

FRENCH 1001, French 1

SECTION D, Fall/Winter 2025-2026

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

Course Schedule:	<u>Tuesday and Thursday, from 18:05 to 19:25</u>
Date:	September 03, 2025 – April 08, 2026 (full year course) (must be registered in the <u>same</u> section for BOTH the Fall & Winter semesters)
Delivery Mode:	in-person course
Instructor:	Aleksandra Gvero
Office Hours:	Tuesdays and Thursdays 19:30-20:00 (DT1607) & by appointment
Communication:	Carleton email ONLY --- I will not reply to any external emails
Email:	aleksandragvero@cunet.carleton.ca I will try to respond to emails within 48 hours (Monday to Friday from 8:30 am to 5:00 pm), Please note I may or may not respond to emails on weekends.
Course coordinator:	frenandleger@cunet.carleton.ca

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 16th 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-person 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 Brightspace course page: a course page for the fall semester and a different course page for the winter semester.

- **Office Hours**

- 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. In order 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 6-8 hours a week studying the material provided in the lessons *outside class hours*, that is *before and after* the in-class lessons.

- **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.
- **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.***
 - In oral language classes, informal assessments and feedback on the student's in-class performance are conducted on a near-daily basis to ensure a good grasp of vocabulary, structures, grammar, and oral expression (pronunciation and fluidity).
 - 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 as well as posted on Brightspace 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 a lesson when there is no marked assignment scheduled.
- **Absences:**
 - Absences or late arrivals in a class may result in a student missing an assessment.
 - Students are to notify the instructor (using their Carleton account) if they are to miss a lesson. 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.

- **Emails:**

- As per university policies, students must **only** communicate (send emails) to instructors via **their Carleton account**. (@cmail.carleton.ca)
- Email communications are generally responded within 48 hours from Monday to Friday (8:30 am – 5:00 pm). Please note that I may or may not respond to emails on weekends.
- ***I will not reply nor acknowledge emails sent via other accounts.***

- **Cell phones and laptops:**

- ***Cell phones and laptops are not permitted*** in class. Cell phones and laptops must be closed and, in your handbag, (not on the table/desk) at all times unless you have the instructor's permission to use them.

- **Assessments & Missed Assessments:**

- Assessments include quizzes, readings, recitations, mid-terms, and exams.
- The rubric for each **quiz, reading & recitation** will be posted at least a week before the due date.
- The 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.
- If you plan to miss an assessment component other than the final exam:
 - (1) Contact the instructor within 24 hours of submission.
 - (2) If the absence will last five days or less, request a **short-term** accommodation at <https://carleton.ca/registrar/academic-consideration-coursework-form/>
 - (3) If you plan to be absent for more than five days, you must apply for **long-term** accommodation at <https://payments.carleton.ca/registrar/long-term-academic-considerations-for-coursework/>
 - (4) Note: For information on absences, please refer to the Registrar's website at <https://carleton.ca/registrar/>
- If you are unable to take the final exam, you must request a deferral by completing the form on the registrar's website at <https://carleton.ca/registrar/deferral/>

- **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 quizzes, readings and recitations should be provided to students within two weeks after the due date (**target** time to correct).
- 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 Production/Expression (speaking):**
 - To produce utterances (*at a basic level*) about yourself & your everyday life.
 - To speak grammatically correct.
 - To compose simple sentences & ask simple questions.
 - To read out loud monologues/texts.
 - To recite by heart monologues/texts.
- **Oral Comprehension/Reception (listening):**
 - To understand utterances (*at a basic level*) about yourself & your everyday life.
 - To understand simple sentences & simple questions.
 - To understand the main thrust of a simple and short conversation/dialogue, monologue, text read out loud.
- **Oral Interaction:**
 - To participate in conversations by asking and answering questions
- **Written Production/Expression (writing):**
 - To produce written sentences (*at a basic level*) about yourself & your everyday life.
 - To write grammatically correct.
 - To compose simple sentences & simple questions.
 - To write monologues/texts.
- **Written Comprehension/Reception (reading):**
 - To understand written sentences (*at a basic level*) about yourself & your everyday life.
 - To understand simple sentences & simple questions.
 - To understand the main thrust of a simple and short written conversation/dialogue, monologue, text.
- **Written Interaction:**
 - Not applicable in this course.
- **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 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 & conjugate in the *Indicatif Présent* 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.
 - **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.
- **Language learning skills and strategies:**
 - To overcome the fear of making mistakes (normal and necessary in language learning).
 - To use a bilingual dictionary for both oral and written communication.
 - To simplify one’s ideas and express them in French.
 - 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.
 - To highlight, take notes, and make lists.
- **Transferable skills:**
 - To use relevant reference materials.
 - To evaluate and organize one’s learning guidance from the instructor.
 - To plan and manage time efficiently to get the most out of independent and group study.
 - To work in pairs or in groups.

5. Evaluation

Fall Semester Grade Distribution = 50% of final mark

Assessment	Weight
Quiz #1 --- October – at beginning of class <i>Date & rubric available on the FALL course page. Closed book and can be cumulative.</i>	5%
Quiz #2 --- November – at beginning of class <i>Date & rubric available on the FALL course page. Closed book and can be cumulative.</i>	5%
Reading --- October – during class <i>Date & rubric available on the FALL course page. Closed book and can be cumulative.</i>	10%
Recitation --- November – during class <i>Date & rubric available on the FALL course page. Closed book and can be cumulative.</i>	10%
Oral Mid-Term – in person, on campus – 5-10 minutes <i>Exam at end of semester – date, location & rubric available on the Fall course page. Closed book & cumulative.</i>	10%
Written Mid-Term – in person, on campus – 2 hours <i>Exam in December – date & location to be confirmed by Carleton Scheduling. The rubric available on the Fall course page. Closed book and cumulative.</i>	10%

Winter Semester Grade Distribution = 50% of final mark

Assessment	Weight
Quiz #1 --- February – at beginning of class <i>Date & rubric available on the WINTER course page. Closed book and can be cumulative.</i>	5%
Quiz #2 --- March – at beginning of class <i>Date & rubric available on the WINTER course page. Closed book and can be cumulative.</i>	5%
Reading --- February – during class <i>Date & rubric available on the WINTER course page. Closed book and can be cumulative.</i>	10%
Recitation --- March – during class <i>Date & rubric available on the WINTER course page. Closed book and can be cumulative.</i>	5%
Recitation #3 --- March – during class <i>Date & rubric available on the WINTER course page. Closed book and can be cumulative.</i>	5%
Oral exam – in person, on campus – 5-10 minutes <i>Exam at end of semester – date, location & rubric available on the Winter course page. Closed book & cumulative (all year).</i>	10%
Written Exam – in person, on campus – 2 hours <i>Exam in April – date & location to be confirmed by Carleton Scheduling. Rubric available on the Winter course page. Closed book & cumulative (all year).</i>	10%

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

Important: The Fall & Winter **Oral Mid-Terms** can occur on campus outside of regular class time (which can include Friday evening, Saturday or Sunday).

- **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.
- **Term quizzes, readings, recitations and examinations**
 - All assessments including how/when they are scheduled, are subject to rules set out in [Regulation 4.0: Examinations](#) of the Undergraduate Academic Regulations, and in of the Undergraduate Academic Regulations, and in [Regulation 9.0: Examinations and Term Work](#) of the Graduate Academic Regulations.
 - If a student arrives late for an assessment, they will not be given extra time to make up for the time they missed.
 - No reason other than medical or serious family matters will be accepted for missed assessments (a job interview is not a reason to miss an assessment).
 - Religious accommodations must be signaled to the professor prior to any missed class. The student must send an email using their Carleton student’s account to the professor **at least 1 week before the assessment**.
 - Excuses related to problems with computers will not be accepted, particularly on day of submission (please plan ahead).
- **Quizzes, Arriving Late & Missed Quizzes**
 - All quizzes will be performed **at the beginning** of the class (please plan to be on time or early, excuses related to traffic delays will **not be accepted as a valid excuse**).
 - Students arriving late for a quiz
 - 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) and
 - will **not** be allowed to enter the classroom during an oral section of the quiz.
 - There will be no grade adjustments for the missed quiz as all quizzes **are compulsory**.
 - If a student is to miss a quiz, refer to “Assessments & Missed Assessments” in the section “3. Course Expectations” as well as “Term quizzes, readings, recitations and examinations in the section “5. Evaluations” for procedures.
 - Missed quizzes will only be re-scheduled once the following week.
 - If a student misses the re-scheduled quiz, a **grade of 0** will be assigned to the missed quiz.

- **Readings & Recitations & Late/Missed Readings & Recitations**
 - All readings & recitations will be performed during a whole class, one student at a time (please plan to be on time or early, excuses related to traffic delays will **not be accepted as a valid excuse**).
 - Students arriving late for a reading or recitation
 - will **not** be given additional time to complete the reading or recitation;
 - may miss the whole reading or recitation and
 - will **not** be allowed to enter the classroom during these assessments.
 - There will be no grade adjustments for the missed reading or recitation as all readings and recitations **are compulsory**.
 - If a student is to miss a reading or a recitation, refer to “Assessments & Missed Assessments” in the section “3. Course Expectations” as well as “Term quizzes, readings, recitations and examinations in the section “5. Evaluations” for procedures.
 - Missed readings and recitations will only be re-scheduled once the following week.
 - If a student misses the re-scheduled reading or recitation, a **grade of 0** will be assigned to the missed reading or recitation.
 - **Note:** either generally or for a specific assignment, any use of generative AI tools to produce assessed content is considered a violation of academic integrity standards.
 - **I will NOT correct your readings (pronunciation)**
 - However, you can go to the “Soutien Oral” for help (they have my permission to correct your reading – pronunciation).
 - We will be practicing all the readings at the end of some lessons.
 - **I will NOT correct your recitations (grammar or pronunciation)**
 - However, you can go to the “Soutien Oral” or the “Soutien Écrit” for help (they have my permission to correct your recitation – grammar & pronunciation).
 - We will be practicing all sentences in your recitation as they are introduced in the lessons.
- **End of semester ORAL Assessments (December = Oral Mid-term & April = Oral Exam)**
 - The oral mid-term is **cumulative** (from Sept to Dec).
 - The oral final exam is **cumulative** (from Sept to Apr).
 - Students must perform the Fall & Winter end of semester oral assessments at the date and time scheduled in order to obtain a grade for the oral assessment. A schedule will be provided on the course page in the month prior to the oral assessment.
 - If a student is to miss the oral assessment, refer to “Assessments & Missed Assessments” in the section “3. Course Expectations” as well as “Term quizzes, readings, recitations and examinations in the section “5. Evaluations” for procedures.
 - A missed oral assessment must be re-scheduled **before** the written mid-term or the written final exam.
 - If a student misses the re-scheduled oral assessment, a **grade of 0** will be assigned to the missed oral assessment.
 - There will be no grade adjustments for the missed oral assessment as the **oral mid-term is compulsory**.
 - A request for an extension at the last minute will **not** be granted.

- **End of semester Written Assessments (December = Written Mid-term & April = Written Exam)**
 - The written mid-term is ***cumulative*** (from Sept to Dec).
 - The written final exam is ***cumulative*** (from Sept to Apr).
 - Students must perform the Fall & Winter end of semester written assessments at the date and time scheduled in order to obtain a grade for the oral assessment. A schedule is provided by Carleton Scheduling for both the written mid-term and written final exam.
 - If a student is to miss the oral assessment, refer to “Assessments & Missed Assessments” in the section “3. Course Expectations” as well as “Term quizzes, readings, recitations and examinations in the section “5. Evaluations” for procedures.
 - A missed oral assessment must be re-scheduled **before** the written mid-term or the written final exam.
 - If a student misses the re-scheduled oral assessment, a ***grade of 0*** will be assigned to the missed oral assessment.
 - There will be no grade adjustments for the missed oral assessment as the ***oral mid-term is compulsory***.
 - A request for an extension at the last minute will ***not*** be granted.
- **Formal Mid-Terms & Final 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.***

6. Course Material & Resources

- **Course Materials**
 - Students will require access to a bilingual dictionary (paper or online) and a computer (outside of class).
 - A conjugation book is also highly recommended.
 - Since cell phones and laptops are not permitted in class, all notes are to be hand-written. Hence, students ***must bring at every class a pen/pencil, eraser and paper.***
- **Compulsory Course Manuals (for homework only)**

Please do not purchase the books before you are assessed on the first day of the course (attending the first class is mandatory)

 - Grégoire, Maïa. *La grammaire progressive du français*, niveau débutant, last Edition, CLE International, Paris. (Price : \$ 27,95)
 - Grégoire, Maïa. *La grammaire progressive du français*, niveau débutant – ***Corrigé***, last Edition, CLE international, Paris. (Price : \$ 57,95)
 - **Both books** can be purchased in person at la Librairie du Soleil or on their website:
 - **Address:** 33 rue George, Ottawa, Ontario, Canada, K1N 8W5
 - **Phone:** (613) 241-6999

- **Course Resources**

- The French Departments offers FREE help. The **Soutien Oral** is to help you with your oral skills (oral production, oral comprehension, oral interaction). The **Soutien Écrit** is to help you with your written skills (written production, written comprehension).
 - It is strongly recommended that you use these free resources offered by the department throughout the year in your learning outside the classroom.
 - You can use these free resources in the preparation of your quizzes, readings, recitations, mid-terms and final exams.

6. Faculty Regulations

INTELLECTUAL PROPERTY & COURSE SHARING WEBSITES

- **Content Sharing:**

- 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.
- Professor materials created for this course (including presentations, readings, recitations, posted notes, labs, case studies, assignments, and exams) remain the intellectual property of the author(s).
- The content is intended for personal and educational use and may not be reproduced or redistributed without prior written consent of the author(s).

- **Copyright:**

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

DISCLAIMER

Language is fundamental to the human experience, and literature reflects an unlimited potential of human experiences. In our studies of French language and French-language literatures, we are exposed to a diversity of human realities from the past and present. Human realities range from the sublime to the horrendous. For the latter, we need only think of genocide, slavery, racism, sexism and other forms of discrimination, exploitation and persecution, all of which are products of humanity. To hide these would be to present an untrue picture of humanity and human history, which would be anathema to the academic enterprise. In our courses, there is sometimes content and language that are emotionally and intellectually challenging to engage with. You should be aware of this. When this happens, we take a scholarly approach to the problem and define and contextualize it, together as a community of learning. As a department, we are committed to maintaining a safe space of intellectual growth for all students, and co-discovery with course instructors.

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.*” Examples of plagiarism include, but are not limited to:
 - 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 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, including the unauthorized use of generative AI tools (e.g. ChatGPT, etc., ...)
 - using ideas or direct, verbatim quotations, paraphrased material, algorithms, formulae, scientific or mathematical concepts, or ideas without appropriate acknowledgment in any academic assignment
 - using another’s data or research findings without appropriate acknowledgement
 - failing to acknowledge sources through the use of proper citations when using another’s works and/or failing to use quotation marks
 - submitting a computer program developed in whole or in part by someone else, with or without modifications, as one’s own
 - failing to acknowledge sources with proper citations when using another’s work and/or failing to use quotations 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."
- Examples of sources from which the ideas, expressions of ideas or works of others may be drawn from include but are not limited to books, articles, papers, literary compositions and phrases, performance compositions, chemical compounds, artworks, laboratory reports, research results, calculations and the results of calculations, diagrams, constructions, computer reports, computer code/software, material on the internet and/or conversations.
- 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/recitation as your own;
 - reusing or repurposing your own assignment from previous coursework without appropriate referencing.
- Plagiarism is a serious offence that cannot be resolved directly by the course’s instructor. For more information on academic integrity, please contact your departmental administrator or visit
 - [Academic Integrity at Carleton](#)

POLICY ON AI

Since writing, analytical, and critical thinking skills are part of the learning outcomes of the French language course, all writing assignments should be prepared by students. Submission of any work written, developed, created, or inspired by ChatGPT or any other generative artificial intelligence is not permitted and will be treated as plagiarism.

REQUESTS FOR ACADEMIC ACCOMMODATIONS (general)

- Carleton is committed to providing academic accessibility for all individuals. Please review the processes for academic accommodation request.
- Academic accommodations 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.
- The accommodation request processes, including information about the Academic Consideration Policy for Students in Medical and Other Extenuating Circumstances, are outlined on the Academic Accommodations website at <https://students.carleton.ca/course-outline/>

REQUESTS FOR ACADEMIC ACCOMMODATIONS (specific)

You may need special arrangements to meet your academic obligations during the term. For an accommodation request, the processes are as follows:

- **Missing assessments --- compulsory for missing ALL assessments**
 - If the absence will last five days or less, request a **short-term** accommodation at <https://carleton.ca/registrar/academic-consideration-coursework-form/>
 - If you plan to be absent for more than five days, you must apply for **long-term** accommodation at <https://payments.carleton.ca/registrar/long-term-academic-considerations-for-coursework/>
- **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](#).
- **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](#).
- **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.

- **Survivors of Sexual Violence**

As a community, Carleton University is committed to maintaining a positive learning, working, and living environment where sexual violence will not be tolerated, and its survivors are supported through academic accommodations as per Carleton's Sexual Violence Policy. For more information about the services available at the university and to obtain information about sexual violence and/or support, visit: [Sexual Violence Prevention & Survivor 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 (find the policy [here](#)). 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 the [Academic Accommodations website](#).

WELLNESS AT CARLETON

- **Emergency Resources**

- On & Off campus & : <https://wellness.carleton.ca/get-help-now/>
- Suicide Crisis Helpline: call or text 9-8-8, 24 hours a day, 7 days a week.
- For immediate danger or urgent medical support: call 9-1-1

- **Carleton Resources**

- Mental Health and Wellbeing: <https://carleton.ca/wellness/>
- Health & Counselling Services: <https://carleton.ca/health/>
- Paul Menton Centre: <https://carleton.ca/pmc/>
- Academic Advising Centre (AAC): <https://carleton.ca/academicadvising/>
- Centre for Student Academic Support (CSAS): <https://carleton.ca/csas/>
- Equity & Inclusivity Communities: <https://carleton.ca/equity/>
- Wellness:
 - As a student you may experience a range of mental health challenges that significantly impact your academic success and overall well-being. If you need help, please speak to someone. There are numerous resources available both on- and off-campus to support you.
 - For more information, please consult <https://wellness.carleton.ca/>
- Counselling Services: <https://wellness.carleton.ca/counselling/>

- **Off Campus Resources**

- Distress Centre of Ottawa and Region: Call: 613-238-3311, Text: 343-306-5550, Connect online at <https://www.dcottawa.on.ca/>
- Mental Health Crisis Service: Call: 613-722-6914, Toll-free: 1-866-996-0991, Connect online at <http://www.crisisline.ca/>
- Empower Me Counselling Service: Call: 1-833-628-5589
- Good2Talk: Call: 1-866-925-5454, Connect online at <https://good2talk.ca/>
- The Walk-In Counselling Clinic: for online or on-site service <https://walkincounselling.com>