

**FRENCH 1001, ELEMENTARY FRENCH
SECTION D, FALL-WINTER 2018-2019**

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

INSTRUCTOR: Ann Kabo

CONTACT INFORMATION: AnnKabo@cunet.carleton.ca (I will try to read & respond to emails within 48 hours)

OFFICE AND OFFICE HOURS: Tuesdays & Wednesdays

(Fall) ~7:15 – 8:30 SA 309 (in the classroom)

(Winter) ~7:15 – 8:30 *TBD when classroom changes approved* (in the classroom)

Upon appointment after 11:30 on Tuesdays & Thursdays (at least 1 week ahead)

PLEASE NOTE: PREREQUISITE, LANGUAGE PLACEMENT, REGISTRATION

PREREQUISITE

- [Placement test](https://edc.carleton.ca/french_placement/) (https://edc.carleton.ca/french_placement/) on Carleton Central before registering.

PLACEMENT

- All students are required to attend the first two classes for the purpose of confirming placement. Students who fail to attend the first two classes may or may not be reassessed for placement, depending on the instructor's availability. The instructor will evaluate you on that day to confirm that FREN 1001 is the appropriate course for you. If the level is judged inappropriate; your instructor will recommend a course that meets your needs.
- A change of level will only be taken into consideration if a recommendation form is signed by the instructor and presented in person to the French Department Office (Dunton 1602) within 24 hours. Enrolment permitting, recommended changes will be considered by the French Department Office until Sept. 14th.
- Please note that the following students will not be permitted to remain in this course: students who
 - are francophone, have a francophone family member;
 - have lived in a francophone setting;
 - have done French at junior or high school;
 - have scored more than 15 on the Pre-registration Self-Assessment Questionnaire;
 - are judged to be too strong in language skills after testing during the first week of class.
- Students with some background in French may take FINS 2105 or FREN 1002, 1100, etc.
- Students cannot go backwards in a sequence of levels in language courses.

REGISTRATION

- As per official regulations in the Undergraduate Calendar, September 18th is the "Last day for registration and course changes in Fall and Fall/Winter courses.

1. COURSE DESCRIPTION, COURSE EXPECTATIONS AND LEARNING OUTCOMES

CALENDAR DESCRIPTION

This course is designed for absolute beginners in the language. Classes use audio-visual methods, and emphasis is given to the spoken language. Introduction to reading and writing. Compulsory attendance. Limited enrolment. No auditors.

Students should note that they cannot go backwards in a sequence of levels in language courses.
Prerequisite(s): placement test on Carleton Central before registering. Lecture three hours a week.

EXPANDED DESCRIPTION

FREN 1001 is designed for COMPLETE BEGINNERS with no background in French. The course targets the acquisition of oral competence (listening and speaking). Reading, writing and formal grammar are secondary goals and will be introduced as the need arises. New information will be presented orally in class and in French. Students practice in pairs or larger groups orally *both in and outside class hours*.

After the material has been assimilated, it *may* be made available in written form or in course notes. Students will complete written and listening exercises outside class hours. In FREN 1001 students will learn to listen, repeat understand and use language in its spoken context without recourse to notes or dictionaries, written text or English.

COURSE EXPECTATIONS

- **Attendance:**
Attendance is compulsory. In oral language classes, assessments based on in-class performance are conducted on a near-daily basis to ensure a good grasp of vocabulary, structures and grammar.
- **Homework:**
This is a language course and requires memorization and the ability to produce oral language quickly and without notes or references. Assessments/Quizzes are based on spontaneous production. Thus, students are expected to spend a minimum of 6-8 hours on homework or practice activities every week in order to meet the objectives.
- **Language of instruction:**
Students and instructors are expected to speak only French in the classroom. Speaking English in class can result in lower marks.
- **Cell phones and laptops:**
Cell phones and laptops must be closed at all times unless you have the teacher's permission to use them.
- **Emails:**
As per university policies, students must **only** communicate (send emails) to professors via **their Carleton account** (I will not reply nor acknowledge emails sent via other accounts).

LEARNING OUTCOMES

By the end of this course the student is expected to at or above the A1 level of the Common European Framework of Reference for Languages for oral and written expression and comprehension and should be ready to take the next language course (FREN 1002 French 2).

2. EVALUATION

- **Passing expectations:**
 In order to pass the course, students must be able to meet at least basic expectations detailed in the Course Objectives section of the course outline.
- **Final grade**
 Standing in a course is determined by the course instructor subject to the approval of the Faculty Dean. This means that grades submitted by the instructor may be subject to revision. No grades are final until they have been approved by the Dean.
- **Grade distribution**

FIRST TERM (50 % of the final grade)	
Comprehension and expression assessments/quizzes At the beginning of class, weekly or bi-weekly, formal or informal	15 %
Oral presentations (1-2) 1 in October & 1 in November	10 %
End of semester Oral interview (10-15 minute oral interview in pairs/triads) Exam in December <u>before</u> exam period (<i>date to be confirmed in November</i>)	15 %
End of semester Written exam Exam in December <u>during</u> exam period (<i>date posted online by Carleton on October 5</i>)	10 %

SECOND TERM (50 % of the final grade)	
Comprehension and expression assessments/quizzes At the beginning of class, weekly or bi-weekly, formal or informal	15 %
Oral presentations (1-2) 1 in February & 1 in March	10 %
End of semester Oral interview (10-15 minute oral interview in pairs/triads) Exam in April <u>before</u> exam period (<i>date to be confirmed in March</i>)	15 %
End of semester Written exam Exam in April <u>during</u> exam period (<i>date posted online by Carleton on Feb 15</i>)	10 %

- **Attendance:**

Attendance and participation are highly recommended, because this course is practical in nature and missing class or not participating means losing valuable French-speaking practice hours. While there is no formal penalty for not attending or participating in class when there is no marked assignment scheduled, students who do not come to class on a regular basis usually struggle to master the material and achieve lower scores on marked assignments. Attendance will be taken at the beginning of every class. Students arriving late are to inform the professor at the end of the class as to record attendance as a late arrival (otherwise the attendance will be marked as “absent”).

- **Absences:**

Absences or late arrivals (for any reason, including medical & employment) may result in a student missing an assessment/quiz or presentation. Students are required to inform the instructor via the Carleton account stated above at least the day before the class (or as soon as known) of the lateness or absence (see also Assessments/Quizzes, Presentations, Oral Examinations & Written Examinations sections of the course outline). This notification to the instructor is **NOT** necessarily a justified excused absence, it only a courtesy memo.

- **Homework:**

Homework does not count for marks/grades.

- **Assessments/Quizzes**

- For each semester, there will be weekly/bi-weekly in-class “mini” assessments/quizzes.
- These will be cumulative in content and may be announced, formal or informal in nature.
- All tests will be performed **at the beginning** of the class.
- Students arriving late
 - will **not** be given additional time to complete the assessment/test,
 - may miss the whole assessment/quiz or a section of the quiz (oral sections will **not** be re-done for students arriving late),
 - will **not** be allowed to enter the classroom during an oral section of the test.
- Missed assessments/quizzes will **not** be re-scheduled.
- If a student misses an assessment/quiz for a duly documented justified reason, the missed assessment/quiz will be adjusted.
- Should no justified documentation be provided, a grade of 0 will be assigned to the missed test.
- It is to note that if more than 1 assessment/quiz is missed (per semester), it may be impossible to adjust the missed tests fairly and may result in a failing grade for the overall mark of the assessments/quizzes.
- If a student is to miss an assessment/quiz for religious reason, **an email must be sent to the instructor at least one week in advance of the upcoming religious day.**

- **Presentations**

- For each semester, there will be 1-2 “mini” presentations.
- The exact date, format & content of each presentation will be provided on CULearn.
- These presentations will be cumulative in content.
- Missed presentations will be re-scheduled **only once**.
- If a student misses a presentation for a duly documented, justified reason, the missed presentation will be re-scheduled within the following week **only** (if a student misses the re-scheduled presentation, a grade of 0 will be assigned to the missed re-scheduled presentation).
- There will be no grade adjustments for missed presentation as **all presentations are compulsory**.
- If a student is to miss a presentation for a religious reason, **an email must be sent to the instructor at least one week in advance** (and to be re-scheduled within the following week).

- **End of Semester Oral Interview**
 - Both Fall & Winter end of semester oral interviews are compulsory to obtain a passing grade for the course.
 - End of semester oral interviews are cumulative in content.
 - Students must perform the Fall & Winter end of semester oral interviews at the date and time scheduled in order to obtain a grade for the oral interview (a schedule will be provided in the month prior to the oral interview).
 - If a student misses an end of semester oral interview for a duly documented, justified reason, the missed oral interview will be re-scheduled within the following week **only** (if a student misses the re-scheduled oral interview, a grade of 0 will be assigned to the missed re-scheduled oral interview).
 - There will be no grade adjustments for missed end of semester oral interviews as **all oral interviews are compulsory**.
 - If a student is to miss an end of semester oral interview for a religious reason, **an email must be sent to the instructor at least one week in advance** (and to be re-scheduled within the following week).
- **End of Semester Written Exam**
 - Both Fall & Winter end of semester written exams are compulsory to obtain a passing grade for the course.
 - End of semester written exams are cumulative in content.
 - All written examinations **abide by the university exam policies** (arriving late, missing or deferring these examinations).
- **Formal Exams**

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/>

3. COURSE MATERIAL:

COMPULSORY MATERIAL

- Escoufier, Dorothée, *Communication progressive du français, A1.1 niveau débutant complet*, CLE International, last édition, Paris. (Carleton Bookstore)
- Grégoire, Maïa. *La grammaire progressive du français, niveau débutant complet*, last edition, Paris. (Carleton Bookstore)
- Grégoire, Maïa. *La grammaire progressive du français, niveau débutant complet - Corrigés*, last edition, Paris. (Carleton Bookstore)

OTHER MATERIAL

- Students will require access to a bilingual dictionary and a computer.

4. COURSE OBJECTIVES

Please note: all objectives marked with an asterisk (*) refer to minimal basic expectations to be met (with some errors, requests for clarification and reformulations and without long pauses of 10 seconds or more) for passing the course.

At the end of the course students should be able to:

Oral comprehension (*native or near-native speed and pronunciation in clear standard French*):

- to understand approximately 500 basic words, when they are used in context;
- to accurately identify times, dates, numbers, prices up to 100*;
- to understand questions relating to one's daily life and family*;
- to understand simple information provided about someone else's daily life and family*;
- to understand simple instructions (in the classroom, to get from point A to point B, etc.)*;
- to understand native and non-native speakers at a simple level;
- to identify the main thrust of conversations;
- to understand short instructions and to know what to do;

Oral expression (*using short, simple, grammatically correct sentences, of 4 words or more, with pronunciation, intonation and stress patterns that are comprehensible to native and non-native speakers*):

- to provide simple everyday information when asked or when required;
- to ask for information on common subjects*;
- to ask for clarification or help in order to maintain communication*;
- to talk about themselves, (their families, their friends, their interests) using very short, simple, correct sentences*;
- to ask others about themselves (their families and close friends, their interests) using very short, simple, correct questions*;
- to make utterances with intonation and pronunciation that is comprehensible to native speakers
- to manage a simple conversation with some pauses for reflection, reformulation;
- to use an active vocabulary of 300-400 words*;
- to state dates and years relevant to one's life and the lives of friends and family;
- to paraphrase, mime, or use other strategies to compensate for vocabulary or grammar gaps;
- to give a 2-3 minutes oral presentation about a simple topic to the class
- to state an opinion using words like *j'aime, je déteste*;

Reading comprehension

- to read words, sentences and short texts out loud to the class (for comprehension, pronunciation and intonation);
- to identify cognate words and use them to understand a text*;
- to read simple and short dialogues;

Writing

- to write short, simple texts about themselves or a familiar person in grammatically correct French (100 words)*;
- to write commonly used words, words relating to personal interests using correct spelling*;
- to compose simple sentences using correct spelling and grammar without support (dictionary or references) using the verbs *être, avoir, aller, faire, vouloir, pouvoir, devoir, s'appeler* and high frequency regular verbs in the 3 groups and in the verb's, tenses studied.; Other irregular verbs may be encountered in class but will not be included in spontaneous writing assessments.

Grammar

- to use the « *Présent (de l'Indicatif)* » and the « *Conditionnel Présent* » tenses as well as introduce the « *Futur Proche* » and « *Passé Composé* ».
- to use the modal verbs *vouloir*, *pouvoir* and *devoir*;
- to initiate to the imperative tense (as used in classroom instructions);
- to know the gender of commonly used nouns and to use the appropriate forms for articles and adjectives;
- to produce sentences with common negatives (*ne pas*) correctly;
- to place words into sentences using the correct word order ;
- to ask simples questions using the correct word order and interrogative words;
- to link several phrases with « *et* »;
- to use the appropriate propositions with cities, provinces, countries and familiar place names.

Vocabulary

- to use, spontaneously, the high frequency verbs, nouns, adjectives and expressions to describe one's personal life, and the personal life of family and close friends;

Language learning skills and strategies

- to use a bilingual dictionary effectively for both oral and written communication;
- to use alternative means of communicating without falling back on English (mime, draw, request vocabulary ...);
- to develop strategies for memorizing vocabulary and grammar (flashcards, repetition, etc...);
- to take effective notes for oral language learning;
- to develop the ability to communicate in French with pauses and reformulation (if required);
- to develop listening and self-correcting skills (listening and repeating, correcting others and correcting oneself through active listening);
- to transfer what is done in grammar exercises to natural oral and written communication;
- to learn to simplify one's ideas and express them in French;
- to learn to translate/transfer one's ideas correctly into French (without using an automatic translator);
- to overcome the fear of making mistakes (normal and necessary in language learning).

Transferable skills:

- to use relevant reference materials;
- to self-evaluate and organize one's own learning, with guidance, if necessary, from the instructor;
- to plan and manage time efficiently to get the most out of independent and group study;
- to find and use a variety of learning aids, in a variety of media, to consolidate learning;
- to work in pairs or groups;
- to research and prepare effective oral presentations.

5. OTHER FACULTY REGULATIONS

INTELLECTUAL PROPERTY & COURSE SHARING WEBSITES

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). Students registered in the course may take notes and make copies of course material for their own educational use only. Students are **not** permitted to reproduce or distribute lecture notes and course material publicly for commercial and non-commercial purposes without the express written consent from the copyright holder(s).

PLAGIARISM

The University Senate defines plagiarism as “*presenting, whether intentionally or not, the ideas, expression of ideas or work of others as one’s own.*” This can include:

- reproducing or paraphrasing portions of someone else’s published or unpublished material, regardless of the source, and presenting these as one’s own without proper citation or reference to the original source;
- submitting a take-home examination, essay, laboratory report or other assignment written, in whole or in part, by someone else;
- using ideas or direct, verbatim quotations, or paraphrased material, concepts, or ideas without appropriate acknowledgment in any academic assignment;
- using another’s data or research findings;
- failing to acknowledge sources through the use of proper citations when using another’s works and/or failing to use quotation marks;
- handing in "substantially the same piece of work for academic credit more than once without prior written permission of the course instructor in which the submission occurs."

Plagiarism is a serious offence that cannot be resolved directly by the course’s instructor. The Associate Dean of the Faculty conducts a rigorous investigation, including an interview with the student, when an instructor suspects a piece of work has been plagiarized. Penalties are not trivial. They can include a final grade of "F" for the course.

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Be aware that in language courses, the following are considered to be acts of plagiarism:

- copying or paraphrasing from any source (paper or electronic) including online translators, without quotation mark and or appropriate referencing;
- having someone else compose all or parts of your assignment;
- passing off someone else’ oral or written assignment/presentation as your own.

REQUESTS FOR ACADEMIC 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 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