

FRENCH 1001, French 1 Intensive
SECTION (A) Fall 2021

Course Schedule:	Monday, Tuesday & Thursday from 11:35 am to 1:25 pm (Ottawa time): Monday: 11:35 – 12:35 (synchronous meeting) 12:35 –1:25 (asynchronous activities) Tuesday: 11:35 –12:35 (synchronous meeting) 12:35 –1:25 (asynchronous) Thursday: 11:35 –1:25 (synchronous meeting)
Date:	September 08 – December 10, 2021
Classroom:	Online course via Brightspace and Zoom (available on course page)
Instructor:	Nesrine EL-ZINE
Office Hours:	Online (via Zoom): Mondays from 10:30 am to 11:30 pm (Ottawa time) Tuesdays from 10:00 am to 11:00 am (Ottawa time) & By appointment email
Communication:	<u>Email via Carleton Account only. I will not reply to any external emails.</u> I will do my best to reply within 48 hours of receiving your message. <u>Please note that no correspondence will occur on weekends.</u>
Email:	NesrineElZine@cunet.carleton.ca
Course coordinator:	francine.benny@carleton.ca

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

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 17.

- 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 22 is the "Last day for registration and course changes in Fall courses.

ONLINE COURSE DETAILS

STUDENTS ARE EXPECTED TO READ MATERIAL AND PROFESSORS ARE NOT REQUIRED TO REPEAT INFORMATION ALREADY PROVIDED AND DISCUSSED.

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 is 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 Brightspace 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 Brightspace, you will find links to resources to assist you in the process of online learning.

1. 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. Oral interaction required.
- **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 Zoom (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 specified on Brightspace on a weekly basis.

COURSE EXPECTATIONS

- **General:**

This is a language course and requires memorization and the ability to produce oral language quickly and without notes or references. 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 *Participation* under *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 (quizzes, 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

2. EVALUATION

- Grade distribution:

Oral & Written	100%	Dates / percentage
Participation 	10%	1) The entier semester (7%) 2) Attending & actively participating (<u>Twice/Term with a brief report of your active participation</u>) in the <i>Service de soutien</i> (3%)
Dictation - Dictée (4) 	20%	1) Mon. 09/27/2021 (5%) 2) Mon. 10/18/2021 (5%) 3) Mon. 11/22/2021 (5%) 4) Mon. 12/06/2021 (5%)
Listening Quiz - Compréhension Orale (4) 	20%	1) Mon. 09/27/2021 (5%) 2) Mon. 10/18/2021 (5%) 3) Mon. 11/22/2021 (5%) 4) Mon. 12/06/2021 (5%)
Reading – Lecture (3) 	15%	1) Thu. 09/23/2021 (5%) 2) Thu. 10/21/2021 (5%) 3) Thu. 12/02/2021 (5%)
Oral Quiz (1) Description of a photo- Expression Orale 	5%	Thu. 11/18/2021
Final Oral Exam 	15%	<i>The professor will schedule the groups distribution at the end of November and post it on Brightspace. <u>This schedule will not be available on Carleton Central.</u></i> Tue. 12/14/2021 Thu. 12/16/2021
Final exam Compréhension Orale/ Dictée/ Expression écrite 	15%	Exam in December during exam period – date posted <u>online by Carleton in October</u>

- **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.
- **Dictations (4) :**
 - Students must perform the dictations online on the date and within the time scheduled in order to obtain a grade for the dictations. The tentative dates for the dictations 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 the dictations (please plan ahead to be available on those dates for the whole day to complete your dictations).
 - If a student misses a dictation *for a duly documented justified reason*, the missed dictation 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 dictation.
 - If a student misses the re-scheduled dictation, a *grade of 0* will be assigned to the missed re-scheduled dictation. There will be no grade adjustments for missed dictations as they *are compulsory and must be submitted*.
 - If a student is to miss a dictation for religious reason, *an email must be sent to the instructor at least one week in advance of the upcoming religious day*.
- **Quizzes (1 Oral & 4 Listening):**
 - Students must perform the quizzes online on the date and within the time scheduled in order to obtain a grade for the quizzes. The tentative dates for the quizzes 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 the quizzes (please plan ahead to be available on those dates for the whole day to complete your quizzes).
 - If a student misses a quiz *for a duly documented justified reason*, the missed quiz 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 quiz.
 - If a student misses the re-scheduled quiz, a *grade of 0* will be assigned to the missed re-scheduled quiz. There will be no grade adjustments for missed quizzes as they *are compulsory and must be submitted*.
 - If a student is to miss a quiz for religious reason, *an email must be sent to the instructor at least one week in advance of the upcoming religious day*.
- **Reading (4 Oral):**
 - Students must record and submit their readings online on the date and within the time scheduled in order to obtain a grade for the reading. The tentative dates for the readings 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).

- If a student misses a reading *for a duly documented justified reason*, the missed reading 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.
 - If a student misses the re-scheduled reading, *a grade of 0* will be assigned to the missed re-scheduled reading. There will be no grade adjustments for missed readings as they *are compulsory and must be submitted*.
 - If a student is to miss a reading for a religious reason, *an email must be sent to the instructor at least one week in advance* (where the reading 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.
- **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. However, points are assigned for participation. **Actively participating in the class activities, conversations, and answering the questions will go towards the participation marks. Also, students are recommended to enroll themselves and actively participate in the Service de Soutien** (For further details, follow the link: <https://carleton.ca/french/services-resources>)
 - 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 (In pair- December):**
 - The oral exam is cumulative in content.
 - The tentative date for the oral exam is provided in the Distribution of Grades in this Syllabus.
 - Students must present their Final Oral Exam in pair. *The professor will schedule the groups distribution at the end of November and post it on Brightspace. This schedule will not be available on Carleton Central.*
 - 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 documentaton 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 Final exam). A request for an extension at the last minute will *not* be granted.

- **End of Semester Final Exam (December):**
 - The Final exam is cumulative in content.
 - Students must submit their Final exam online on the date and within the time scheduled in order to obtain a grade for the Final exam. The tentative date for the Final 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 Final exam).
 - The Final 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 the course:**

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 Brightspace 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 Brightspace 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 MANUELS

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

The textbook may be purchased through the Librairie du Soleil bookstore <https://dusoleil.leslibraires.ca/> or through any other retailer.

Adresse : 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

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).

“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 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

Carleton is committed to providing academic accessibility for all individuals. Please review the processes for academic accommodation request.

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 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 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.

SPECIAL INFORMATION PANDEMIC MEASURES

- All members of the Carleton community are required to follow COVID-19 prevention measures and all mandatory public health requirements (e.g., wearing a mask, physical distancing, hand hygiene, respiratory and cough etiquette) and mandatory self-screening prior to coming to campus daily.
- If you feel ill or exhibit COVID-19 symptoms while on campus or in class, please leave campus immediately, self-isolate, and complete the mandatory symptom reporting tool. For purposes of contact tracing, attendance will be taken in all classes and labs. Participants can check in using posted QR codes through the cuScreen platform where provided. Students who do not have a smartphone will be required to complete a paper process as indicated on the COVID-19 website.
- All members of the Carleton community are required to follow guidelines regarding safe movement and seating on campus (e.g., directional arrows, designated entrances and exits, designated seats that maintain physical distancing). In order to avoid congestion, allow all previous occupants to fully vacate a classroom before entering. No food or drinks are permitted in any classrooms or labs.
- For the most recent information about Carleton's COVID-19 response and required measures, please see the University's COVID-19 webpage, and review the Frequently Asked Questions (FAQs). Should you have additional questions after reviewing, please contact covidinfo@carleton.ca
- Please note that failure to comply with University policies and mandatory public health requirements and endangering the safety of others are considered misconduct under the Student Rights and Responsibilities Policy. Failure to comply with Carleton's COVID-19 procedures may lead to supplementary action involving Campus Safety and/or Student Affairs.