

## FRENCH 1001, French 1

### SECTION D, Winter/Fall 2021-2022

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

Course Schedule:	Wednesdays & Fridays, from 13:05 pm to 14:25 pm (Ottawa time)
Date:	September 09, 2021 – April 07, 2022 (full year course) (must be registered in the <u>same</u> section for <b>BOTH</b> the Fall & Winter semesters)
Classroom:	blended course via Brightspace (asynchronous) and BBB (synchronous)
Instructor:	Ann Kabo
Office Hours:	online, Fridays from 11:30 am to 12:30 pm (Ottawa time) & by appointment
Communication:	Carleton email <b>ONLY</b> --- I will <b>not</b> reply to any external emails
Email:	<a href="mailto:annkabo@cunet.carleton.ca">annkabo@cunet.carleton.ca</a> I will try to respond to emails within 48 hours from Monday to Friday until 3 pm. I may or may not respond to emails on the weekend.
Course coordinator:	<a href="mailto:francine.benny@carleton.ca">francine.benny@carleton.ca</a>

### 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 Sept 17th.
- 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 22nd is the "Last day for registration and course changes" in Fall/Winter courses.

## 1. Course Description & Structure

### COURSE DESCRIPTION (French 1)

- 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 three hours a week.

### EXPANDED DESCRIPTION (French 1)

- 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 points 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.

### COURSE STRUCTURE

- In online courses, students interact with the instructor, course materials and other students completely online. Some elements of the course may be self-paced and are therefore asynchronous; other elements may require students and instructor to meet online at a specified time using a synchronous learning tool. Combining these elements creates blended courses. A blended course is an online course where there is a mixture of asynchronous activities and synchronous meetings.
- **Synchronous** learning means that all students and the instructor participate in the course simultaneously in real-time. Participation may occur at the same time and at the same location, or at the same time at multiple location.
  - This component means that students need to be prepared to meet online via web conferencing tools at scheduled days and times.
  - Students are expected to attend these groups meetings at the scheduled times and days and for the whole duration of the course as indicated when registered for the course.
- **Asynchronous** learning means that learning is self-paced and includes homework. Participation occurs at different times and at different locations.
  - This component is intended to provide flexibility to students when the class is not meeting synchronously.
  - Students are expected to remain up to date with the deadlines and due dates provided by the instructor.
- These courses require reliable high-speed Internet access and a computer (webcam optional), and a **headset with a microphone** (to minimize noise during the virtual meetings).

- The FREN 1001 course is a **blended course** that consists of an asynchronous (self-paced) and a synchronous (real-time) component. The course content will be delivered asynchronously through the learning management system Brightspace and synchronously through the web conference tool BBB.
  - Learning the material in this course involves completing some asynchronous learning followed a synchronous learning and then followed by some more asynchronous learning.
  - To fully benefit from this course, time must be invested in completing the asynchronous activities by the dates specified as well as actively participating on a regular basis in the synchronous meetings.
- The FREN 1001 course is a **full year** course. That is, students must register in the **same** section for **both** semesters. This also means that there will be 2 course pages: a course page for the fall semester and a different course page for the winter semester.

### SYNCHRONOUS LEARNING

- In the synchronous component of the course, you will be accessing the course content at specific times via the web conferencing tool BBB (available on the course page).
- This portion of the course will consist of virtual group meetings (class lectures), office hours (assessment feedback, additional help, ...), and virtual one-on-one meetings (assessment feedback, additional help, ...).
- It is to be noted that the synchronous portion of the course will **not be recorded** (by anyone).
- **Virtual Group Meetings** (class lectures)
  - Class lectures will occur during the course scheduled days and hours (Ottawa time) indicated upon registration (and as stated at the beginning of the Syllabus).
  - Most class lectures will contain Power Points which will be posted the day before (target) the virtual group meeting.
  - The focus of these virtual group meetings will be on training the ear to “hear” and reproduce patterns and meaningful sounds (words, sentences, monologues, dialogues, texts, ...) while respecting the rhythm and the intonation of French spoken as well as activities and short and simple discussions (asking & answering questions).
  - Students will also be exposed to vocabulary and basic grammar in context and will learn to use them orally.
- **Office Hours** (assessment feedback, additional help, ...)
  - Office hours will be 1 hour per week at the time stated at the beginning of the Syllabus.
  - The focus of the scheduled office hours will consist of giving student verbal feedback on assessments, provide any additional help student may require (such as pronunciation, grammar, conversational, ...), and other assistance as required.
  - Please note that feedback on any assessment is **only** provided via the web conference call BBB (and **not** online with the assessment).

- **Virtual One-On-One Virtual Meetings** (assessment feedback, additional help, ...)
  - Virtual one-one-one meetings will be by appointment only and requested by the student via their Carleton email to the instructors Carleton email (where the day and time is mutually agreed).
  - The focus of these one-on-one meetings will be the same as in office hours.

## ASYNCHRONOUS LEARNING

- In the asynchronous component of the course, you will be accessing the course content on your own schedule (outside class hours) via the learning management tool Brightspace.
- This portion of the course will consist of mini-lessons (vocabulary, grammar, questions & answers, homework from the class book), and assessments (assignments, mid-terms, finals).
- Please note that any files (Word Documents, PDFs, audios) are the propriety of the instructor and students are **NOT permitted to distribute or post any course documents** on any media as it violates the copyright laws. Students are permitted to download these files on their personal device for their **personal use ONLY**.
- **Mini-Lessons**
  - Mini-lessons are to be accessed on your schedule but with a deadline for completion. There are 2 types of mini-lessons: **pre-class** mini-lessons which are to be completed **before** the class lecture and **post-class** mini-lessons which are to be completed **after** the class lecture.
  - The mini-lessons that corresponds to the class lecture will be posted at minimum one week before the lecture (and sooner if available). These mini-lessons can include streaming videos, listening to audios, reading posted material, and completing interactive & non-interactive activities.
  - The content of the **pre-class** mini-lessons will contain the vocabulary and some basic grammar (in context). The **post-class** mini-lessons will contain conversational questions & answers (in context) and some homework from the class book.
  - If little or no time is devoted to completing the self-paced activities before & after the class lectures, you may not have acquired the necessary basic skills to fully develop them during the real-time lessons. This can result in a low or failing grade in the assessments. Also note that these self-paced activities will also prepare you for the assessments.
- **Assessments**
  - All assessments are to be submitted online (asynchronously). They have specific due dates. Assessments include assignments, mid-terms, and finals.
  - The description and rubric for each **assignment** (6 of them) will be posted at least a week before the due date. Once posted, the assignment will be open to students to submit anytime during this time frame (students will have the flexibility to submit from the time it is open until it closes).
  - The description and rubric for the **mid-terms** (oral & written) in the fall semester and for the **final exams** (oral & written) in the winter semester will be posted as soon as it is approved by the department.

## 2. Course Expectations

### COURSE EXPECTATIONS

- **General:**

This is a language course and requires memorization and the ability to produce oral language and without notes or references. To increase progress and for success in this 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**. 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 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 (assignments, exams, etc.) will be delivered in English such that expectations are clearly understood before the assessment.

- **Feedback on assessments:**

Feedback on any assessment is only provided via the web conference call BBB (and **not** online with the assessment). Feedback on **assignments** can be provided to students within two weeks after the due date (**target** time to correct, and feedback should be available after that). As per university policies, the oral & written exams in December and April are to be corrected within 10 days after the due date. Feedback will be available after that time frame.

## 3. Learning Outcomes

### 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:**
  - From the class book

## 2. Evaluation

### GRADE DISTRIBUTION

#### Fall Semester = 50% of final mark

	Overview	Oral (70%)	Written (30%)
Assignment #1 – Oct 1	Oral Production	10%	
Assignment #2 – Oct 89	Oral Production <i>Présent de l'Indicatif</i>	10%	
Assignment #3 – Oct 22	Oral & Written Production <i>Présent de l'Indicatif</i>	10%	10%
Assignment #4 – Nov 12	Oral Production <i>Présent de l'Indicatif</i>	10%	
Assignment #5 – Nov 19	Oral & Written Production <i>Présent de l'Indicatif</i>	10%	10%
Assignment #6 – Dec 3	Reflection on Participation	5%	
Fall Oral exam	Mid-term (oral) <i>Exam in December – date to be confirmed in November by instructor</i>	15%	
Fall Written Exam	Mid-term (written) <i>Exam in December – date to be confirmed by Carleton Scheduling</i>		10%

#### Winter Semester = 50% of final mark

	Overview	Oral (70%)	Written (30%)
Assignment #1 – Jan 21	Oral Production <i>Futur Proche &amp; Présent de l'Indicatif</i>	10%	
Assignment #2 – Feb 4	Oral Production <i>Passé Composé &amp; Présent de l'Indicatif</i>	10%	
Assignment #3 – Feb 18	Oral Production <i>Présent de l'Indicatif</i>	10%	
Assignment #4 – Mar 4	Oral & Written Production <i>Futur Proche &amp; Passé Composé</i>	10%	10%
Assignment #5 – Mar 25	Oral & Written Production <i>Présent de l'Indicatif</i>	10%	10%
Assignment #6 – Apr 8	Reflection on Participation	5%	
Fall Oral exam	Final (oral) <i>Exam in April – date to be confirmed in March by instructor</i>	15%	
Fall Written Exam	Final (written) <i>Exam in April – date to be confirmed by Carleton Scheduling</i>		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.

### ASSIGNMENTS

- Students must submit their assignments online on the date and within the time scheduled to obtain a grade for the assignment.
  - The tentative dates for the assignments are provided in the *Distribution of Grades in this Syllabus*.
  - Assignments will **not** be accepted via an email.
- Since the assignments will be *open for submission a minimum of a week* before the due date, excuses related to problems with technology or other situations (due to lack of planning) will not be accepted, particularly on the day of submission as you have at least a week to prepare & submit your assignment.
- Assignments are due on Fridays at 11:59 pm (and not 1 minute later).
  - Please plan ahead of time such that it is in the system by the due time on the due date.
  - Please do not wait at the last hour to submit your assignment (you have at least 1 week to prepare & submit each assignment).
- If a student is to miss an assignment for a religious reason, ***an email must be sent to the instructor at least one week in advance*** (where the assignment will be re-scheduled only once and within the following week only).
  - A request for an extension at the last minute or after the due date will **not** be granted.
- ***Late/Missed Assignments***
  - If a student misses an assignment ***for a duly documented justified reason***, the missed assignment will be re-scheduled only ***once*** within the following week ***only***.
    - These situations will be evaluated on a case per case basis with the approval of the department.
  - Should no justified documentation be provided, ***a grade of 0*** will be assigned to the missed assignment.
  - If a student misses the re-scheduled assignment, a ***grade of 0*** will be assigned to the missed re-scheduled assignment.
    - There will be no grade adjustments for missed assignments as they ***are compulsory and must be submitted***.



### 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 nor ensure 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 or during office hours with the student and not via email).
- Students are also expected to read the material and **professors are not required to repeat information already provided and discussed**.

### END OF SEMESTER ORAL EXAMS (DECEMBER & APRIL)

- 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.
- Excuses related to problems to technology 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.
  - These situations will be evaluated on a case per case basis with the approval of the department.
- 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 EXAMS (DECEMBER & APRIL)**

- 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 technology will not be accepted, particularly on the day of submission (please plan ahead to be available on that date to complete and submit your written exam).
- The written exam ***abides by the university exam policies***.
- 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 technology will not be accepted, particularly on the day of submission (please plan ahead to be available on that date 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**

- 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 & ORAL WORK**

- Written submissions must be in the required Word/PDF format and follow the stated guidelines and must be submitted in Brightspace (each written assessment will have the guidelines defined on the course page).
- No handwritten assignments will be accepted.
- Oral submissions (recordings) must be in an "mp4" format and must be submitted in Brightspace (each oral assessment will have the instructions defined on the course page).
- 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.
  - Please do not purchase the book before you are assessed on the first day of the COURSE (attendance to the first class is mandatory for evaluation)
  - book can be purchased via [here](#) (from the *Librairie du Soleil*)

#### 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 written 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 is committed to providing academic accessibility for all individuals. Please review the [processes for academic accommodation requests](#).

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](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. 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](#).

### **SPECIAL INFORMATION FOR 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](mailto: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.
- For more information on Carleton's COVID-19 policies, please visit the [COVID-19 webpage for students](#).