 4: Le curriculum vitae *Quiz 2 (15 min) (10%)*
8	Oct 27	Module 4 (suite) *Test (50 min) (40%)*
9	Nov 2 – 8	Reading Week
10	Nov 10	Module 5: L'entretien d'embauche *Devoir à remettre (30%)*
11	Nov 17	Module 5 (suite) *Quiz 3 (15 min) (10%)*
12	Nov 24	Module 5 (suite)
13	Dec 1	Module 6
14	Dec 8	Module 6 (suite)

7. Online Participation and Engagement

☒ Students are expected to participate and engage with content as much as possible

☐ Students can participate during [ ] sessions or post on [ ] after watching the recording

☒ Students can also participate by interacting in the forums with their peers and instructors

8. Evaluation

Below is the evaluation breakdown for the course. Any deviations will be communicated.

Assessment	Format	Weighting	Due Date
Quiz 1 (15 min)	In-class via OWL	10%	September 29th
Quiz 2 (15 min)	In-class via OWL	10%	October 20th
Test (50 min)	In-class via OWL	40%	October 27th
Devoir à remettre	Assignment	30%	November 10th - *To be submitted in Word format through OWL via email to the Instructor (…/Messages/Compose Message/To: Lawson-Hellu (llawsonh)*
Quiz 3 (15 min)	In-class via OWL	10%	November 17th

☒ All assignments are due at 11:55 pm EST unless otherwise specified

☐ Virtual proctoring will be used

☐ Written assignments will be submitted to Turnitin (statement in policies below)

☐ Students will have [unlimited OR x ___] submissions to Turnitin

☒ Rubrics will be used to evaluate assessments and will be posted with the instructions

☒ After an assessment is returned, students should wait 24 hours to digest feedback before contacting their evaluator; to ensure a timely response, reach out within 7 days

Click here for a detailed and comprehensive set of policies and regulations concerning examinations and grading. The table below outlines the University-wide grade descriptors.

A+	90-100	One could scarcely expect better from a student at this level
A	80-89	Superior work which is clearly above average
B	70-79	Good work, meeting all requirements, and eminently satisfactory
C	60-69	Competent work, meeting requirements
D	50-59	Fair work, minimally acceptable
F	below 50	Fail

Information about late or missed evaluations:

☐ Late assessments without illness self-reports will be subject to a late penalty

☒ Late assessments with illness self-reports should be submitted within 24 hours of submission of the last illness self-report

☒ An assessment cannot be submitted after it has been returned to the class; an alternate assessment will be assigned OR the weight will be transferred to the final grade

☒ A make-up test will be offered OR the weight of a missed test will be transferred to the final grade

☒ If a make-up assessment is missed, the student will receive an INC and complete the task the next time the course is offered

9. Communication:

☒ Students should check the OWL site every 24 – 48 hours

☒ A weekly update will be provided on the OWL announcements

☒ Students should email their instructor(s) and teaching assistant(s) using OWL "messages"

☒ Emails will be monitored daily (except on weekends); students will receive a response in 24 – 48 hours

☐ This course will use Microsoft Teams for discussions

☒ This course will use the OWL forum for discussions

☒ Students should post all course-related content on the discussion forum so that everyone can access answers to questions

☐ The discussion forums will be monitored daily by instructors or teaching assistants

10. Office Hours:

☒ Office hours will be held remotely using Zoom on Mondays, 9:30am-12:30pm

☒ Students will be able to sign up for an appointment using Sign Up on OWL

☐ Students will be able to drop into session on _____ at _____

☐ Group office hours will be held, recorded, and posted for everyone to view

11. Resources

☒ All resources will be posted in OWL

☐ Required textbook

☐ Required study guide

☐ Additional resources

12. Professionalism & Privacy:

Western students are expected to follow the Student Code of Conduct. Additionally, the following expectations and professional conduct apply to this course:

☒ Students are expected to follow online etiquette expectations provided on OWL

☒ All course materials created by the instructor(s) are copyrighted and cannot be sold/shared

☒ Recordings are not permitted (audio or video) without explicit permission

☒ Permitted recordings are not to be distributed

☐ Students will be expected to take an academic integrity pledge before some assessments

☐ All recorded sessions will remain within the course site or unlisted if streamed

13. How to Be Successful in this Class:

Students enrolled in this class should understand the level of autonomy and self-discipline required to be successful.

1. Invest in a planner or application to keep track of your courses. Populate all your deadlines at the start of the term and schedule time at the start of each week to get organized and manage your time.
2. Make it a daily habit to log onto OWL to ensure you have seen everything posted to help

you succeed in this class.
3. Follow weekly checklists created on OWL or create your own to help you stay on track.
4. Take notes as you go through the lesson material. Treat this course as you would a face-to-face course. Keeping handwritten notes or even notes on a regular Word document will help you learn more effectively than just reading or watching the videos.
5. Connect with others. Try forming an online study group and try meeting on a weekly basis for study and peer support.
6. Do not be afraid to ask questions. If you are struggling with a topic, check the online discussion boards or contact your instructor(s) and or teaching assistant(s).
7. Reward yourself for successes. It seems easier to motivate ourselves knowing that there is something waiting for us at the end of the task.

14. Western Academic Policies and Statements

Absence from Course Commitments

Policy on Academic Consideration for Student Absences

In the interest of the health and safety of students and health care providers, you are no longer required to seek a medical note for absences this term. If you are unable to meet a course requirement due to illness you should use the Illness Reporting Tool. This tool takes the place of the need to submit a medical note and the Self-Reported Absence System formally used by undergraduate students.

You are required to self-report every day that you are ill and unable to complete course commitments. Details about when you should submit missed work, the format of the missed work can be found in the Section 7. Evaluation above. Students should communicate promptly with their instructor and use this tool with integrity.

Accommodation for Religious Holidays

The policy on Accommodation for Religious Holidays can be viewed here.

Special Examinations

A Special Examination is any examination other than the regular examination, and it may be offered only with the permission of the Dean of the Faculty in which the student is registered, in consultation with the instructor and Department Chair. Permission to write a Special Examination may be given on the basis of compassionate or medical grounds with appropriate supporting documents. To provide an opportunity for students to recover from the circumstances resulting in a Special Examination, the University has implemented Special Examinations dates. These dates as well as other important information about examinations and academic standing can be found here.

Academic Offenses

"Scholastic offences are taken seriously, and students are directed here to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence.

Accessibility Statement

Please contact the course instructor if you require material in an alternate format or if you require any other arrangements to make this course more accessible to you. You may also wish to contact Accessible Education (AE) at 661-2111 x 82147 for any specific question regarding an accommodation or review The policy on Accommodation for Students with Disabilities.

Correspondence Statement

The centrally administered **e-mail account** provided to students will be considered the individual's official university e-mail address. It is the responsibility of the account holder to ensure that e-mail received from the University at his/her official university address is attended to in a timely manner. You can read about the privacy and security of the UWO email accounts here.

Turnitin and other similarity review software

All assignments will be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. Students will be able to view their results before the final submission. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between Western University and Turnitin.com.

15. Arts and Humanities / French Studies Academic Policies and Statements

Hardware, software, Internet connection

Just as you would prepare yourself for an on-campus course, preparing your computer is your responsibility. Students are **responsible** for these technical requirements for this course:
• a **computer** (or equivalent device) capable of:

- typing **French accents directly in Owl without copy-paste** (all accent mistakes count, always)
- **web** browsing
- **audio** recording

• **a personal back-up** solution for regularly safeguarding all work they do in this course, including all files, documents, assignments that have been sent to the instructor or uploaded by the student to Owl (this does not apply to tests and quizzes).

• an internet **connection** (high-speed)

• a compatible browser (*Firefox, Google Chrome*, 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's login

For general technical issues, please see first: http://www.uwo.ca/its/helpdesk/

Taking Online Tests and Quizzes

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* (http://www.uwo.ca/univsec/pdf/board/code.pdf) and the *Scholastic Discipline For Undergraduate Students* (http://www.westerncalendar.uwo.ca/2016/pg113.html).

Ultimately, each student is responsible for his or her 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

Some online tests are metered and cannot be interrupted, so make sure to have a **quiet** environment. Turn your **phone off**, as well as all messaging or email software that could distract you with noises or **pop-up** windows.

To avoid possible software glitches, before taking a test online, 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.

At the end, make sure you save all your answers before you submit for grading.

Submitting an assignment (*Devoirs hebdomadaires et Travail final*)

Instructions for assignment in Owl:

When you have finished, click *Submit* at the bottom of the screen. Do not click *Submit* until you are certain that you have completed the assignment. Once you click *Submit*, you will no longer be able to access the assignment (e.g., to add more text or attachments).

You will receive an email message confirming your submission. If you do not receive a confirmation, check to see if you have successfully submitted the assignment or contact your Instructor within 24 hours.

Technical difficulty

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 to 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.

Communication with the Instructor about course-related matters

• **Instructors** post regular public **announcements** that students receive on the « Announcements » section in Owl. Announcements for this course are **not** sent to your **email**, just to the Owl site, so do check the Owl site daily.

• **Instructors** will send **private messages** to students using the "Messages" tool in Owl. Students should reply to these messages from within Owl (NOT from their own email application).

• **Students** are expected to use the "Messages" tool in Owl for communicating with the Instructor about all normal course-related matters.

• Please **avoid** using the Instructor's personal "@uwo" email for normal business pertaining to this online course.

• Students are advised to **keep a copy** of all written correspondence with the Instructor for the duration of the course.

Copyright and Audio/Video Recording Statement

Course material produced by faculty is copyrighted and to reproduce this material for any purposes other than your own educational use contravenes Canadian Copyright Laws. You must always ask permission to record another individual and you should never share or distribute recordings.

Rounding of Marks Statement

Across the Arts and Humanities Undergraduate programs, we strive to maintain high standards that reflect the effort that both students and faculty put into the teaching and learning experience during this course. All students will be treated equally and evaluated based only on their actual achievement. *Final grades* on this course, irrespective of the number of decimal places used in marking individual assignments and tests, will be calculated to one decimal place and rounded to the nearest integer, e.g., 74.4 becomes 74, and 74.5 becomes 75. Marks WILL NOT be bumped to the next grade or GPA, e.g. a 79 will NOT be bumped up to an 80, an 84 WILL NOT be bumped up to an 85, etc. The mark attained is the mark you achieved, and the mark assigned; requests for mark "bumping" will be denied.

16. Support Services

The following links provide information about support services at Western University.

[Academic Counselling (Science and Basic Medical Sciences)](#)

[Appeal Procedures](#)

[Registrarial Services](#)

[Student Development Services](#)

[Student Health Services](#)