

FRENCH 1001, French 1

SECTION A, Fall 2020

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

Course Schedule:	Monday, Tuesday & Thursday, from 11:35 pm to 1:30 pm (Ottawa time)
Date:	September 09 – December 11, 2020
Classroom:	online course via cuLearn and BBB (available on course page)
Instructor:	Soumaya Neggaz
Office Hours:	online, Wednesdays from 11:30 am to 1:30 pm (Ottawa time) & by appointment
Communication:	email <i>I will try to respond to emails within 48 hours. I may or may not respond to emails on the weekend.</i>
Email:	soumayaneggaz@cunet.carleton.ca
Course coordinator:	francine.benny@carleton.ca

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 class are not guaranteed a space in the program if a change of level is required upon confirmation of 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.
- Students cannot go backwards in a sequence of levels in language courses.
- A change of level will only be taken into consideration if a recommendation form is submitted by the instructor to the French Department Office within 24 hours. Enrolment permitting, recommended changes will be considered by the French Department Office until September 21st.
- Please note that the following students will not be permitted to remain in this course: students who are francophone; 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 advanced 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.

REGISTRATION

As per official regulations in the Undergraduate Calendar, September 23rd is the "Last day for registration and course changes in Fall courses.

ONLINE COURSE DETAILS

Computer and Internet Recommendations:

- A laptop or desktop computer with (at least) 2G of memory and a 1Ghz processor (any computer bought in the last five years should be fine).
- High-bandwidth Internet connection (DSL/cable, or wireless) to ensure a reliable connection.
- Use either built-in or external camera or external camera with a headset or earbuds to reduce ambient noise.

Definitions:

You will hear the following terms often in the coming weeks. Here are their definition:

- **Synchronous:** synchronous learning means that all students and the instructor participate in the course simultaneously. Participation may occur at the same time and at the same location, or at the same time at multiple locations.
- **Asynchronous:** asynchronous learning means that learning is self-paced and includes homework. Participation occurs at different times and at different locations.

Course proceedings:

- This course will use a both synchronous (*synchrone*) and asynchronous (*asynchrone*) components.
- Asynchronous content will be posted to cuLearn with instructions to guide you and you will be responsible for your learning.
- You will be required to attend synchronous meetings and you must come prepared (having completed the assigned work prior to the class). These meetings will give you the opportunity to practice your oral French and should be attended to the best of your ability. If you have any issues with the synchronous component, contact your instructor as soon as possible.
- Please note that the online format of the course does not change the learning outcomes.

Tips for online learning:

- On cuLearn, you will find links to ressources to assist you in the process of online learning. We recommend that you consult these and complete the *Online Student Success Module* available on cuLearn prior to starting the class.

○ Course Description, Course Expectations and Learning Outcomes

COURSE 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.
- **Prerequisite(s):** placement test on Carleton Central before registering. Lecture six 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.
- Students will learn to listen, repeat, understand, and use the language in its spoken context without recourse to notes, dictionaries, written text, or English.
- This is an online course with synchronous and asynchronous components. Synchronous (virtual) group meetings will occur during the course scheduled days and hours (Ottawa time). Exact frequency and times of the synchronous components will be posted on the course page (with a **minimum** of 50% synchronous). Students are expected to **be available during the days and times** indicated upon registration for the course.
- **Synchronous component (virtual meetings):**
The focus will be on training the ear to “hear” and reproduce patterns and meaningful sounds (words, sentences, questions) while respecting the rhythm and the intonation of French spoken. Students will be exposed to vocabulary and basic grammar in context and will learn to use them orally. Students will have to share their learning with peers and reflect on their learning. Formal assessments and office hours will also be conducted during this component of the course. The virtual meetings (synchronous learning) will be held in via BBB (available on the course page). (further details of the synchronous component is provided on the course page)
- **Asynchronous component (online mini lessons):**
The focus will be on introducing the vocabulary and the grammatical structures required to successfully converse during the synchronous component of the course. These mini lessons are to be completed outside class hours and before the scheduled synchronous component of the course. The mini lessons (asynchronous learning) will be on cuLearn. (further details of the asynchronous component is provided on the course page)

COURSE EXPECTATIONS

- **General:**

This is a language course and requires memorization and the ability to produce oral language quickly and without notes or references. In order to increase progress and for success in this intensive course, students will need to

- actively participate in pairs or larger groups orally both *during and outside class hours*
- and engage independently in language learning by spending a minimum of 6-9 hours a week studying the material provided in the lessons *outside class hours* and **before** the *in-class lessons* (virtual meeting).

- **Attendance:**

Since dates, days, and hours of classes have been made available to students upon registration, **students are expected to be available for each class** (virtual lessons), and **for the duration of the course**. (see *Attendance & Participation* under **2. Evaluation** for further details)

- **Emails:**

As per university policies, students must **only** communicate (send emails) to professors via **their Carleton account** and ask course-related questions in the *Ask Your Instructor* forum on cuLearn. (I will not reply nor acknowledge emails sent via other accounts).

- **Language of instructions:**

Students and instructors are expected to speak in French in the classroom. New information will be presented orally in class and in French. As this is an introductory course to the French language, English can also be used to clarify the new information. All administrative information related to assessments (portfolio, recitations, exams, etc.) will be delivered in English such that expectations are clearly understood before the assessment.

LEARNING OUTCOMES

At the end of this course, the student is expected to be at or above the A1 Level of the Common European Framework of Reference for languages. As a result, they will have developed their listening, speaking, reading, and writing proficiency skills in French, as well as their cultural knowledge. Successful students should be ready to take the next course (FREN 1002).

At the end of the course the student should be able (*at an introductory/beginner level*):

- **Oral skills:**

- Oral Expression (*talking*)
 - to **produce** utterances (*at a basic level*) about yourself & your everyday life, someone else & their everyday life, familiar objects, and familiar places.
- Oral Comprehension (*listening*)

- to **understand** utterances (*at a basic level*) about yourself & your everyday life, someone else & their everyday life, familiar objects, and familiar places.
- **Written skills:**
 - Written Expression (*writing*)
 - to **produce** written sentences (*at a basic level*) about yourself & your everyday life, someone else & their everyday life, familiar objects, and familiar places.
 - Written Comprehension (*reading*)
 - to **understand** written sentences (*at a basic level*) about yourself & your everyday life, someone else & their everyday life, familiar objects, and familiar places.
- **Grammar skills:**
 - Tenses
 - to use the *Présent (de l'Indicatif)* as well as introduce the *Conditionnel Présent (for wishes)*, *Passé Composé* & *Futur Proche*
 - Types of Sentences
 - to identify & use the different types of sentences;
 - to use/formulate simple affirmative, declarative, and imperative sentences;
 - to use/formulate simple interrogative sentences by using common interrogative words;
 - to use/formulate simple negative sentences by using the simple common negatives.
 - Parts of Speech
 - to identify & use the various parts of the speech;
 - to know the different types of verbs;
 - to know the subject-verb, noun-determinant, noun-preposition, and noun-adjective agreement;
 - to know the place of the determinant, preposition, and adjective in relation to the noun in a sentence;
 - to know how to use common adverbs and conjunctions;
 - Generic
 - to place words into a sentence using the correct word order;
 - to know when to capitalize or not;
 - to not translate from English to French.
- **Phonetics:**
 - the oral vowels (é, er, ez), (è, ê), (u, û), (ou, où)
 - the nasal vowels
 - the pronunciation, liaison, elision & fluidity

2. Evaluation

- **Grade distribution:**

Fall 2020	(100%)
Oral	70%
Portfolio Check and feedback will be provided throughout the term. A final mark will be given at the end of term	25% - oral comprehension: 5% - grammar: 5% - reading & pronunciation: 5% - vocabulary: 5% - oral expression: 5%
5 Recitations	30% 21 sept : oral expression: 6% 30 Sept: oral expression : 6% 12 Oct: oral expression: 6% 19 Oct: oral expression: 6% 19 Nov: oral expression: 6%
Oral exam	15% 3 Dec: oral expression: 15% (Reading)
Written	30%
4 Texts	20% 24 sept: grammar test: 5% 13 Oct: written comprehension: 5% 21 Oct: written comprehension: 5% 12 Nov: grammar test: 5%
Written Exam	10%

- **No extra credit policy:**

For reasons of impartiality and fairness to all students, **no extra-credit work** will be granted as to increase a grade judged too low. Students will be graded according to the section of “Grade distribution” outlined in this syllabus.

- **Portfolio**

- The portfolio must be submitted by the due date specified on the course page.
- Excuses related to problems with computers or printers will not be accepted, particularly on the day of submission (please plan ahead to be available on those dates for the whole day to submit your portfolio).
- If a student misses a portfolio **for a duly documented justified reason**, the missed portfolio will be re-scheduled only **once** within the following week **only**.
- Should no justified documentation be provided, **a grade of 0** will be assigned to the missed portfolio.
- If a student misses the re-scheduled portfolio, a **grade of 0** will be assigned to the missed re-scheduled portfolio. There will be no grade adjustments for missed portfolio as they **are compulsory and must be submitted**.
- If a student is to miss a portfolio for a religious reason, **an email must be sent to the instructor at least one week in advance**. A request for an extension at the last minute will **not** be granted.

- **Recitations (5 Oral):**

- Students must record and submit their recitations online on the date and within the time scheduled in order to obtain a grade for the recitation. The tentative dates for the recitations are provided in the *Distribution of Grades* in this Syllabus.
- Excuses related to problems with computers or printers will not be accepted, particularly on the day of submission (please plan ahead to be available on those dates for the whole day to record and submit your reading and recitation).
- If a student misses a recitation **for a duly documented justified reason**, the missed recitation will be re-scheduled only **once** within the following week **only**.
- Should no justified documentation be provided, **a grade of 0** will be assigned to the missed reading or recitation.
- If a student misses the re-scheduled recitation, a **grade of 0** will be assigned to the missed re-scheduled recitation. There will be no grade adjustments for missed recitation as they **are compulsory and must be submitted**.
- If a student is to miss a recitation for a religious reason, **an email must be sent to the instructor at least one week in advance** (where the recitation will be re-scheduled only once and within the following week only). A request for an extension at the last minute will **not** be granted.

- **Texts (4 Written)**
 - Students must submit their text online on the date and within the time scheduled in order to obtain a grade for the text. The tentative dates for the texts are provided in the *Distribution of Grades* in this Syllabus.
 - Excuses related to problems with computers or printers will not be accepted, particularly on the day of submission (please plan ahead to be available on those dates for the whole day to submit your text).
 - If a student misses a text **for a duly documented justified reason**, the missed text will be re-scheduled only **once** within the following week **only**.
 - Should no justified documentation be provided, **a grade of 0** will be assigned to the missed text.
 - If a student misses the re-scheduled text, a **grade of 0** will be assigned to the missed re-scheduled text. There will be no grade adjustments for missed text as they **are compulsory and must be submitted**.
 - If a student is to miss a text for a religious reason, **an email must be sent to the instructor at least one week in advance**.

- **Attendance & Participation:**
 - Attendance and participation are highly recommended, because this course is practical in nature and missing classes or not participating during class correlates to losing valuable French-speaking practice hours.
 - Students who do not come to class nor actively participate on a regular basis can be expected to struggle to master the material which can result in either a low or failing grade.
 - The student can only benefit from this course if they consistently attend, actively participate during class hours, and invest time outside class hours to review and practice the learned content.
 - Attendance does not mean participation. Someone can attend a class without participating. No points are assigned for attendance.
 - Since students are **expected to attend every virtual meeting** (synchronous classes), it will be the **student's responsibility** to inquire with a classmate the material missed. It is **not the instructor's** responsibility to repeat or ensure that the information relayed during those sessions to students who did not attend the virtual session via email inquiries. The instructor will repeat the information missed **if a justified reason is provided** for the absence (via a one-on-one virtual session with the student and not via email).

- **End of Semester Oral Examination (December):**
 - The oral exam is cumulative in content.
 - Students must record and submit their oral exam online on the date and within the time scheduled in order to obtain a grade for the oral exam. The tentative date for the oral exam is provided in the *Distribution of Grades* in this Syllabus.

- Excuses related to problems with computers or printers will not be accepted, particularly on the day of submission (please plan ahead to be available on that date for the whole day to record and submit your oral exam).
- If a student misses the oral exam **for a duly documented justified reason**, the missed oral exam will be re-scheduled **only once** and **before** the scheduled written exam.
- Should no justified documentation be provided, a **grade of 0** will be assigned to the missed oral exam.
- If a student misses the re-scheduled oral exam, a **grade of 0** will be assigned to the missed re-scheduled oral exam. There will be no grade adjustments for the missed oral exam as the **oral exam is compulsory**.
- If a student is to miss the oral exam for a religious reason, **an email must be sent to the instructor at least one week in advance** (where the oral exam will be re-scheduled only once before the written exam). A request for an extension at the last minute will **not** be granted.

- **End of Semester Written Exam (December):**
 - The written exam is cumulative in content.
 - Students must submit their written exam online on the date and within the time scheduled in order to obtain a grade for the oral exam. The tentative date for the written exam will be provided by the Exam and Scheduling Office.
 - Excuses related to problems with computers or printers will not be accepted, particularly on the day of submission (please plan ahead to be available on that date for the whole day to complete and submit your written exam).
 - The written exam **abides by the university exam**.
 - All deferral requests have to go through the registrar's office, refer to [Deferred Exams](#).

- **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.
 - Excuses related to problems with computers or printers will not be accepted, particularly on the day of submission (please plan ahead to be available on that date for the whole day to complete and submit your formal exams).
 - **No formal examinations will be informally accommodated**. All deferral requests have to go through the registrar's office, refer to [Deferred Exams](#).

- **Passing expectations:**

In order to pass the course, students must be able to meet at least basic expectations detailed in the Learning Outcomes 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.

- **Requirements for written and oral work:**
 - Written submissions must be in the required Word format and follow the stated guidelines and must be submitted via the cuLearn tool (each written assessment will have the guidelines defined on the course page).
 - No handwritten assignments will be accepted.
 - Oral submissions (recordings) must be submitted via the cuLearn tool (each oral assessment will have the instructions defined on the course page).
 - Submission of an oral or written assignment in an external format will not be accepted.
 - Any assignment (oral or written) sent via email or fax will not be accepted.

3. Course Material

COURSE MANUALS

- Escoufier, Dorothée, *Communication progressive du français, A1.1 niveau débutant complet*, CLE International, last édition, Paris.

Address:

Librairie du Soleil, 33 rue George

Ottawa (ON) Canada K1N 8W5

Téléphone: (613) 241-6999

<https://dusoleil.leslibraires.ca/livres/communication-progressive-du-francais-a1-1-9782090382105.html>

OTHER COURSE MATERIALS

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

4. Other Faculty Regulations

INTELLECTUAL PROPERTY & COURSE SHARING WEBSITES

- Students registered in my 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 MY express written consent as I am the copyright holder.
- “All slides, presentations, handouts, tests, exams, and other course materials created by the instructor in this course are the intellectual property of the instructor. A student who ***publicly posts or sells an instructor’s work, including video or audio recording of a class, without*** the instructor’s express consent, may be charged with misconduct under Carleton's Academic

Integrity Policy and/or Code of Conduct, and may also face adverse legal consequences for infringement of intellectual property rights.”

PLAGIARISM & ACADEMIC INTEGRITY

- 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 work 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.

- 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,
 - 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;
 - reusing or repurposing your own assignment from previous coursework without appropriate referencing.

- For more information on academic integrity, please contact your departmental administrator or visit
 - [Academic Integrity at Carleton](#)
 - [Academic Integrity Policy at Carleton](#)

REQUESTS FOR ACADEMIC ACCOMMODATIONS

Carleton University is committed to providing access to the educational experience in order to promote academic accessibility for all individuals.

Academic accommodation refers to educational practices, systems and support mechanisms designed to accommodate diversity and difference. The purpose of accommodation is to enable students to perform the essential requirements of their academic programs. At no time does academic accommodation undermine or compromise the learning objectives that are established by the academic authorities of the University.

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, see the [Student Guide to Academic Accommodation](#).
- **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, see the [Student Guide to Academic Accommodation](#).
- **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. For more information visit the [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 [Sexual Assault Support Services](#).

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. For more information visit [Accommodation for Student with Activities Policy](#)