

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

By appointment at other times

In this course students will learn to accurately interpret information from factual documents written in French (expository texts). They will demonstrate their knowledge by expressing the contents in English. They will become sufficiently familiar with commonalities and differences between French and English vocabulary, grammar and syntax to be able to read and accurately communicate, through the medium of well-structured English sentences, all of the information contained in French documents of about 500-800 words (short articles, documents, short stories, etc.) without using dictionaries or other reference

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materials. They will be able to confirm or deny any statement attributing information to such a document.

II. Course Outcomes:

Express accurately, in good English, 80-100% of the contents of a fact-based written document in French without having to use reference materials or translators. Verify if any information that is referenced to this type of document is correct.

****Students wishing to acquire oral comprehension, oral expression or writing skills in French should check their placement level and register in FREN 1001, 1002, 1100 if offered and if spaces are available.***

III. Required texts:

FINS 2105 Course Manual

This course manual containing exercises and readings has been prepared by the instructors.

Recommended texts:

Any adequately-sized (*minimum* 60,000 entries, more is better) academic version **Bilingual English-French /French- English dictionary**. A good paper dictionary is a lifetime investment.

Optional extra grammars (but not necessary to succeed in the course)

Simone Oudot *French Verbs & Essentials of Grammar (any edition)*

Jacqueline Morton *English Grammar for Students of French (any edition)*

IV. Distribution of Marks See information on each component in the FAQ below. For dates and deadlines, see **pages 8 and 9** below and the printable version of the same document: **2022-FINS2105R-Fall-Dates and deadlines** in Brightspace.

Participation	Section V: Brightspace: 4 discussion posts	8 %
Online quizzes (3)	Completed on Brightspace (unproctored)	16%
Weekly reading practice (11)	Online reading activities (11)	10%
Written assignment	Complete at home and upload Open for 3 days, beginning of November	6 %
Midterm	<u>Online</u> November 25, 18-20:00 hrs.	20%
Final examination*	<u>Online</u> See final examination schedule	40%
		100%

***Students MUST write the final examination in order to obtain a grade for the course, even if the cumulative grade before the final examination is above 50% .**

If a student misses or expects to miss the final examination, he/she must contact the Office of the Registrar.

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Missed test, assignment, forum or quiz:

- * Reading activities on Video-Tech, late/missing discussion posts: **NO make up**
- * Missed quiz, assignment, midterm; **send an email to the instructor with a valid reason within 48 hours of the closing of the test.** In this case only, the missed percentage will be added to the final examination, making the latter worth proportionately more.
- * Missed final examination: contact the University Registrar.

V. ANSWERS TO FAQs

a) How this online course is laid out

Each week, grammar points, vocabulary hints and strategies will be presented in the video lectures so that students can complete the practice exercises to comprehend and translate the different elements of the written language into English. Practice exercises are not graded and do not have to be handed in. Almost all of the grades are accumulated in online quizzes, activities and assignments, as well as in one on-site midterm and final examination. Weekly reading and vocabulary activities (graded) will be offered through the free site www.video-tech.ca. A small percentage of the grade is assigned for ongoing participation through contributions to discussion posts.

b) How to proceed with the coursework

While FINS 2105 is open to beginners, it is also meant for students with some previous background in French. It may therefore challenge some students at first, while seeming quite elementary for others. All students usually find that the course soon becomes rather difficult. As much of the content is self-taught, it is very important to set aside time every day for practice and review of material that has already been covered, as well as to work on new concepts. Please remember that language learning requires a lot of memorizing. Students are encouraged to attend/view class weekly and to work steadily, repeatedly and conscientiously on the material. A very good strategy is to ensure that exercises are completed *in writing* before viewing the correction videos or documents so personal areas of difficulty can be identified and targeted. In this way, students can devote more time to resolving problem areas. Since students are expected to work without any dictionary or other supports during exams, it is best to do the exercises without referencing any type of dictionary or using external support. Redoing exercises and daily practice also help students develop connections between words and their meaning in a text. It also supports the development of strategies for guessing meaning through context and logic.

While it is tempting to put off watching the lecture or doing the exercises because a particular week is very busy, under such circumstances it is strongly recommended that you complete the exercises, view the corrections and then consult the lectures/grammar notes as needed. First of all, cramming lectures really doesn't work in language learning. Secondly, language courses are cumulative; everything from day 1 is tested on the final examination. Thirdly, in order to develop compensation strategies in reading, it is important to keep up the work even if you are stressed. By sticking to a weekly schedule, no matter what, you will be passively reinforcing many of the skills required to successfully complete the midterm and final examinations, which make up the bulk of your grade.

c) Important dates, test locations, changes:

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Dates and deadlines for the term are listed below and in a separate document on Brightspace. Should the need arise, this calendar may be subject to change; any changes will be announced and reconfirmed by email. Please ensure that you consult the Brightspace Calendar **and your Carleton email frequently** to check for any changes to information regarding test and examination dates and locations, as well as for updates to course information. Please make sure you consult your email before any test or quiz, any urgent information will be sent to you via email if necessary. The building and room allocation for on-campus tests will be specified a week or so prior to the test. Final examination dates and location will be announced through Carleton Central and Scheduling services. **Distance students** writing off campus should receive notice of location from CUOL and from their proctoring centre. **PMC students** should check their test times and locations via their portal.

d) Pledge of honour (compulsory):

You must complete and upload the pledge of honour **in the first 2 weeks of class**. You are required to handwrite your pledge and upload a PDF version to Brightspace. Instructions are in Brightspace under the Intro Week tab.

e) Assessments:

Reading activities: Reading activities based on authentic, current texts will be available each week on the site video-tech.ca. You will need to create an account with VideoTech and join the FINS 2105 class (see Brightspace, Intro Week). The activity will be available for the entire week. Unless otherwise specified, your first score will be recorded. At the end of the week the activity will close and correct answers will be available. *Each reading activity will have its percentage value indicated in the title.* You must attempt the activity during the allocated time frame to get a grade. There will be NO make-up activities for anyone who does not attempt a weekly activity. Grades for VideoTech activities may not appear in Brightspace until the study break. Until then, you may calculate the grades for your activities on your own using the VideoTech scores.

Online quizzes:

Online quizzes (multiple choice/ short answers) will be open for a single attempt between over a 2-day time frame. You may start the quiz at any time within that period. There is only one attempt allowed; you must complete the quiz in one stretch and submit it before the time runs out (usually 30-40 minutes). Answers will be made available when the quiz closes to all students. You must not discuss the quiz or its contents with anyone until the quiz closes to all students.

Assignment 1:

Texts for translation and comprehension will be released through Brightspace on Week six or seven. A guideline will be posted on how to proceed. You will have a few days to complete the assignment in handwriting and to upload it into Brightspace as a single PDF file with images of your handwritten work. (The Pledge of Honour assignment during the first weeks was meant to prepare you for the process of submitting this assignment).

Midterm and Final examination:

Sample midterms and final will be posted in Brightspace closer to the dates. Both will have texts for accurate translation, and other texts with comprehension questions.

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Discussion forums: Graded: Discussion forum 1, 2, 3, 4.

Online students must post in 4 discussion forums, (one approximately every 3 weeks). **Some posts have 2 deadlines, one for the original post and one for the responses to other students' posts.** To get full marks posts must meet all deadlines AND all of the criteria established for the post. Partial marks may be given for incomplete posts, if enough criteria are met. Late posts will not be graded. *The instructor will be reading all of the postings, including late posts and will respond to any of the issues that are raised either directly, in a group posting, or during a virtual video chat session.*

The fora are meant to keep the instructor in touch with your progress in the course, and to give you a chance to explore the language and to make reading more relevant to your interests. They are also meant to give you an opportunity to share both your positive and negative learning experiences. As such, you are not limited to posting only on the criteria listed. You may also post on most of the following, either **within your group, or** in the “Open forum”:

1. which sentences or points (of the exercises assigned up to the date of the posting) were problematic for you and why;
2. a mnemonic hint that helps you remember a word or grammar point taught in the course
3. words/points that you found interesting or bizarre;
4. comments/questions on the grammar or other portions of the lecture;
5. anything else you want to say about French or language learning: French movies, French on your cereal box, poems, songs, your alien French teacher from Saturn in grade 3, your pet peeves in language learning...
6. a detailed response answering another student's question on course content
7. other information about life in French at Carleton or wherever you may be in the physical world. There is more than just the course material that is of interest to students and instructors...

You are always encouraged to respond to the postings of other students in your group or in any of the other forums.

Ungraded forums: Ask the instructor, Open forum

The **open forum** was set for you to communicate with everyone in the course, and not just your discussion group. You may use it for example, to set up study groups, to solve problems, to explore technical issues, to extend invitations to other events related to academic life.

The **Ask the Instructor** forum is for questions about course material, missing information, unclear information on dates, locations, etc. Basically it is for anything that you have concerns about that may also affect other students.

It is expected that the language used and ideas presented in ALL the forums will be respectful and considerate of other members of the group. In case of a problem, the instructor will issue a warning and may request that the individual stop participating in the discussion group.

Please do not hesitate to contact the instructor if you have any concerns.

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VI. PLAGIARISM

At university, you are expected to submit your own, original work.

Students are warned about plagiarism. Be aware that in addition to general plagiarism rules, in language courses, the following are considered to be acts of plagiarism:

- 1) copying and pasting from any source (human, paper or electronic) including online translators, other people, and *even your own prior work*;
- 2) paraphrasing from any source (paper or electronic) including online translators, without appropriate referencing;
- 3) having someone else compose all or parts of your assignment/test;
- 4) passing off someone else's assignment/presentation as your own.

This course has proctored tests and examinations which must be written without dictionaries or reference materials. It is in your own best interests to avoid using "help" or reference materials and to learn how to identify and solve problems on your own while doing the exercises and readings, as well as the low-stakes unsupervised online quizzes, activities, and assignments.

Please consult the following sites to help you understand the consequences of and to avoid plagiarism.

<http://www4.carleton.ca/calendars//ugrad/current/regulations/acadregsuniv14.html>

<http://www.library.carleton.ca/help/avoid-plagiarism>

VII. ACCOMMODATIONS

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, 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

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

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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

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: 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>

For more information on academic accommodation, please contact the departmental administrator or visit: students.carleton.ca/course-outline

VII. INTELLECTUAL PROPERTY

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).

VIII. EXAMINATIONS

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: <https://carleton.ca/registrar/special-requests/deferral/>

e-Proctoring: Please note that tests and examinations in this course will use a remote proctoring service provided by Scheduling and Examination Services. You can find more information at <https://carleton.ca/ses/e-proctoring/>.

The minimum computing requirements for this service are as follows:

Hardware: Desktop, or Laptop

OS: Windows 10, Mac OS 10.14, Linux Ubuntu 18.04

Internet Browser: Google Chrome, Mozilla Firefox, Apple Safari, or Microsoft Edge

Internet Connection (High-Speed Internet Connection Recommended)

Webcam (HD resolution recommended)

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*Note: Tablets, Chromebooks and Smartphones are not supported at this time.
Windows-based tablets are not supported at this time.*

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FINS 2105R – Fall 2022 - Dates and deadlines for the term

THESE DATES may be changed due to unusual and unexpected circumstances. If this should be necessary, students will be notified by email and changes will be posted in Brightspace announcements.

WEEK	Lectures and exercises to view and complete	Assessments open	Assessment due
Pre-course/Intro Sept. 8-12	Introduction, grammar overview	Honour Pledge (0%) compulsory	ASAP DUE Sept 25, 23:55 hrs
		Discussion forum 1(1%) OPEN	ASAP DUE Sept 25, 23:55 hrs
Week 1 Sept 12-18	Exercises: 1- 5 Lectures: 1a, 1b	Reading activity 1 (0.5%) (best of 2 attempts)	Sept.25, 23:55 hrs
Week 2 Sept 19-25	Exercises: 6, - 9 Lecture: 2	Reading Activity 2 (0.5%) (best of 2 attempts)	Sept 25, 23:55 hrs
Week 3 Sept 26-Oct 2	Exercises: 10-12,+ readings; Lecture: 3	Discussion forum 2 (2%) (Two separate posts)	Sept 26 to Oct 9, 23:55 hrs Post 1: Sept 26-Oct 2, 23:55hrs Post 2: Oct 3- 9, 23:55hrs
		Reading Activity 3 (1%)	Sept 26 to Oct 3 23:55 hrs
Week 4 Oct 3-9	Exercises: 13- 16; Lecture: 4	Reading Activity 4 (1%)	Oct 3 to Oct 9, 23:55 hrs
		Online Quiz 1 (2%) <i>Content: Week1-3</i>	Oct 4, 08:00 to Oct 5, 23:55 hrs
Week 5 Oct 10-16	Exercises: 17- 19 + readings; Lectures: 5a, 5b	Reading Activity 5 (1%)	Oct 10 – Oct 16, 23:55 hrs
Week 6 Oct 17-23	Exercises: 20-23 + readings; Lecture: 6	Reading Activity 6 (1%)	Oct 17 – Oct 23, 23:55 hrs
		Online Quiz 2 (6%) <i>Content: Weeks 1-6</i>	Oct 18 08:00 to Oct 19 23:55 hrs
		Discussion forum 3 (2%) (Two separate posts)	Oct 17 to Nov. 20, 23:55hrs Post 1 : Oct 17 to Nov 6, 23:55 hrs Post 2: Nov 7 to Nov 20, 23:55hrs

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OCT. 24-28 STUDY BREAK			
WEEK	Lectures and exercises to view and complete	Assessments open	Assessment due
Week 7 Oct 31 -Nov 6	Exercises: 24- 29 + readings; Lecture: 7	Reading Activity 7 (1%)	Oct 31 to Nov 6, 23:55 hrs
		Assignment (6%)	Nov 1 8:00 – Nov 3, 23:55 hrs
Week 8 Nov 7-13	Exercises 30-32 & 37 + readings; Lecture: 8	Reading Activity 8 (1%)	Nov 7 to Nov 13, 23:55 hrs
Week 9 Nov 14-20	Exercises:33- 36 + readings; Lecture: 9	Reading Activity 9 (1%)	Nov 14 to Nov 20, 23:55 hrs
		Online Quiz 3 (8%) <i>Content: Weeks 1-8</i>	Nov 15 08:00 to Nov 16, 23h55 hrs
Week 10 Nov 21-27	Exercises 38- 40, + readings; Lecture: 10	Midterm ONLINE (20%) <i>Weeks 1- 9</i>	November 25, 18:00-20:00 hrs
		Reading Activity 10 (1%)	Nov 21 to Nov 27, 23:55 hrs
		Discussion forum 4 (3%)	Nov 21 to Dec 9, 23:55hrs
Week 11 Nov 28-Dec 4	Exercises 41& 43, + readings; Lecture: 11	Reading Activity 11 (1%)	Nov 28 to Dec 4, 23:55 hrs
Week 12 Dec 5-9	Remaining exercises & readings, Examination review	Reading Activity 12 (1%) : optional bonus/remake activity.	Dec 5 to Dec 9, 23:55 hrs
SCHEDULED FINAL EXAMINATION (40%) during the examination period (3 HRS) – December 10-22, 2022			