

FRENCH 1001, French 1

SECTION B, Winter/Fall 2023-2024

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

Course Schedule:	Monday & Wednesday, from 8:35 am to 9:55 am
Date:	September 06, 2023 – April 10, 2024 (full year course) (must be registered in the <u>same</u> section for BOTH the Fall & Winter semesters)
Delivery Mode:	in-class course
Instructor:	Ann Kabo
Office Hours:	<u>Monday</u> from 7:30 am to 8:30 am (Ottawa time) in classroom & by appointment
Communication:	Carleton email ONLY --- I will not reply to any external emails
Email:	annkabo@cunet.carleton.ca 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:	Carmen LeBlanc

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 18th.
- 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 19th is the "Last day for registration and course changes" in Fall/Winter courses.

1. Course Description

- **Calendar 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. Students should note that they cannot go backwards in a sequence of levels in language courses.

Prerequisite(s): placement test on Carleton Central before registering. Lecture three hours a week.

- **Expanded Description (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). Written competence (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. Students practice in pairs or in larger groups orally both in and outside class hours.

2. Course Structure

- **General Course Structure:**

This is an **in-class** course. The course will be 2 classes per week of 1.5 hours each. 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.

- **Office Hours:**

- 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.

3. Course Expectations

- **General Course Expectations:**

This is an oral language course that requires memorization and the ability to produce oral language 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.

- **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, and for the duration of the course.***
- Since not all the information covered during a lesson may be posted on the course page, students who do not attend a lesson may miss out on information relayed during the lesson.
- It is to be noted that all information covered during the lesson and posted on the website can be included in the assessments.
- Since students are ***expected to attend every lesson***, 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 lesson via email inquiries. The instructor will repeat the information missed ***if a justified reason is provided*** for the absence (during office hours or in a mutually agreed time with the student and not via email).
- Attendance will be taken at the beginning of every class. Students arriving late are to inform the instructor at the end of the class as to record attendance as a late arrival (otherwise the attendance will be marked as "absent").
- There is no formal penalty for not attending in class when there is no marked assignment scheduled.

- **Absences:**

- Absences or late arrivals (for any reason, including medical and employment) may result in a student missing an assessment.
- Students are required to inform the instructor via the Carleton account at least the day before the class (or as soon as known) of the lateness or the absence.
- This notification to the instructor is not necessarily a justified excused absence, it is only a courtesy memo.

- **Participation:**

- Attendance does not mean participation. Someone can attend a class without participating. No points are assigned for attendance nor 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.
- 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.
- Students who do attend 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.

- **Homework:**
 - This is a language course and requires memorization and the ability to produce oral language quickly and without notes or references.
 - In order to meet the learning goals, students are expected to engage independently in language learning by spending a minimum of 6-9 hours a week studying the material provided outside class hours (before and after the in-class lesson).
 - Homework does not count for marks/grades.

- **Language of instructions:**
 - Students and instructors are expected to speak in French in the classroom.
 - As this is an introductory course to the French language, English can also be used to introduce and 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.

- **Emails:**
 - As per university policies, students must **only** communicate (send emails) to instructors via **their Carleton account**.
 - I will not reply nor acknowledge emails sent via other accounts.

- **Cell phones and laptops:**
 - Cell phones and laptops must be closed at all times unless you have the teacher's permission to use them.

- **Assessments:**
 - Assessments include quizzes, presentations, mid-terms, and finals.
 - The description and rubric for each **presentation** will be posted at least a week before the due date.
 - 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.

- **Feedback on Assessments:**
 - Feedback on any assessment is provided on the assessment itself and can be provided in person during office hours or at a mutually agreed time and place.
 - 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.

4. Learning Outcomes

- **General 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).

- **Oral Skills:**
 - **Oral Expression (speaking):**
 - To produce utterances (*at a basic level*) about yourself & your everyday life, someone else & their everyday life, familiar objects, and familiar places.
 - To speak grammatically correct.
 - To compose simple sentences.

 - **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.
 - To understand simple sentences.
 - To understand the main thrust of a simple and short conversation/dialogue, monologue, text read out loud.

- **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.
 - To write grammatically correct.
 - To compose simple sentences.

 - **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.
 - To understand simple sentences.
 - To understand the main thrust of a simple and short written conversation/dialogue, monologue, text.

- **Vocabulary:**
 - To acquire a vocabulary base pertinent to the theme/topic of the lesson/conversation such that the student will be able to communicate (orally and written) confidently and effectively.
 - To learn the meaning, pronunciation, and spelling of new words.
 - To recognize (orally & written) words in the context of the theme/topic.
 - To recognize and use cognates (true & false) and use them in the appropriate context.
 - To use the high frequency verbs, nouns, adjectives, conjunctions, prepositions, and expressions.

- **Phonetics:**
 - To express and comprehend orally and written at a basic level the
 - oral vowels, semi vowels, nasal vowels, schwa (silent “e” & mute “e”), consonants and the silent letters.
 - To express and comprehend orally at a basic level the
 - open and closed syllabification (syllabation), liaisons, elisions, contractions, re-syllabification (enchaînement), rhythm, intonation, and stress.
- **Grammar Skills:**
 - **Tenses:**
 - To use the *Présent (de l’Indicatif)* as well as introduce the *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.
- **Various:**
 - To overcome the fear of making mistakes (normal and necessary in language learning).
 - To simplify one’s ideas and express them in French.
 - To learn to translate/transfer one’s ideas and express them in French.
 - To use alternative means of communication without falling back on English (mime, draw, vocabulary, ...);
 - To develop strategies for memorizing vocabulary and grammar (flashcards, repetition, ...).
 - To develop the ability to communicate in French with pauses and reformulation (when required).
 - To develop listening and self-correcting skills (listening & repeating, correcting others, correcting oneself through active listening).
 - To use a bilingual dictionary effectively for both oral and written communication.

5. Evaluation

Fall Semester Grade Distribution = 50% of final mark

Assessment	Weight
Quiz #1 --- September <i>Date available on FALL course page</i>	2%
Quiz #2 --- October <i>Date available on FALL course page</i>	3%
Quiz #3 --- November <i>Date available on FALL course page</i>	5%
Presentation #1 --- October <i>Date available on FALL course page</i>	10%
Presentation #2 --- November <i>Date available on FALL course page</i>	10%
Oral Mid-Term <i>Exam in December – date to be confirmed in November by instructor</i>	10%
Written Mid-Term <i>Exam in December – date to be confirmed by Carleton Scheduling</i>	10%

Winter Semester Grade Distribution = 50% of final mark

Assessment	Weight
Quiz #1 --- January <i>Date available on WINTER course page</i>	2%
Quiz #2 --- February <i>Date available on WINTER course page</i>	3%
Quiz #3 --- March <i>Date available on WINTER course page</i>	5%
Presentation #1 --- February <i>Date available on WINTER course page</i>	10%
Presentation #2 --- March <i>Date available on WINTER course page</i>	10%
Oral exam <i>Exam in December – date to be confirmed in November by instructor</i>	10%
Written Exam <i>Exam in December – date to be confirmed by Carleton Scheduling</i>	10%

COURSE mark = Fall semester mark (out of 50) + Winter semester mark (out of 50)

- **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.

- **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.

- **Quizzes & Late/Missed Quizzes**
 - For each semester, there will be 3 short quizzes that are at the **beginning of the class**.
 - The exact date, format & content of each quiz will be provided on the course page.
 - These quizzes will be cumulative in content.
 - All quizzes will be performed **at the beginning** of the class.
 - Students arriving late
 - will **not** be given additional time to complete the quiz,
 - may miss the whole quiz or a section of the quiz (oral sections will **not** be re-done for students arriving late),
 - will **not** be allowed to enter the classroom during an oral section of the quiz.
 - Missed quizzes will **not** be re-scheduled.
 - If a student misses a quiz for a duly documented justified reason, the missed quiz will be adjusted.
 - Should no justified documentation be provided, a grade of 0 will be assigned to the missed quiz.
 - It is to note that if more than 1 quiz is missed (per semester), it may be impossible to adjust the missed quizzes fairly and may result in a failing grade for the overall mark of the quizzes.
 - 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.**

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

- **End of semester ORAL Mid-Terms (December & April)**
 - The oral mid-terms are oral interviews.
 - Both Fall & Winter end of semester oral mid-terms are compulsory to obtain a passing grade for the course.
 - End of semester oral mid-terms are cumulative in content.
 - Students must perform the Fall & Winter end of semester oral mid-terms at the date and time scheduled in order to obtain a grade for the oral mid-term (a schedule will be provided on the course page in the month prior to the oral mid-term).
 - If a student misses the oral mid-term **for a duly documented justified reason**, the missed oral mid-term will be re-scheduled **only once** and **before** the scheduled written mid-term.
 - These situations will be evaluated on a case per case basis with the approval of the department.
 - Should no duly documented justified documentation be provided, a **grade of 0** will be assigned to the missed oral mid-term.
 - If a student misses the re-scheduled oral mid-term, a **grade of 0** will be assigned to the missed oral mid-term.
 - There will be no grade adjustments for the missed oral mid-term as the **oral mid-term is compulsory**.
 - If a student is to miss the oral mid-term for a religious reason, **an email must be sent to the instructor at least one week in advance** (the oral mid-term 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)**
 - Both Fall & Winter end of semester written exams are compulsory to obtain a passing grade for the course.
 - End of semester written exams are cumulative in content.
 - Students must perform the Fall & Winter end of semester written exams at the date and time scheduled in order to obtain a grade for the written exam (a schedule will be provided by Carleton University).
 - If a student misses the written exam **for a duly documented justified reason**, the missed written exam will be re-scheduled **only once** and **before** the end of the exam period.
 - 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 written exam.
 - If a student misses the re-scheduled written exam, a **grade of 0** will be assigned to the missed written exam.
 - There will be no grade adjustments for the missed written exam as the **written exam is compulsory**.
 - If a student is to miss the written exam for a religious reason, **an email must be sent to the instructor at least one week in advance** (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.

- **Formal Exams --- Written Exams**

- Students are expected to be available for the duration of a course including the examination period.
- Dates and deadlines are made available to students in the Carleton University Undergraduate Calendar well in advance of registration.
- **No formal examinations will be informally accommodated.** All deferral requests have to go through the registrar's office, refer to [Deferred Exams](#).

6. Course Material

- **Course Materials**

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

6. 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](#)

REQUESTS FOR ACADEMIC ACCOMMODATIONS

Carleton is committed to providing 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.

You may need special arrangements to meet your academic obligations during the term.

- For an accommodation request, the processes are as follows: [Process for Academic Accommodation Requests](#)
- You will also require completing the following [Form for Request for Accommodation](#)

WELLNESS AT CARLETON

To discover the tools and resources Carleton offers to help understand, manage, and improve your mental health and wellness while at university, see [Wellness at Carleton](#)