

French Interdisciplinary Studies FINS 2105 W - Fall 2018

Course Outline

Preliminary course outline, subject to changes and revisions up to the first week of classes

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Office hours

Online: Monday 15-16:00 (Chat, BBB or Virtual)

Drop-in 1621 DT: Wednesday 13:30-15:00hrs

By appointment at other times

FINS 2105 [0.5 credit] Written Comprehension I

Calendar description: Development of reading skills, especially relating to academic texts. Basic French grammar and vocabulary. Given in English. Open to beginners. No auditors.

Course description: This course is designed to help students acquire the necessary skills in grammar and interpretation of text as well as an extensive vocabulary base, so that they can independently read short and medium sized general articles and expository texts in French with a high level of accuracy. **This course is taught entirely in English and trains students in reading comprehension through translation into English.** FINS 2105 is the first of two courses designed to give students (even those starting as complete beginners) high level reading skills so that they can confidently use French documents for their studies, work and research. The sequel to this course, **FINS 3105**, continues to provide further training in reading, particularly in specialized and academic texts. These courses were previously offered as part of FREN 20.1006 and preclude additional credit for that course.

I. Placement testing and permission of the department:

You must be at the appropriate language level in order to take this course. Your instructor will verify your pre-registration assessment test as well as your first discussion post, and will contact you via email if necessary. Please check your emails during the first two weeks.

- A change of level/course will only be taken into consideration if a recommendation form is signed by the instructor and presented in person to the French Department Office (1602 Dunton). Enrolment permitting, recommended changes will be considered by the French Department Office until September 14th.
- Students who are francophone or at a higher level in their self-assessment result will not be allowed to remain in this course.
- Students cannot go backwards in a sequence of levels in language courses. This course can be taken in conjunction with, before or after FREN 1001 and FREN 1002.

Course objectives:

In this course students will learn to accurately interpret information from factual documents written in French (expository texts). They will demonstrate their knowledge by expressing the contents in English. They will become sufficiently familiar with commonalities and differences between French and English vocabulary, grammar and syntax to be able to read and accurately communicate all the information in French documents of about 500-800 words (short articles, documents, short stories, etc.) without using

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dictionaries or other reference materials. They will be able to confirm or deny any statement attributing information to such a document.

II. Course Outcomes:

Express accurately, in good English, 80-100% of the contents of a fact-based written document in French without having to use reference materials or translators. Verify if any information that is referenced to this type of document is correct.

**Students wishing to acquire oral comprehension, oral expression or writing skills in French should check their placement level and register in FREN 1001, 1002, 1100 if offered and if spaces are available.*

III. Required texts:

FINS 2105 Course Manual

This course manual containing exercises and readings has been prepared by the instructors and is available through the Bookstore (approximate cost: \$20.00 or less).

Recommended texts:

Any adequately-sized (*minimum* 60,000 entries, more is better) academic version **Bilingual English-French /French- English dictionary**. A good paper dictionary is a lifetime investment.

Optional extra grammars (but not necessary to succeed in the course)

Simone Oudot *French Verbs & Essentials of Grammar (any edition)*

Jacqueline Morton *English Grammar for Students of French (any edition)*

IV. Distribution of Marks See information on each component in the FAQ below. For dates and deadlines, see **pages 8 and 9** below and the printable version of the same document: **2018-FINS2105W-Fall-Dates and deadlines** in cuLearn.

Participation	Section V: cuLearn: 4 discussion posts	8 %
Online quizzes (3)	Completed on cuLearn (unproctored)	16%
Weekly reading practice (11)	Online reading activities (11)	10%
Written test	Complete at home and upload Open for 4 days, End October	6 %
Midterm	<u>On-campus or on-site and proctored</u> November 23, 18-21:00 hrs. Room TBA	20%
Final examination*	<u>On-campus or on-site and proctored</u> See final examination schedule	40%
		100%

***Students MUST write the final examination in order to obtain a grade for the course, even if the cumulative grade before the final examination is above 50% .**

If a student misses or expects to the final examination, he/she must contact the Office of the Registrar.

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Missed test, assignment, forum or quiz:

- * Reading activities on Video-Tech, late/missing discussion posts: **NO make up**
- * Missed quiz, assignment, midterm; **send an email to the instructor with a valid reason within 48 hours of the closing of the test.** In this case only, the missed percentage will be added to the final examination, making the latter worth proportionately more.
- * Missed final examination: contact the University Registrar.

V. ANSWERS TO FAQs

a) How this online course is laid out

Each week, grammar points, vocabulary hints and strategies will be presented in the video lectures so that students can complete the practice exercises to comprehend and translate the different elements of the written language into English. Practice exercises are not graded and do not have to be handed in. Almost all of the grades are accumulated in online quizzes, activities and assignments, as well as in one on-site midterm and final examination. Weekly reading and vocabulary activities (graded) will be offered through the free site www.video-tech.ca. A small percentage of the grade is assigned for ongoing participation through contributions to discussion posts.

b) How to proceed with the coursework

While FINS 2105 is open to beginners, it is also meant for students with some previous background in French. It may therefore challenge some students at first, while seeming quite elementary for others. All students usually find that the course soon becomes rather difficult. As much of the content is self-taught, it is very important to set aside time every day for practice and review of material that has already been covered, as well as to work on new concepts. Please remember that language learning requires a lot of memorizing. Students are encouraged to attend/view class weekly and to work steadily, repeatedly and conscientiously on the material. A very good strategy is to ensure that exercises are completed *in writing* before viewing the correction videos or documents so personal areas of difficulty can be identified and targeted. In this way, students can devote more time to resolving problem areas. Since students are expected to work without any dictionary or other supports during exams, it is best to do the exercises without referencing any type of dictionary or using external support. Redoing exercises and daily practice also help students develop connections between words and their meaning in a text. It also supports the development of strategies for guessing meaning through context and logic.

While it is tempting to put off watching the lecture or doing the exercises because a particular week is very busy, under such circumstances it is strongly recommended that you complete the exercises, view the corrections and then consult the lectures/grammar notes as needed. First of all, cramming lectures really doesn't work in language learning. Secondly, language courses are cumulative; everything from day 1 is tested on the final examination. Thirdly, in order to develop compensation strategies in reading, it is important to keep up the work even if you are stressed. By sticking to a weekly schedule, no matter what, you will be passively reinforcing many of the skills required to successfully complete the midterm and final examinations, which make up the bulk of your grade.

c) Important dates, test locations, changes:

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Dates and deadlines for the term are listed below and in a separate document in cuLearn. Should the need arise, this calendar may be subject to change; any changes will be announced and reconfirmed by email. Please ensure that you consult the cuLearn Calendar **and your Carleton email frequently** to check for any changes to information regarding test and examination dates and locations, as well as for updates to course information. Please make sure you consult your email before any test or quiz, any urgent information will be sent to you via email if necessary. The building and room allocation for on-campus tests will be specified a week or so prior to the test. Final examination dates and location will be announced through Carleton Central and Scheduling services. **Distance students** writing off campus should receive notice of location from CUOL and from their proctoring centre. **PMC students** should check their test times and locations via their portal.

d) Pledge of honour (compulsory):

You must complete and upload the pledge of honour **in the first 2 weeks of class**. You are required to handwrite your pledge and upload a PDF version to cuLearn. Instructions are in cuLearn under the Intro Week tab.

e) Assessments:

Reading activities: Reading activities based on authentic, current texts will be available each week on the site video-tech.ca. You will need to create an account with VideoTech and join the FINS 2105 class (see cuLearn, Intro Week). The activity will be available for the entire week. Unless otherwise specified, your first score will be recorded. At the end of the week the activity will close and correct answers will be available. Each reading activity will have its percentage value indicated in the title. You must attempt the activity during the allocated time frame to get a grade. There will be NO make-up activities for anyone who does not attempt a weekly activity. Grades for VideoTech activities may not appear in cuLearn until the study break. Until then, you may calculate the grades for your activities on your own using the VideoTech scores.

Online quizzes:

Online quizzes (multiple choice/ short answers) will be open for a single attempt between over a 26 hour period. You may start the quiz at any time within that period. There is only one attempt allowed; you must complete the quiz in one stretch and submit it before the time runs out (usually 30-40 minutes). Answers will be made available when the quiz closes to all students (after 18:00hrs on the Wednesday). You must not discuss the quiz or its contents with anyone until the quiz closes to all students.

Assignment 1:

Texts for translation and comprehension will be released through cuLearn on Week six or seven. A guideline will be posted on how to proceed. You will have 4 days to complete the assignment by hand and to upload it into cuLearn as a single PDF file with images of your handwritten work. (The Pledge of Honour assignment during the first weeks was meant to prepare you for the process of submitting this assignment).

Midterm and Final examination:

Sample midterms and final will be posted in cuLearn closer to the dates. Both will have texts for accurate translation, and other texts with comprehension questions.

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Discussion fora: Graded: Discussion forum 1, 2, 3, 4.

Online students must post in 4 discussion forums, (one approximately every 3 weeks). **Some posts have 2 deadlines, one for the original post and one for the responses to other posts.** To get full marks students' posts must meet all deadlines AND all of the criteria established for the post. Partial marks may be given for incomplete posts, if enough criteria are met. Late posts will not be graded. As *Instructor, I will be reading all the postings, including late posts and will respond to any the of issues that are raised either directly, in a group posting, or during a BigBlueButton video chat session..*

The fora are meant to keep the instructor in touch with your progress in the course, and to give you a chance to explore the language and to make reading more relevant to your interests. They are also meant to give you an opportunity to share both your positive and negative learning experiences. As such, you are not limited to posting only on the criteria listed. You may also post on most of the following, either **within your group, or** in the **“Open forum”**:

1. which sentences or points (of the exercises assigned up to the date of the posting) were problematic for you and why;
2. a mnemonic hint that helps you remember a word or grammar point taught in the course
3. words/points that you found interesting or bizarre;
4. comments/questions on the grammar or other portions of the lecture;
5. anything else you want to say about French or language learning: French movies, French on your cereal box, poems, songs, your alien French for Saturn teacher in grade 3, your pet peeves in language learning...
6. a detailed response answering another student's question on course content
7. other information about life at Carleton or life wherever you may be in the physical world. There is more than just the course material that is of interest to students and to myself...

You are always encouraged to respond to the postings of other students in your group or in any of the other forums.

Ungraded forums: Ask the instructor, Open forum

The **open forum** was set for you to communicate with everyone in the course, and not just your discussion group. You may use it for example, to set up study groups, to solve problems, to explore technical issues, to extend invitations to other events related to academic life.

The **Ask the Instructor** forum is for questions about course material, missing information, unclear information on dates, locations, etc. Basically it is for anything that you have concerns about that may also affect other students.

It is expected that the language used and ideas presented in ALL the forums will be respectful and considerate of other members of the group. In case of a problem, the instructor will issue a warning and may request that the individual stop participating in the discussion group.

Please do not hesitate to contact the instructor if you have any concerns.

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VI. PLAGIARISM

At university, you are expected to submit your own, original work.

Students are warned about plagiarism. Be aware that in addition to general plagiarism rules, in language courses, the following are considered to be acts of plagiarism:

- 1) copying and pasting from any source (paper or electronic) including online translators friends, and *even your own prior work*;
- 2) paraphrasing from any source (paper or electronic) including online translators, without appropriate referencing;
- 3) having someone else compose all or parts of your assignment/test;
- 4) passing off someone else's assignment/presentation as your own.

This course has proctored tests and examinations which must be written without dictionaries or reference materials. It is in your own best interests to avoid using "help" or reference materials and to learn how to identify and solve problems on your own in the low-stakes unsupervised online quizzes, activities, and assignments.

Please consult the following sites to help you understand the consequences of and to avoid plagiarism.

<http://www4.carleton.ca/calendars//ugrad/current/regulations/acadregsuniv14.html>

<http://www.library.carleton.ca/help/avoid-plagiarism>

VII. ACCOMMODATIONS

Requests for Academic Accommodation

You may need special arrangements to meet your academic obligations during the term. For an accommodation request, the processes are as follows:

Pregnancy obligation

Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, visit the Equity Services website: carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf

Religious obligation

Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, visit the Equity Services website: carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf

Academic Accommodations for Students with Disabilities

If you have a documented disability requiring academic accommodations in this course, please contact the Paul Menton Centre for Students with Disabilities (PMC) at 613-520-6608 or pmc@carleton.ca for a formal evaluation or contact your PMC coordinator to send your instructor your Letter of Accommodation at the beginning of the term. You must also contact the PMC no later than two weeks before the first in-class scheduled test or exam requiring

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accommodation (if applicable). After requesting accommodation from PMC, meet with your instructor as soon as possible to ensure accommodation arrangements are made.

carleton.ca/pmc

Survivors of Sexual Violence

As a community, Carleton University is committed to maintaining a positive learning, working and living environment where sexual violence will not be tolerated, and its survivors are supported through academic accommodations as per Carleton's Sexual Violence Policy. For more information about the services available at the university and to obtain information about sexual violence and/or support, visit: carleton.ca/sexual-violence-support

Accommodation for Student Activities

Carleton University recognizes the substantial benefits, both to the individual student and for the university, that result from a student participating in activities beyond the classroom experience. Reasonable accommodation must be provided to students who compete or perform at the national or international level. Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. <https://carleton.ca/senate/wp-content/uploads/Accommodation-for-Student-Activities-1.pdf>

For more information on academic accommodation, please contact the departmental administrator or visit: students.carleton.ca/course-outline

VII. INTELLECTUAL PROPERTY

Student or professor materials created for this course (including presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the author(s). They are intended for personal use and may not be reproduced or redistributed without prior written consent of the author(s).

VIII. EXAMINATIONS

Students are expected to be available for the duration of a course including the examination period. Dates and deadlines are made available to students in the Carleton University Undergraduate Calendar well in advance of registration. No formal examinations will be informally accommodated. All deferral requests have to go through the registrar's office: <https://carleton.ca/registrar/special-requests/deferral/>

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FINS 2105W – Fall 2018 - Dates and deadlines for the term

THESE DATES may be changed due to unusual and unexpected circumstances. If this should occur, students will be notified by email and changes will be posted in cuLearn announcements.

WEEK	Lectures and exercises to view and complete	Assessments open	Assessment due
Pre-course/Intro Sept. 3-7	Introduction, grammar overview	Honour Pledge (0%) compulsory	ASAP Sept 3 to Sept 23, 23:55 hrs
		Discussion forum 1(1%) OPEN	ASAP Sept 3 to Sept 23, 23:55 hrs
Week 1 Sept 10-14	Exercises: 1- 5 Lectures: 1a, 1b	Reading activity 1 (0.5%)	Sept 10 to Sept.23, 23:55 hrs
Week 2 Sept 17-21	Exercises: 6, - 9 Lecture: 2	Reading Activity 2 (0.5%)	Sept 17 to Sept 23, 23:55 hrs
Week 3 Sept 24-28	Exercises: 10- 12,+ readings; Lecture: 3	Discussion forum 2 (2%)	Sept 24 to Oct 7, 23:55 hrs
		Reading Activity 3 (1%)	Sept 24 to Sept 30, 23:55 hrs
Week 4 Oct 1-5	Exercises: 13- 16; Lecture: 4	Reading Activity 4 (1%)	Oct 1 to Oct 7, 23:55 hrs
		Online Quiz 1 (2%) <i>Content: Week1-3</i>	Oct 2, 08:00hrs to Oct 3, 23:55 hrs
Week 5 Oct 8-12	Exercises: 17- 19 + readings; Lectures: 5a, 5b	Reading Activity 5 (1%)	Oct 8 – Oct 14, 23:55 hrs
Week 6 Oct 15-19	Exercises: 20-23 + readings; Lecture: 6	Reading Activity 6 (1%)	Oct 15 – Oct 28, 23:55 hrs
		Online Quiz 2 (6%) <i>Content: Weeks 1-6</i>	Oct 16, 08:00hrs to Oct 17, 23:55 hrs
		Discussion forum 3 (2%)	Oct 15 to Nov 11, 23:55 hrs

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FINS 2105W – Fall 2018 - Dates and deadlines for the term

FEB. 19-23 STUDY BREAK			
WEEK	Lectures and exercises to view and complete	Assessments open	Assessment due
Week 7 Oct 29-Nov 2	Exercises: 24- 29 + readings; Lecture: 7	Reading Activity 7 (1%)	Oct 29 to Nov 2, 23:55 hrs
		Assignment (6%)	Oct 30 9:00hrs to Nov 1, 23:55 hrs
Week 8 Nov 5-9	Exercises 30-32 & 37 + readings; Lecture: 8	Reading Activity 8 (1%)	Nov 5 to Nov 11, 23:55 hrs
Week 9 Nov 12-16	Exercises:33- 36 + readings; Lecture: 9	Reading Activity 9 (1%)	Nov 12 to Nov 18, 23:55 hrs
		Online Quiz 3 (8%) <i>Content: Weeks 1-8</i>	Nov 13, 08:00 hrs to Nov 14, 23h55 hrs
Week 10 Nov 19-23	Exercises 38- 40, + readings; Lecture: 10	Midterm ON SITE (20%) <i>Content: Weeks 1- 9</i>	November 23, 18:00-21:00 hrs
		Reading Activity 10 (1%)	Nov 19 to Nov 25, 23:55 hrs
		Discussion forum 4 (3%)	Nov 19 to Dec 7, 23:55hrs
Week 11 Nov 26-30	Exercises 41& 43, + readings; Lecture: 11	Reading Activity 11 (1%)	Nov 26 to Dec 2, 23:55 hrs
Week 12 Dec 3-7	Remaining exercises & readings Examination review		Dec 3 to Dec 7, 23:55 hrs
SCHEDULED FINAL EXAMINATION (40%) during the examination period (3 HRS) – December 9-21, 2018			