

FREN 3702A

Techniques avancées d'expression écrite

Horaire et format du cours	mardi et jeudi ; 13h05 à 14h25 Il y aura seulement un cours synchrone par semaine : le jeudi. Le cours est un cours HyFlex donc la présence au cours synchrone est requise en personne ou par Zoom, au choix. Voir le calendrier sur Brightspace.
Salle de classe	SA 624
Date	8 septembre au 10 décembre 2021
Instructeur	Céline Bonnotte-Hoover
Heures de bureau	Virtuelles : mardi de 13h à 14h En personne ou virtuelles : jeudi de 14h45 à 15h45 Sur rendez-vous (virtuellement ou en personne)
Bureau	DT 1618
Courriel	celine.bonnotte@carleton.ca

FORMAT DU COURS

This course will be delivered in HyFlex. Students choose day to day how they will attend each synchronous class (our Thursday classes), either in person or online via Zoom. There is no need to notify the instructor but for planning purposes, you may be surveyed on what your plan is.

If attending online, reliable high-speed Internet access, a computer (ideally with a webcam), and a headset with a microphone are required.

Synchronous¹ class: Detailed instructions will be provided during the first meeting. Students are expected to be available for each synchronous class, for the duration of the course, and are expected to participate actively in the course. Synchronous classes will be recorded and made available to students as needed. See below for more details on recordings.

Asynchronous² content: Asynchronous content will be posted to Brightspace. This content is intended to provide additional flexibility to students. Students are expected to remain up to date with the deadlines and due dates provided. Students should come to the synchronous class prepared (having completed the asynchronous content assigned prior to the class).

****Please note that the HyFlex format of the course does not change the learning outcomes.****

¹ **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.

² **Asynchronous** learning means that learning is self-paced. Participation occurs at different times and at different locations.

Course recordings: Web conferencing sessions in this course may be recorded and made available only to those within the class. Sessions may be recorded to enable access to students with internet connectivity problems, who are based in different time zone, and/or who have conflicting commitments.

You will be notified at the start of the session when the recording will start, and Zoom will always notify meeting participants that a meeting is being recorded. It is not possible to disable this notification.

Please note that recordings are protected by copyright. The recordings are for your own educational use, but you are not permitted to publish to third party sites, such as social media sites and course materials sites.

You may be expected to use the video and/or audio and/or chat during web conferencing sessions for participation and collaboration. If students wish not to be recorded, they need to leave your camera and microphone turned off. If you have additional concerns about being recorded, please email me directly so we can discuss these.

SITUATION SANITAIRE COVID-19

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.

DÉTAILS DU COURS

DESCRIPTION

Perfectionnement du français écrit. Production de textes variés. Travail sur le paragraphe (introduction, développement et conclusion) dans des textes cohérents de type varié (narratif, descriptif, informatif, explicatif et argumentatif). Réflexion et mise en valeur de l'efficacité des règles de la communication écrite. Productions analysées, critiquées et commentées. Position d'apprentissage scripteur en langue seconde. Élaboration d'un programme personnel de progrès de l'écrit. Tenue d'un journal de réflexion critique. Développement d'une autonomie informée et convaincante.

OBJECTIFS

- Perfectionner sa maîtrise de la langue française pour l'utiliser de façon correcte et efficace à l'écrit dans des paragraphes qui forment divers types de textes universitaires et professionnels. Travail de rappel et de révision sur la grammaire intégrée, sur le lexique stratégiquement choisi, sur la phrase comme partie d'un ensemble, et sur les paragraphes organisés en vue de produire un texte cohérent et opérant ;
- Réfléchir à son identité comme scripteur de langue seconde (LS) à la lumière des recherches dans le domaine de l'écriture en langue seconde (ÉLS). Apprécier la relation d'écriture entre la langue maternelle et la langue seconde. Travail à partir de questionnaires sur diverses dimensions identitaires du scripteur ;
- Former, développer et pratiquer des réflexes de relecture critique et d'autocorrection à partir d'objectifs de perfectionnement ;
- Utiliser stratégiquement et efficacement tout outil d'écriture disponible : dictionnaires multiples, grammaires, correction assistée, informatisée et humaine (Soutien écrit du département de français);
- Comprendre et opérationnaliser les savoirs et les objectifs ci-haut énumérés au travail en équipe.

ACQUISITIONS

- Consolidation de la grammaire française et des mécanismes linguistiques ;
- Considération des choix : les idées, le mot, la phrase, le paragraphe, le texte ;
- Expansion lexicale soutenue et critique ;
- Perfectionnement de la phrase ;
- Appréciation, évaluation et **rédaction de plusieurs genres et séquences** de textes tels que biographie langagière, lettre formelle, textes descriptif et narratif, texte explicatif, argumentatif, texte d'opinion et devoir d'idée (voir calendrier) ;
- Pratique d'une ponctuation bien comprise ;
- Cohérence et cohésion : l'articulation du texte, les rapports de sens, le choix des connecteurs et articulateurs ;
- Travail conscient et critique sur le progrès à travers les activités du portfolio ;

- Révision et perfectionnement ; techniques autonomes et assistées (ressources humaines et informatisées) de médiation ;

EXIGENCES ET ATTENTES PARTICULIÈRES

- Participer **activement** à la classe et être préparé AVANT de venir en classe ; avoir fait les lectures AVANT la classe et avoir complété les exercices demandés ;
- Activités **hebdomadaires** : dictées ; exercices d'écriture ; exercices de grammaire, obligatoires et suggérés.
- Assister aux cours synchrones pendant le semestre.
- Communiquer avec l'instructeur au long du semestre, particulièrement en cas de difficulté.
- Remise ponctuelle de tous les travaux.
- Utilisation de diverses ressources langagières.
- Utilisation des services de soutien offerts par le Département de français.

MANUELS ET AUTRES RESSOURCES

Manuel du cours

Le manuel suivant a été commandé au Bookstore de Carleton University. Vous pouvez commander vos livres sur leur site : <https://www.bkstr.com/carletonstore/home>

❖ *Lire et écrire. La composition par le texte.* Sadia Zoubir-Shaw, Canadian Scholars, 2017.

Dictionnaires, ouvrages de références et autres ressources en ligne

(Les ressources disponibles en ligne sont affichées sur la page Brightspace.)

- ❖ BonPatron et/ou Antidote
- ❖ Dictionnaire de langue récent : *Le Petit Robert* (accès en ligne par Carleton, consulter Brightspace) ou *Le Petit Larousse*
- ❖ Dictionnaire bilingue anglais-français récent
- ❖ Dictionnaire de synonymes ; *Le Petit Druide des synonymes* ou site du CNRL (<https://www.cnrtl.fr/synonymie/>)
- ❖ Manuel/Site de conjugaison des verbes : *Bescherelle, L'Art de conjuguer* ou <https://la-conjugaison.nouvelobs.com/> par exemple.
- ❖ Office québécois de la langue française ;
 - Le grand dictionnaire terminologique (GDT) - <http://gdt.oqlf.gouv.qc.ca/>
 - Banque de dépannage linguistique - <http://bdl.oqlf.gouv.qc.ca/bdl/>
 - Lexiques et vocabulaires - https://www.oqlf.gouv.qc.ca/ressources/bibliotheque/dictionnaires/index_lexvoc.html
- ❖ Centre National de Ressources Textuelles et Lexicales (CNRTL) - <http://www.cnrtl.fr/definition/>

- ❖ Dictionnaire des cooccurrences :
<http://www.btb.termiumplus.gc.ca/tpv2guides/guides/cooc/index-eng.html?lang=eng>
- ❖ Le site Orthonet - <http://orthonet.sdv.fr/index.html>
- ❖ Le site France Terme - <http://www.culture.fr/franceterme>

ÉVALUATION ET NATURE DES TRAVAUX

Les travaux seront présentés dans un document affiché sur Brightspace.

Des instructions plus détaillées seront fournies au moment opportun.

1 Dictée*	5%
Rédaction d'un court article de presse	10%
Rédaction d'un rapport (texte informatif)	10%
Rédaction d'un texte argumentatif	15%
Rédaction d'une lettre de motivation	5%
Portfolio (textes de présentation, réflexions, etc.)	30%
7 Quiz (concepts, grammaire et vocabulaire de chaque module)	20%
Présence et participation	5%

**Nous ferons 2 dictées, seule la meilleure note comptera.*

1. Tous les travaux sont soumis en format Word : Time New Roman, 12, double interligne, avec en-tête d'identification (prénom et nom de l'étudiant.e et de l'instructeur) obligatoire.
2. Les travaux sont enregistrés de la manière suivante : nom de famille_type de travail. Ex : Bonnotte_Article ; Bonnotte_Rapport, etc.
3. Si une documentation des sources est nécessaire, vous êtes libre de choisir la méthode qui vous convient le mieux (APA, MLA, Chicago) et vous devez vous y tenir.
4. Les travaux soumis par courriel ne seront pas acceptés, sauf dans des cas exceptionnels. Assurez-vous de soumettre vos travaux selon les instructions données.
5. Les travaux remis en retard sans raison valable et justifiée perdront 10% par jour de retard, jusqu'à un maximum de 5 jours de calendrier. Les travaux non remis après cette date reçoivent automatiquement la note 0.
6. Si vous prévoyez ne pas pouvoir remettre un travail à la date prévue, contactez l'instructeur dès que possible pour la possibilité d'une date de soumission différente.
7. Toute évaluation manquée ne pourra être reprise que pour des raisons (médicales ou autres) documentées. Contactez l'instructeur dès que possible.
8. Une note médicale ne vous autorise pas à soumettre un travail quand vous le voulez. Une date doit être déterminée avec l'instructeur.

AUTRES RÈGLEMENTS FACULTAIRES

PROPRIÉTÉ INTELLECTUELLE

Classroom teaching and learning activities, including lectures, discussions, presentations, etc., by both instructors and students, are copyright protected and remain the intellectual property of their respective author(s). All course materials, including PowerPoint presentations, outlines, and other materials, are also protected by copyright and remain the intellectual property of their respective author(s).

Students registered in the course may take notes and make copies of course materials for their own educational use only. Students are not permitted to reproduce or distribute lecture notes and course materials publicly for commercial or non-commercial purposes without express written consent from the copyright holder(s)."

EXAMENS

There is no formal exam in this course.

NOTES FINALES

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.

PLAGIATS

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.

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

- copying 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's oral or written assignment/presentation as your own.
- reusing or repurposing your own assignments from previous coursework without appropriate referencing.

ACCOMMODEMENTS ACADÉMIQUES

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.

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

Processes for an request (also found here students.carleton.ca/course-outline) are as follows:

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.

carleton.ca/pmc

Pregnancy obligation

Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist.

For more details, visit the Equity Services website: carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf

Religious obligation

Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, visit the Equity Services website: carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf

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 where survivors are supported through academic accommodations as per Carleton's Sexual Violence Policy. For more information about the services available at the university and to obtain information about sexual violence and/or support, visit: carleton.ca/sexual-violence-support

Accommodation for Student Activities

Carleton University recognizes the substantial benefits, both to the individual student and for the university, that result from a student participating in activities beyond the classroom experience. Reasonable accommodation must be provided to students who compete or perform at the national or international level. Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. <https://carleton.ca/senate/wp-content/uploads/Accommodation-for-Student-Activities-1.pdf>