



FACULTY OF ARTS
DEPARTMENT OF FRENCH, ITALIAN AND SPANISH

BEGINNER'S FRENCH I, FRENCH 209. L1

Spring 2014

M, W, F from 14h30 to 17h, CHE 114

Lab : M, W from 17h30 to 18h20, CHE 114

INSTRUCTOR 'S NAME and E-MAIL: Ms. Amy Milaney amilane@ucalgary.ca
OFFICE LOCATION and HOURS : CHE 204B Friday 13h15 to 14h15 and by appointment
TELEPHONE NUMBER : (403) 220-6385
COORDINATOR'S NAME and E-MAIL: Mrs. Anne-Marie Hallworth-Duez amhallwo@ucalgary.ca

DISTRIBUTION OF GRADES :

5 Chapter tests (3 x 10%, 1x15%, 1x20%) 65 %
Compositions (2 x 5%) 10 %
Oral Presentation in the laboratory..... 5 %
Active Participation in class and in the lab 10 %
Final Oral Examination 10 %
There is no final written examination.

GRADING SCALE :

A+ = 100-96 A = 95-91 A- = 90-86 B+ = 85-81 B = 80-76 B- = 75-71
C+ = 70-67 C = 66- 62 C- = 61-58 D+ = 57-54 D = 53-50 F = 49%
The official grading system (A=4, B=3, C=2, D=1) will be applied for the calculation of the final mark.

REQUIRED TEXTS :

Promenades package available at the U of C Bookstore

RECOMMENDED TEXTS AND MATERIALS :

Robert & Collins, *Dictionnaire anglais/français français/anglais*
Le nouveau Bescherelle : l'art de conjuguer
Morton, Jacqueline, *English Grammar for Students of French* 6th Ed. 2009

COURSE NOTES :

1. The information on the course outline posted on D2L and on the FIS website is not binding and can change according to the needs of the class.
2. Classroom Etiquette: practicing a foreign language entails taking risks and allowing yourself to be vulnerable in front of other people. You are used to being able to speak at a much more sophisticated level in your native language, so working in French is not always easy! For this reason, it is essential to establish an atmosphere of mutual respect in the classroom. Please be attentive and listen not only to your instructor but also to your classmates when they speak.
3. To derive the utmost benefit of instruction, daily attendance is essential. Attending class is extremely beneficial to hear and speak French, to interact with others and to receive instant feedback from your instructor and your peers. The instructor should be informed of any reason for prolonged absence.
4. Attendance: A student who is absent from a test for legitimate reasons must discuss an alternative course of action with the instructor. The instructor at his or her own discretion may transfer the percentage weight for a test to another test. An instructor will either make this decision on the basis of verbal information provided by the student or will request a Physician/ Counsellor statement form to confirm an absence for health reasons. Missed tests, assignments and examinations with no legitimate reason will be given a grade of F. The instructor will not prepare make -up tests or assignments.
5. There will be no mid-term examination. All tests are cumulative.
6. Be on time for classes: Tests and compositions will start at the beginning of class and will not be

repeated for latecomers.

7. Labs will start the first day of class (May 14, 2014). The labs are an integral part of this course. They are mandatory and attendance will be taken. Oral participation in the labs will be assessed for consideration of the final grade. An oral presentation is required as an element of the lab oratory work. The topic and the rubrics of the oral presentation are posted on D2L. Please bring your lab manual to the lab. Written and comprehension exercises will be done in the lab on a regular basis.
8. There is no final examination. All tests are cumulative.
9. The final oral examination will be scheduled after the last week of class.
10. Students are expected to check the D2L page on a regular basis for announcements, homework, assignments, marks and the tentative schedule.
11. Please mute your cell phone during class.
12. Students are advised to read the excerpt on PLAGIARISM.
13. Grading Rubrics

1. Compositions :

Compositions are paragraph written on a specific topic given by your Instructor. They can vary in length: 100 words to 200 words in French 209. Compositions are marked out of 20 points: 10 points are for content (respect of the given topic, appropriate length, creativity, avoidance of repetition, use of vocabulary seen in class) and 10 points are for proper language use (varied vocabulary, tenses, conjugations, punctuation, agreements, sentence structure, spelling, prepositions and avoidance of anglicisms).

In French 209, each composition is worth 5%, and dates are posted on the tentative schedule.

2. Oral presentation :

Oral presentations are designed to give you a chance to practice French orally. A topic is given to you by your Instructor at the beginning of the semester. It is posted on Blackboard with the marking rubrics (content, grammar, syntax, varied vocabulary, pronunciation (including prosody, accentuation, rhythm and liaisons), speech delivery, props, creativity and effort). Your oral presentation will take place in the lab. You will do your oral presentation with a partner, but individual marks will be granted. No reading is allowed. Only index cards with key words may be used. A penalty of -25% will apply to all oral presentations read to the audience. Please print the rubrics posted on D2L and give them to your Teaching Assistant on the day of your presentation. In French 209, the oral presentation is worth 5%. Please choose a date for your oral presentation the second week of classes during your lab.

3. Tests :

All tests are based on chapter materials and are divided into several sections. They may include listening comprehension, reading comprehension, composition, grammar questions, vocabulary questions, transformations...

Each section is presented with detailed instructions as well as the mark value and the weight. A few days before each test, your Instructor will post the format of the test on D2L or send it through email to all students. In French 209, Chapter tests 1, 2 and 5 are worth 10%, chapter test 3 is worth 15% and chapter 4 test is worth 20%

of the final mark. Dates are posted on the tentative schedule.

4. Participation :

Active participation in class and in laboratory is worth 10% of your final mark. Attendance is crucial. You need to come prepared for class and do the required homework. In the lab, exercises listed on the tentative schedule must be done prior to the lab session.

5. Final oral examination :

The final oral examination is an individual examination done in your instructor's office after the last week of class. It will include a short reading excerpt that you can prepare at home, a presentation of your family (with pictures), and a few questions regarding the various topics covered in class (your studies, your friends, food, weather and work). Questions will focus on vocabulary as well as grammar, and the ability to interact. Full sentences answers will be required.

- The Department's drop-box, located in the foyer area of the third floor in Craigie Hall between blocks D and C, is available for depositing assignments and course work. The material placed in the drop-box will be collected and date-stamped at the beginning and at the end of the working day.

ACADEMIC MISCONDUCT

1. **Plagiarism** is a serious offence, the penalty for which is an F on the assignment and possibly also an F in the course, academic probation, or requirement to withdraw. Plagiarism exists when:

- a) the work submitted or presented was done, in whole or in part, by an individual other than the one submitting or presenting the work (this includes having another impersonate the student or otherwise substituting the work of another for one's own in an examination or test);
- b) parts of the work are taken from another source without reference to the original author;
- c) the whole work (e.g., an essay) is copied from another source, and/or
- d) a student submits or presents work in one course which has also been submitted in another course (although it may be completely original with that student) without the knowledge of or prior agreement of the instructor involved.

While it is recognized that scholarly work often involves reference to the ideas, data and conclusions of other scholars, intellectual honesty requires that such references be explicitly and clearly noted."

Plagiarism occurs not only when direct quotations are taken from a source without specific acknowledgement but also when original ideas or data from the source are not acknowledged. A bibliography is insufficient to establish which portions of the student's work are taken from external sources; footnotes or other recognized forms of citation must be used for this purpose.

2. **Cheating** at tests or examinations includes but is not limited to dishonest or attempted dishonest conduct such as speaking to other candidates or communicating with them under any circumstances whatsoever; bringing into the examination room any textbook, notebook, memorandum, other written material or mechanical or electronic device not authorized by the examiner; writing an examination or part of it, or consulting any person or materials outside the confines of the examination room without permission to do so, or leaving answer papers exposed to view, or persistent attempts to read other students' examination papers.

3. **Other academic misconduct** includes, but is not limited to, tampering or attempts to tamper with examination scripts, class work, grades and/or class records; failure to abide by directions by an instructor regarding the individuality of work handed in; the acquisition, attempted acquisition, possession, and/or distribution of examination materials or information not authorized by the instructor; the impersonation of another student in an examination or other class assignment; the falsification or fabrication of clinical or laboratory reports; the non-authorized tape recording of lectures.

4. Any student who voluntarily and consciously aids another student in the commission of one of these offences is also guilty of academic misconduct.

DISABILITIES AND ACADEMIC ACCOMMODATION

It is the student's responsibility to request academic accommodations. Students with a documented disability who may require academic accommodation and have not registered with the Student Accessibility Services should contact their office at 220-8237. Students who have not registered with the Student Accessibility Services are not eligible for formal academic accommodation. Students also required to discuss their needs with the instructor no later than fourteen (14) days after the start of this course.

EMERGENCY EVACUATION ASSEMBLY POINTS

Craigie Hall: Professional Faculties food court (alternate: Education Block food court)

Education Block and Tower: Scurfield Hall atrium (alternate: Professional Faculties food court)

Kinesiology: north courtyard, MacEwan Student Centre (alternate: University Theatres lobby)

For the complete list of assembly points please consult <http://www.ucalgary.ca/emergencyplan/assemblypoints>

FACULTY OF ARTS PROGRAM ADVISING AND STUDENT INFORMATION RESOURCES

- Have a question, but not sure where to start? The new Faculty of Arts Program Information Centre (PIC) is your information resource for everything in Arts! Drop in at SS110, call us at 403-220-3580 or email us at artsads@ucalgary.ca. You can also visit the Faculty of Arts website at <http://arts.ucalgary.ca/undergraduate> which has detailed information on common academic concerns.
- For program planning and advice, contact the Student Success Centre (formerly the Undergraduate programs Office) at (403) 220-5881 or visit them in their new space on the 3rd Floor of the Taylor Family Digital Library.
- For registration (add/drop/swap), paying fees and assistance with your Student Centre, contact Enrolment Services at (403) 210-ROCK [7625] or visit them at the MacKimmie Library Block.

Contact for Students Union Representatives for the Faculty of Arts:

arts1@su.ucalgary.ca, arts2@su.ucalgary.ca, arts3@su.ucalgary.ca, arts4@su.ucalgary.ca

FREEDOM OF INFORMATION AND PRIVACY (FOIP) ACT

Graded assignments will be retained by the Department for three months and subsequently sent for confidential shredding. Final examinations will be kept for one calendar year and subsequently sent for confidential shredding. Said material is exclusively available to the student and to the department staff requiring to examine it.

Please see <http://www.ucalgary.ca/secretariat/privacy> for complete information on the disclosure of personal records.

INTERNET AND ELECTRONIC COMMUNICATION DEVICES

Devices such as laptops, palmtops and smartbooks are allowed provided that they are used exclusively for instructional purposes and do not cause disruption to the instructor and to fellow students. Cellular telephones, blackberries and other mobile communication tools are not permitted and must be switched off.

SAFEWALK

To request a Safewalk escort anywhere on campus, 24 hours a day and seven days a week, please call 403-220-5333 or use one of the Help Phones.

Web: <http://www.ucalgary.ca/security/safewalk>

STUDENT UNION INFORMATION

Representatives and contact details: <http://www.su.ucalgary.ca/page/affordability-accessibility/SLC>

Student Ombudsman: <http://www.ucalgary.ca/provost/students/ombuds/role>

Wellness Centre: <http://www.ucalgary.ca/wellnesscentre/>

WRITING ACROSS THE CURRICULUM

Writing skills should cross all disciplines. Students are expected to do a substantial amount of writing in their courses and, where appropriate, instructors can and should use writing and the grading thereof as a factor in the evaluation of student work. The services provided by the Writing Centre in the Effective Writing Office

(<http://www.efwr.ucalgary.ca/>) can be utilized by all undergraduate and graduate students who feel they require further assistance.