

**Western University**  
**Department of French Studies**

**FRENCH 1004 • FRENCH FUNDAMENTALS • SYLLABUS • 2022-2023**

**In-class sections only**

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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 2021-2022. Contact [Dr. John Nassichuk](#), Undergraduate Chair, for Special Permission.

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 Calendar*

**Course Coordinator :** Paul Venesoen [pvenesoe@uwo.ca](mailto:pvenesoe@uwo.ca)

**• COURSE DESCRIPTION**

French 1004 is an 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.

**For the best French 1004 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 online documents.
- 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**

French 1004 online documents and resources are always available and flexible, but the best language learning experience is obtained with an orderly, consistent participation and review **multiple times per week**. In addition to the in-class weekly chapter review, we recommend **an additional hour or two of French 1004 coursework every other day** for review exercises and oral practice. A repeated, prolonged and consistent approach will absolutely help you to better retain vocabulary, grammar rules and explanations, and will improve your pronunciation and communication skills. 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.

- Your success in French 1004 correlates **directly** with time spent on learning and review activities.
- Students who successfully complete French 1004 can be qualified to take first-year university French.

## • HARDWARE, SOFTWARE AND INTERNET CONNECTION

Students are **responsible** for the technical requirements for this course.

- A **desktop** or **laptop computer** capable of:
  - **Typing/inserting French accents.** Read the online *Instructions for French accents.pdf* document, available in OWL *Other French 1004 Documents*.
  - **Installing the required [Microsoft Office Suite](#)**, available for free to all Western students.
  - **Web browsing, audio and video recording.**
- A **personal back-up solution** for safeguarding all assignments in the course.
- A **stable high-speed Internet connection** with a **compatible Internet browser**. **Google Chrome** or **Mozilla Firefox** are recommended to access the **OWL by Sakai** UWO student login for French 1004.
- **Note:** While tablets and smartphones can be used to **view** OWL content, **assignments** have to be done on a **desktop** or **laptop** computer to ensure functional compatibility.

For all general technical issues or questions, please contact 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 course materials. No textbooks are required. Students are required to download and install [Zoom software](#) for instructors with **online Office Hours** and for course-specific **video** requirements.

### Important information about requirements:

- This course **requires** a **computer** with a **webcam** and **microphone** for course assignments. A **strong and stable Internet connection** is **essential** to access course content, and 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 [Connect-IT](#) or Western's wireless [uwosecure-v2](#) network.
- Students are **required** to **download, install** and **use** Western's **free [Microsoft Office Suite](#)** for the course assignments. Older or alternate software is **not recommended** due to compatibility issues. **Any assignment which fails to open or function properly due to incompatibility will be rejected.**
- Students are **required** to use their **username@uwo.ca** email address **exclusively** when communicating with their **instructors**.
- Any email client can be used. Students are **required** to **check their UWO Inbox every day** for **announcements** and other **important information**.

## • DISTRIBUTION OF MARKS

5 Chapter Tests @ 8%	40%
10 Online Comprehension Assignments @ 0.5%	5%
Attendance/Participation	10%
Presentation	15%
Final Exam	30%
<b>Total</b>	<b>100%</b>

## • DESCRIPTION OF PROGRAM

- *Winter (second) Term OWL content will be posted before the start of Term 2* •

### IN-CLASS LECTURES

• French 1004 students meet **twice a week** for in-class lectures. Students are expected to **preview the .pdf chapters before coming to class**. Instructors will further explain chapter material and include review exercises with student participation. **10% of the course grade is allocated to attendance and participation**. In order to get the best language-learning experience, it is important for students to attend all classes and be ready to participate actively during the lectures.

### THE .PDF CHAPTERS

• The **.pdf chapters** are in an “online textbook” format which includes links to review exercises after certain sections. The **Extra Exercises** and the **Linked Chapter Exercises** have clickable **Answer Keys** for verification. We strongly recommend students **review the chapters and prepare the in-chapter exercises before class**. During the week, students should work on the chapter’s **Linked** and **Extra** exercises. OWL content is always available but **due to copyright restrictions, the French 1004 course .pdf chapters are copy-protected and cannot be copied or printed**. However, all supplementary exercises and answer keys can be copied, downloaded and printed. During class sessions, the instructor will display the .pdf chapters for explanations and review.

### THE POWERPOINT CHAPTERS

• In addition to in-class oral participation, French 1004 uses PowerPoint presentations for chapter-specific **repetition** and **pronunciation exercises**. The PowerPoints contain chapter vocabulary and grammar examples which relate directly to chapter material. Students should read the **Instructions for viewing repetition and pronunciation PowerPoint files.pdf** document in OWL **Other French 1004 Documents** for further information. Consider the PowerPoint repetition/pronunciation chapters as another way to improve overall French pronunciation and comprehension while reviewing the material.

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### CHAPTER TESTS – 50 minutes each (5x8% = 40%)

- There are **5** in-class Chapter Tests, each worth 8%. Chapter Tests will concentrate on the most recently covered material in the chapters but the Tests are **cumulative**, which means material from previous chapters can be used in subsequent Chapter Tests.
- Each Chapter Test has various types of questions and evaluations related to examples and exercises found in the course material. Students will have access to a detailed **Test Outline** and **supplementary review material**. No new material is scheduled during Chapter Test weeks.
- Students will have **50 minutes** to write the Chapter Tests. **The Chapter Tests are proctored by instructors and are not open-book**. All cell phones, laptops and tablets will be put away during Chapter Tests. Students are allowed to leave early if they finish and hand in the Test before the time deadline.

## **ATTENDANCE AND PARTICIPATION - (10%)**

- Regular attendance and active participation in class are essential ingredients for success in any language course. We assume you are studying French because you want to listen, speak and interact with others using the language. A credit in French 1004 signifies not just that you have passed written examinations, but that you have “experienced” the language for a certain number of hours.
- Your Attendance and Participation marks for the classroom are a significant **10%** of your Final Grade in French 1004. Active participation is encouraged and recognized.
- Attendance for each class will be recorded, so it is important to **arrive on time and stay until the end of class**. Arriving more than ten minutes late or leaving before class is dismissed will be considered an absence if not justified.
- If you arrive to class after attendance has been taken, it is your responsibility to see the instructor and justify your late arrival.
- Each **unjustified hour** of class absence will result in a **deduction of 0.5%** from the Attendance and Participation mark (10%). Two-hour class absences will deduct accordingly. If you miss 20 hours or more of class time, your Attendance and Participation mark will be **zero** and you will receive a warning message from the course coordinator.
- Please advise your instructor by email in cases of unavoidable absence, such as serious illness or family emergencies.
- Be prepared to provide a good reason or excuse to your instructor for justification of short-term absences, (1 day of classes only).

***Do not bring or send any medical or other documentation to your instructor.***

- Be prepared to provide documentation to your Home Faculty Academic Counsellor for justification of long-term absences, (frequent or consecutive absences).

- Please also note the following university regulation:

*“...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...”* – from Western’s *Academic Calendar*

***French 1004 students can fail the course due to excessive absences.***

## **ONLINE COMPREHENSION ASSIGNMENTS - (5%)**

- Students are required to submit a total of 11 oral French comprehension assignments over both terms. These assignments will be marked and documented, with the **10 best results out of 11 retained** for the 5% in this category. **Comprehension assignments have a Monday 11:59pm deadline and cannot be submitted retroactively.**

## **PRESENTATION - (15%)**

- A presentation in PowerPoint format to be prepared and uploaded **at the end of Term 2**. The PowerPoint presentation will include student video, audio and written content, as well as simple slides. Monday, **April 10<sup>th</sup>, 2023** is the last day to submit the Presentation, with **11:59pm Eastern Time** as the deadline. Extensions are granted only through your Home Faculty’s Academic Counsellors.

## **FINAL EXAM – 3 hours (30%)**

- All sections write a common **Final Examination on campus** in the April 2023 exam period. The Final Exam covers all of the course chapters. Students will have access to a detailed **Final Exam Outline** and **supplementary review material**.

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## IMPORTANT ADDITIONAL DETAILS AND INFORMATION

### ● IN-CLASS TESTS AND ASSIGNMENTS

#### • **Preamble: The Code of Student Conduct, Honesty and Integrity**

- By registering in this 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](#).
- Learning a new language is a challenge; it requires regular studying and reviewing of material and lots of practice for better acquisition and longer retention. When learning a language, there is no substitute for honest, frequent and persistent effort.
- There are negative consequences for dishonest students who contravene the Code of Student Conduct in any course.
  - Students can get a failing grade or zero for an assignment or test.
  - In certain cases, students can fail the entire course and have to retake it.
  - In severe or repeated cases, students can get expelled, a consequence which results in a permanent record on a student's academic transcript.
- An ethical approach in your education is always, in part, about what kind of person you ought to be. Honesty and integrity are distinct and desirable qualities when it comes to self-respect.

#### • **In-class Tests**

- The 5 Chapter Tests are **written in-class** on a Wednesday or a Thursday, depending on section schedules. Instructors distribute, **proctor** and collect the Tests. Tests are marked and corrected the following week. Students will have access to a detailed **Test Outline** and **supplementary review material** prior to each Test.

#### • **Online Comprehension Assignments**

- The oral French comprehension assignments are to be done **on your own**. Students can check course notes and chapters while preparing assignments before uploading but they **cannot use any online services or have any outside help** for these assignments, not even for proofreading. Students cannot collaborate with other students or individuals when preparing assignments. **Any collaboration with another student will result in penalties for both individuals.**

#### • **PowerPoint Presentation**

- The PowerPoint presentation is open-book, meaning students can check course notes and chapters while preparing the presentation before uploading.  
**However**, the presentation will have certain restrictions that limit submissions to material only seen in course content. **Any unauthorized material (tenses / grammar concepts) not seen in French 1004 course content will result in penalties for the submitted material.**
  - In addition, the scripts for the presentation are to be done **on your own**. Students **cannot use any online text translation service or have any outside help**, not even for proofreading.
  - Furthermore, **the PowerPoint presentation must be created and configured on your own** – students cannot collaborate with other students or individuals when preparing the PowerPoint Presentation. **Any collaboration with another student will result in penalties for both individuals.**

#### Important :

In all cases, **students can always contact their instructor for help** with any **questions** or **problems** while preparing the **assignments** or the **presentation**, or when studying for **tests**.

#### • **Technical difficulties**

- Technical difficulties are **not considered grounds for late or absent submissions**. Technical difficulties include: keyboard issues, software issues, audio problems, video problems, lost data, Internet connection, VPN issues, bottlenecks on busy network, etc. Since these problems do happen from time to time, please **never wait until the last moment** to upload work online.

- For the comprehension assignments and the presentation, 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 may 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.

**OWL support** can also review, confirm or deny any and all student activity while using the service.

- Students are advised to submit their work **well before deadlines** posted on the site, so as to avoid being caught in a “bottleneck” when many students submit assignments on OWL at the same time.

## • **ACADEMIC ACCOMMODATION**

### • **CHAPTER TEST ABSENCE**

- **If you miss 1 Chapter Test** for any reason, **contact your instructor** as soon as possible.
- An approved Chapter Test absence will have a one-time accommodation as follows : Your Final Exam grade will be used as the substitute for the missed Chapter Test grade. For example, a grade of 77% on the Final Exam signifies a grade of 77% for the missed Chapter Test.
- If you do not contact your instructor promptly, the grade is zero for a missed Chapter Test unless you have accommodation from your Dean’s Office.
- **If you miss 2 or more Chapter Tests, contact your instructor and the Course Coordinator** as soon as possible.

### • **LATE OR UNSUBMITTED COMPREHENSION ASSIGNMENTS**

***Late submissions are not accepted.***

- If you miss the deadline to submit a **Comprehension Assignment**, it is an automatic zero unless you have a multiple-course academic accommodation. A reminder that instructors choose the best 10 out of 11 Comprehension Assignments for the 5% grade.
- With a 6-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 Comprehension Assignments **well before** the Monday 11:59pm Eastern Time deadlines.

### • **INCOMPATIBLE OR LATE PRESENTATION SUBMISSIONS**

***Incompatible submissions are not accepted.***

- Your **Presentation** will be reviewed for compatibility the day after the deadline. Incompatible presentations (wrong format, will not open, missing audio/video, etc.) will not be accepted. The student will be contacted the same day to upload a corrected version as soon as possible. **There are penalties for incompatible presentation submissions.**

***Late submissions are penalized.***

- The Presentation has a multiple-week submission window. Last-minute **technical difficulties are not considered grounds for late submissions**. It is highly recommended for students to submit their Presentation **well before** the 11:59pm Eastern Time deadline on Monday, April 10<sup>th</sup>, to help address any possible technical difficulties. **There are penalties for late presentations.**
- If you miss the deadline to submit the end-of-term Presentation due to circumstances beyond your control, please contact your Home Faculty for academic accommodation.

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

### • **MEDICAL OR COMPASSIONATE ACADEMIC 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](mailto:pvenesoe@uwo.ca)) in any correspondence relating to accommodation for medical or compassionate reasons.***

## ● INSTRUCTOR OFFICE HOURS AND CONTACT

### ● **Availability and schedule**

- All French 1004 instructors have a **weekly Office Hour** for student consultation. Your instructor will let you know if their Office Hour is online (Zoom) or in-person (location), with day / time availability.
- The Office Hour is a **one-on-one session** with your section instructor for questions, practice and review – first come, first served.

### ● **Contacting your instructor**

- Students can contact their instructor anytime by using their **@uwo.ca** email address. Instructors will usually respond to emails within 24 hours of reception, excluding weekends.
- Students are advised to keep a copy of all written correspondence with the instructor for the duration of the course.
- 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.

## ● WHAT YOU CAN EXPECT FROM US

- As instructors, we commit ourselves to being on time, well-prepared, and available for consultation. We strive to create a 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 class 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. **Arrive on time and stay until the class is dismissed.** If you arrive late, please let the instructor know and make sure your tardiness is justified. If you must leave early for an important reason, please let the instructor know this beforehand.
2. **Raise your hand to indicate that you have a question or an answer to contribute.** Participation is heartily encouraged, but only one person can be heard at a time. Please don't interrupt the instructor or another student who is speaking.
3. **Please don't talk to your neighbours, even to consult about the lesson.** No matter how quietly you are speaking, others, including the instructor, may find it distracting. There may be times when you are asked to work in pairs or in groups. Then, of course, you will be speaking to other students. Once the instructor announces the end of that activity, please stop your individual discussions and return your attention to the class.
4. **Come to class prepared so that you can participate fully, and so that the whole class can progress at a reasonable pace.** Be prepared to participate regularly in your language class. You will be speaking aloud and you will interact with your instructor and other students during certain exercises.
5. **If you have a concern or dissatisfaction about the course, contact your class representative or make an appointment with your instructor to discuss the matter as soon as possible.** All sections of the course 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.**

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Date	Coursework
<b>Week 1</b> Sept 8	• <b>Online Course Introduction / Syllabus review</b> <b>No class</b>
<b>Week 2</b> Sept 12-15	• <b>Chapitre un</b>
<b>Week 3</b> Sept 19-22	• <b>Chapitre deux</b>
<b>Week 4</b> Sept 26-29	• <b>Chapitre trois</b> <b>Test 1 Outline + Review Exercises posted</b>
<b>Week 5</b> Oct 3-6	• <b>Chapitre quatre / Correction of Review Exercises (Day 1) – Chapter Test 1 (Day 2)</b>
<b>Week 6</b> Oct 10-13	<b>Thanksgiving Holiday Monday</b> • <b>Chapitre quatre</b>
<b>Week 7</b> Oct 17-20	• <b>Chapitre cinq</b> • Online <i>Comprehension Assignment 1</i> posted
<b>Week 8</b> Oct 24-27	• <b>Chapitre six</b> • Online <i>Comprehension Assignment 2</i> posted <b>Test 2 Outline + Review Exercises posted</b>
<b>Oct 31- Nov 6</b>	<b>Fall Reading Week</b>
<b>Week 9</b> Nov 7-10	<b>Correction of Review Exercises (Day 1) – Chapter Test 2 (Day 2)</b>
<b>Week 10</b> Nov 14-17	• <b>Chapitre sept</b> • Online <i>Comprehension Assignment 3</i> posted
<b>Week 11</b> Nov 21-24	• <b>Chapitre huit</b> • Online <i>Comprehension Assignment 4</i> posted
<b>Week 12</b> Nov 28-Dec 1	• <b>Chapitre neuf</b> • Online <i>Comprehension Assignment 5</i> posted
<b>Week 13</b> Dec 5-8	<b>Term 1 Review</b> <b>Test 3 Outline + Review Exercises posted</b>

**First Term Important Dates****Chapter Test 1**

- **Wednesday October 5** (sections 001/002/003/004/005) or **Thursday October 6** (sections 006/007)

**Chapter Test 2**

- **Wednesday November 9** (sections 001/002/003/004/005) or **Thursday November 10** (sections 006/007)

- No French 1004 classes on **Thursday, September 8**.
- No classes or Office Hours during **Fall Reading Week**, October 31 to November 6.
- Thursday, **December 8** is the **last day of classes** for Term 1.



*Winter (second) Term OWL content will be posted before the start of Term 2.*

Date	Coursework
<b>Week 14</b> Jan 9-12	Correction of Review Exercises (Day 1) – <b>Chapter Test 3</b> (Day 2)
<b>Week 15</b> Jan 16-19	• <b>Chapitre dix</b> • <i>Online Comprehension Assignment 6</i> posted
<b>Week 16</b> Jan 23-26	• <b>Chapitre onze</b> • <i>Online Comprehension Assignment 7</i> posted
<b>Week 17</b> Jan 30-Feb 2	• <b>Chapitre douze</b> • <i>Online Comprehension Assignment 8</i> posted <b>Test 4 Outline + Review Exercises</b> posted
<b>Week 18</b> Feb 6-9	Correction of Review Exercises (Day 1) – <b>Chapter Test 4</b> (Day 2)
<b>Week 19</b> Feb 13-16	• <b>Chapitre treize</b> • <i>Online Comprehension Assignment 9</i> posted
<b>Feb 18-26</b>	<b><i>Winter Reading Week</i></b>
<b>Week 20</b> Feb 27-Mar 2	• <b>Chapitre quatorze</b> • <i>Online Comprehension Assignment 10</i> posted
<b>Week 21</b> Mar 6-9	• <b>Chapitre quinze</b> • <i>Online Comprehension Assignment 11</i> posted <b>Test 5 Outline + Review Exercises</b> posted
<b>Week 22</b> Mar 13-16	Correction of Review Exercises (Day 1) – <b>Chapter Test 5</b> (Day 2)
<b>Week 23</b> Mar 20-23	Term 2 Review
<b>Week 24</b> Mar 27-30	Final Exam Review Exercises + Consultation for Presentation
<b>Week 25</b> Apr 3-6	Final Exam Review Exercises + Consultation for Presentation <b><i>Good Friday Holiday</i></b>
<b>Week 26</b> Apr 10	No class Due date for Presentation

### Second Term Important Dates

#### Chapter Test 3

- Wednesday **January 11** (sections 001/002/003/004/005) or Thursday **January 12** (sections 006/007)

#### Chapter Test 4

- Wednesday **February 8** (sections 001/002/003/004/005) or Thursday **February 9** (sections 006/007)

#### Chapter Test 5

- Wednesday **March 15** (sections 001/002/003/004/005) or Thursday **March 16** (sections 006/007)

#### Presentation Deadline

- Monday **April 10** (all sections)

- No classes or Office Hours during **Winter Reading Week**, February 18 to 26.
- Monday, **April 10** is the **last day of classes** for Term 2.

## **Policy on Accommodation for Medical Illness**

[www.uwo.ca/univsec/academic\\_policies/rights\\_responsibilities.html](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:

[www.uwo.ca/univsec/pdf/academic\\_policies/appeals/medicalform.pdf](http://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](http://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](http://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](http://www.uwo.ca/french/undergraduate/counselling/academic_information/index.html)