

## COURSE OUTLINE

(Provisional version – dates and assignment details to be added)

Contents :	
1. Course description and objectives	page 1
2. Distribution of marks	page 2
3. Requires and recommended texts	page 2
4. Activities, assignments, quizzes, tests and assessments	page 3
5. Course requirements and other information	page 4
6. Important dates	page 5
7. Faculty regulations: Accommodations and Plagiarism	page 5

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**Office:** 1621 DT (phone 613-520-2600 ext. 2193)

**Office hours :** Wednesday 13:30-15:00 hrs (Drop-in)  
Online hours : TBA  
At other times by appointment.

Please note that I will respond to queries on cuLearn discussion, usually within 3 days.

- Communications about class-related information should be done via cuLearn “Ask the instructor”. If such questions are sent to my personal email, you will be asked to repost it to the forum above before it is answered.
- Communications of a personal or urgent nature should be done via my Carleton email (above)

### Course description and objectives

#### Calendar Description : FINS 3105 Written Comprehension II

Reading knowledge for academic purposes. Advanced reading strategies. Individual reading in the student’s specialization. Given in English. No auditors.

\*Students wishing to acquire oral comprehension and expression or writing skills in French should check their placement level and register in FREN 1001, 1002, 1100 or FINS 2205 or 3205 if offered and available.

#### Prerequisite:

FINS 2105 or permission of the Department. Precludes additional credit for FREN 1006 (20.106). **Not open to beginners or bilingual students.**

#### Permission of the department:

You must have the prerequisite of FINS 2105 OR be at the appropriate language level in order to take this course. For people without FINS 2105, your instructor will verify your preregistration assessment tests, your assessment assignment as well as your first discussion post, and will contact you via email if necessary. Please complete your first discussion post and submit your assessment assignment (see First Steps in cuLearn) immediately and check your emails during the first two weeks.

**\*\*\* Note: This course is not open to beginners, bilingual students or francophones. Permission to remain in this course may be refused if the student is not at an appropriate level for the course.**

**Course description:** This course is taught entirely in English and trains students to demonstrate precise reading comprehension of French texts through translation into English. The course is open to intermediate readers, for students having completed FINS 2105 or for those with some previous background in French. It should be noted that reading is a skill

# French Interdisciplinary Studies FINS 3105 Winter 2019

that is learned individually and requires a lot of practice and memory work. Students must be prepared to work independently, steadily and frequently on the material (30 minutes, several times a week), to practice interpreting vocabulary and structures. It is important to watch the lectures early in the week and to complete the exercises in writing, and without consulting dictionaries or reference materials before viewing the correction files so students can identify their problem areas and address them in a timely manner.

## Course objectives and outcomes:

**Objectives:** In this course students will learn the elements of grammar and strategies required to read general, academic and specialized documents, as well as to detect nuances, hypotheses and implications made in such texts. They will learn to read materials in their own field of specialization and acquire the vocabulary of that field. They will demonstrate their knowledge by translating the contents of these documents into 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 1000-2000 words or more without using dictionaries or other reference materials. They will be able to confirm or deny any statement attributing information to such a document.

**Outcomes:** Express accurately, in English, 80-100% of the contents of general, scientific, technical or academic written documents in French without having to use reference materials or translators. Verify if any information that is referenced to this type of document is correct.

## 2. Distribution of Marks

\*\* DATES FOR ASSESSMENTS WILL BE ANNOUNCED BY THE FIRST WEEK OF JANUARY

Reading activities via <a href="http://www.video-tech.ca">www.video-tech.ca</a> , weekly (10 activities @ 1%)	10
Participation (in 3 discussion forums)	5
Mini assignments (2) to upload	10
Online quizzes via cuLearn (2)	10
Midterm test and Reading assignment assessment (on site)	35
Final Examination* (on site)	30
<b>TOTAL</b>	<b>100</b>

1. N.B. Failure to submit an appropriate article and complete the reading assignment, albeit late, by the last day of classes at the latest **will result in a failure in the course for incomplete course work.**
2. Note: No dictionaries or other memoranda may be used in tests, the reading assessment or examinations
3. The final examination will take place on the date and location announced in the official schedule available at <http://www.carleton.ca/cu/programs/exam/index.html>.

## 3. Required texts:

### *FINS 3105 Course Manual*

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

Note: Materials for the first week and additional reading material or exercises will be posted on cuLearn.

### Recommended texts:

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)*

Dictionaries : Bilingual English-French /French- English and English only

Any adequately-sized dictionary, academic version. *Le Robert Collins* Senior edition **or** any other appropriate bilingual dictionary, containing **at least** 60,000 entries, and preferably twice that many is a lifetime investment for under 100\$. However, you may use the dictionaries on reference in the MacOdrum Library or online dictionaries if

you do not wish to buy one. A good English dictionary (Webster or Gage) is also highly recommended. In this course you may also have to use specialized dictionaries (French, English and bilingual) to find the correct terms for your reading assignment.

### **4. Activities, assignments, quizzes, tests and assessments**

- 1) **Reading activities:** Reading activities (self-grading) will be made available each week on [www.video-tech.ca](http://www.video-tech.ca). Instructions for joining are in cuLearn under First Steps.. Reading activities in VideoTech open on Monday mornings and are due the following Sunday at 23:55 hrs. You may complete them at any time during the week. Note: once you start an activity, you must finish it and submit in one go. Do not close or refresh your browser until you have completed and submitted the activity. There will be no reading activity during the study break.
- 2) **Online quizzes:** There will be 2 online quizzes delivered through cuLearn. These are multiple choice self-grading quizzes, that are available over 26 hours, opening at 14:00 hrs on the Sunday and closing at 16:00 hrs. on the Monday. They may be started whenever it is convenient for you during that period. Once you start a quiz you must finish it during the allotted time period, please plan your start time accordingly.
- 3) **Assignments (online):** There are 3 assignments to complete at home by hand and submit. The first one, the honour pledge, is not for grades, but must still be submitted to open the other assignments. These assignments must be handwritten, scanned or photographed and submitted to cuLearn in a **single pdf file**. Please make sure that you know how to do this before the deadline for the first graded assignment.
- 4) **Discussion forums:** There will be 3 discussion forums over the term. Each will have specific instructions for your posts. You are strongly encouraged to read everyone's posts and comments/make suggestions.
- 5) **Reading Assignment and assessment:** This consists of the selection and preparation of a text chosen in the student's field of study at Carleton. Students will be required
  - o **to choose** their own text and get it approved by the instructor (by January end),
  - o **to submit** a specially prepared copy of that text (by mid-February)
  - o **to enter one discussion post based on that text (end February-mid March)**
  - o **to translate** portions of / **to answer questions on** that text during the assessment session (March).You may start looking for text as of the first day of class and submit your selections right away. The passage of text chosen must be no less than 3000 words and chosen by the student in his/her field of study. It must be chosen from an article or book written originally in French and which does not exist in an English translation. Federal government publications and texts from other such sources are not allowed as they often exist in translation. (*Note: a special lecture video will be dedicated to explain the procedures for this assignment*).  
**The article for this assignment must be submitted and the assessment completed in order for a student to pass the course.** Failing the assignment itself, may still allow a passing grade. However, **failure to complete this assignment will result in failure in the course, even if numerically the grades for tests, midterms, participation and exams result in a potential passing grade.**
- 6) **Grading on written tests and assignments:** You are expected to translate texts in their entirety. On the translation portions. marks will be deducted for errors in accuracy, for incomplete or incomprehensible sentences, incorrect interpretation of the source text, and for missing segments of text. A maximum of 20% may be deducted from any test or assignment for late submissions, poorly written English (awkward constructions, ambiguous statements, spelling that leads to inaccurate interpretation of content, etc). For the reading assignment, marks will also be deducted for late or incomplete submissions of articles, as well as for missing the official assessment date. PLEASE follow the guidelines on cuLearn on how to select, get approval and submit your reading assignment.
- 7) **Plagiarism** (see below as well): You will be making a pledge that all the work you submit will be done by you, and only you. For tests or assignments that you complete in un-proctored settings, you may not consult any materials or persons for help. Please be aware that direct copying from translation software or from other people's work is a form of plagiarism and it is quite easy to detect as well. Thank you for respecting the educational goals of the course and the institution.

## **5. Course Requirements and other information**

- 1) All students are required to consult the course website which is the primary source for all information: the definitive course outline, test dates and online tests, grammar and lecture notes, additional readings for class, questions to the instructor, grades etc. Any other information will be posted in the News forum and will be emailed out to all students.
- 2) Dictionaries, notes, other memoranda or reference materials are NOT permitted for the written test, the reading assignment or the final examination. A small vocabulary list of specialized words will be provided at the back of the examination or test paper. No vocabulary will be provided for the individual reading assignment.
- 3) Accommodation for tests: any request for religious accommodations must be submitted in writing (by email) to the Instructor as early as possible and **at least two weeks in advance of the test date.**
- 4) Accommodations for the Final examination: any request for accommodations for the Final examination must be made to Examinations Office
- 5) Students **MUST** write all tests in order to obtain a grade for the test. **\*\* (see note below)**
- 6) Students **MUST** complete the reading assignment assessment **and** the final examination in order to pass the course. **\*\* (see note below)**

\*\*\* Note:

- If, due to unforeseen circumstances, a student is unable to write a test or a quiz, there will be no accommodation as far as scheduling a make-up test or examination. If an email request is sent to the instructor **within 48 hours of the missed test**, the corresponding percentage will be added to the final examination, making it worth proportionally more. Otherwise, the grade will be 0 for that test.
- If the final examination is missed, students must contact the registrar with the appropriate documentation to request a deferred examination.
- If, due to unforeseen circumstances, a student is unable to complete the reading assignment and be assessed at the specified time, an email request, with proper justification must be sent to the instructor prior to the assessment time or within 48 hours after the assessment time. There will be ONE written make-up session scheduled to accommodate all such cases. A late penalty may be applied to such cases. Students are responsible for making arrangements to attend that session. No further accommodations will be made.

## **6. IMPORTANT DATES:**

TBA

## **7. FACULTY REGULATIONS : ACCOMMODATIONS AND PLAGIARISM**

### **PLAGIAT (PLAGIARISM)**

#### *Instructor's note : 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, there are acts of plagiarism specific to language courses:*

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

- *copying from any source (voice, paper or electronic) including online translators;*
- *paraphrasing from any source (voice, paper or electronic) including online translators, without quotation marks and/or appropriate referencing;*
- *having someone else compose all or parts of your assignment;*
- *passing off someone else's oral or written assignment/presentation as your own;*
- *reusing or repurposing your own assignments from previous coursework without appropriate referencing.*

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

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.

## ACCOMMODEMENTS (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](http://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](http://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](mailto: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](http://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 is 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](http://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](http://students.carleton.ca/course-outline)

## PROPRIÉTÉ INTELLECTUEL (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. EXAMENS (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/>