

**School of English & Liberal Studies**

**Professor's Addendum to Course Outline**

**Course Code:** LGE101 NBC

**Term:** Winter 2024

**Course Title:** French Language Skills I

**Professor:** Merlin Charles, PhD

**Contact Info:** merlin.charles1@senecacollege.ca

**Student Hours:** Monday, 3:15 – 4:15 pm

**Approved By:** Amanda Nowensky  
**Chair, School of English & Liberal Studies**

**Delivery Mode:**

H	(H) Hybrid
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**Final Assessment:**

	Assignment
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## Introduction

Welcome to LGE 101! Please read this addendum to the general subject outline carefully. It is your guide to the subject requirements and activities in my class. Be sure to read the [course outline](#) containing key information.

## Texts & Materials

Le Français interactif Attribution: Creative Commons License: COERLL and the University of Texas at Austin <https://creativecommons.org/licenses/by/3.0/>. An Online French Dictionary or a paper French to English, English to French Dictionary will be helpful. You will access all reading materials for this course on the Blackboard Ultra site. Supplementary course materials will be provided throughout the semester.

## Academic Integrity, Copyright, and AI Tools

**Copyright:** Most of the materials in this course are protected by copyright. Posting or sharing these materials without permission to an assignment-sharing or homework help site is a violation of Canada's Copyright Act and Seneca's Copyright Policy. For more information, see [Academic Integrity](#) and [Copyright](#) sections below.

**Use of Generative AI and Other AI Tools** Unless otherwise stated, the use of generative AI such Chat GPT is not permitted for assignments in this class.

## Grading/Assignments

Aural / Oral Test 1	10%
Aural / Oral Test 2	15%
Written Test 1	15%
Written Test 2	15%
Cultural Assignment (blog)	15%
Cultural / Linguistic Projet Final (oral)	20%
Online exercises	10%

## Student Hours Description

Students will be able to communicate with the professor via Collaborative Ultraonline student hours, synchronous sessions, general discussion boards for “help”, email, etc. Student hours will

be held on Mondays from 3:15 and 4:15 pm. Students can email me at:  
[merlin.charles1@senecacollege.ca](mailto:merlin.charles1@senecacollege.ca) to book in-person appointments.

## Tentative Weekly Schedule

Week	Live Instruction Time (Hybrid & OB only)	Topic/Reading	Assessment	%
<b>1</b> Jan. 8 – 12  Jan. 12: Last day to add courses	Jan., 8 <sup>th</sup> 1:30PM - 3:15PM in our classroom at Newnham Campus - 3 <sup>rd</sup> hour online (Asynchronous)	<b>Complete the eligibility form</b>  <b>Syllabus / Course schedule</b>  <b>Participate in</b> Student Space Discussion Boards (Faisons Connaissance)	Write a message on the forum to introduce yourself to your classmates  <b><i>Padlet – Je me présente</i></b>	1%
<b>2</b> Jan. 15 – 19  Jan. 19: Last day to drop course(s) with <a href="#">partial refund</a> without receiving a grade	Jan. 15 <sup>th</sup> : 1:30PM - 3:15PM in our classroom at Newnham Campus - 3 <sup>rd</sup> hour online (Asynchronous)	<ul style="list-style-type: none"> <li>Vocabulaire: Salutations</li> <li>Les bonnes manières</li> <li>La Date: Les jours de la semaine; les mois de l'année.</li> <li>Les numéros 0-69</li> </ul>	Exercices / Activités Enligne	1%
<b>3</b> Jan. 22 – 26	Jan. 22 <sup>nd</sup> : 1:30PM - 3:15PM in our classroom at Newnham Campus - 3 <sup>rd</sup> hour online (Asynchronous)	<ul style="list-style-type: none"> <li>les pronoms personnels (je, tu, il/elle/on nous, vous, ils/elles); "tu" vs. "vous"</li> <li>Les articles définis, indéfinis (un, une, des, le, la, l', les);</li> <li>Les noms (nouns) : singulier / pluriel</li> </ul>	<b><i>Aural/Oral Recording #1</i></b>	10%
<b>4</b> Jan. 29 – Feb. 2	Jan. 29 <sup>th</sup> : 1:30PM - 3:15PM in our classroom at Newnham Campus - 3 <sup>rd</sup> hour online (Asynchronous)	<ul style="list-style-type: none"> <li>Les verbes "être", "avoir", "aller"</li> </ul>	Exercices en ligne	1%
<b>5</b> Feb. 5 – 9	Feb. 5 <sup>th</sup> 1:30PM - 3:15PM in our classroom at Newnham Campus - 3 <sup>rd</sup> hour online (Asynchronous)	Tu as quel âge? Quel âge avez-vous? Tu es d'où? D'où êtes-vous? Quelle est ta / votre nationalité?  <ul style="list-style-type: none"> <li>Les verbes en "er" (parler, s'appeler, etc.)</li> </ul>	Exercices / Activités En-ligne <b><i>Padlet</i></b> (choix ville/pays)	2%
<b>6</b> Feb. 12 – 16	Feb. 12 <sup>th</sup>	La francophonie		

		1:30PM - 3:15PM in our classroom at Newnham Campus - 3 <sup>rd</sup> hour online (Asynchronous)	<p>Les verbes eb "ir" (finir)</p> <p>Les questions à réponse affirmative ou négative</p> <p>Est-ce que... ? ...n'est-ce pas ?</p> <p>Les mots interrogatifs</p> <ul style="list-style-type: none"> <li>(qui, quand, comment, pourquoi, que, qu'est-ce que...)</li> </ul>	<b><i>Blog Culturel</i></b>	15%
<b>7</b>	Feb. 19 – 23	Feb. 19 <sup>th</sup> : 1:30PM - 3:15PM in our classroom at Newnham Campus - 3 <sup>rd</sup> hour online (Asynchronous)	Revisions – Semaine 1-6 Préparation pour Test #1	Exercices en ligne / mise en pratique	1%
	Feb. 26 – Mar. 1	<b>Study Week</b>			
<b>8</b>	Mar. 4 – 8	Mar. 4 <sup>th</sup> 1:30PM - 3:15PM in our classroom at Newnham Campus - 3 <sup>rd</sup> hour online (Asynchronous)	<p>Talking about family and relatives</p> <p>Identifying rooms in a house</p> <p>Expressing possession (mon, ma, mes, etc.)</p> <p>Talking about the weather</p>	Test #1	15%
<b>9</b>	Mar. 11 – 15	Mar. 11 <sup>th</sup> : 1:30PM - 3:15PM in our classroom at Newnham Campus - 3 <sup>rd</sup> hour online (Asynchronous)	<p>Talking about plans and destinations</p> <p>Expressing what you are doing and making</p> <p>Expressing actions</p>	Exercices en ligne / mise en pratique	1%

		Giving commands  Telling time		
Mar. 15: Last day to drop course(s) and receive a <a href="#">DNC grade</a>				
<b>10</b> Mar. 18 – 22	Mar. 18 <sup>th</sup> 1:30PM - 3:15PM in our classroom at Newnham Campus - 3 <sup>rd</sup> hour online (Asynchronous)	Les verbes en – "re" L'impératif Le verbe "préférer" Le verbe "acheter"	Exercices Enligne  <b><i>Groupe de Discussion: Recording #2</i></b>	1%  15%
<b>11</b> Mar. 25 – 29  Mar. 29: Good Friday (Seneca closed)	Mar 25 <sup>th</sup> 1:30PM - 3:15PM in our classroom at Newnham Campus - 3 <sup>rd</sup> hour online (Asynchronous)	La Nourriture Les articles partitifs ( <i>du, de la, des, au, à la, aux, etc.</i> ) Les verbes "prendre" et "boire" Les déterminants démonstratifs (ce, cette, etc.)	Exercices en ligne / mise en pratique	1%
<b>12</b> Apr. 1 – 5	Apr. 1 <sup>st</sup> 1:30PM - 3:15PM in our classroom at Newnham Campus - 3 <sup>rd</sup> hour online (Asynchronous)	Révision & Préparation - Projet final	Test #2	15%
<b>13</b> Apr. 8 – 12	Apr., 8 <sup>th</sup> 1:30PM - 3:15PM in our classroom at Newnham Campus - 3 <sup>rd</sup> hour online (Asynchronous)	Révision  Activités de mises en pratique	Exercices en ligne / mise en pratique	1%
<b>14</b> Apr. 15 – 19	Apr. 15 <sup>th</sup> :	Préparation/Soumettre	Projet Final	20%

Apr. 26: Final grades for Winter 2024 Term available on <a href="#">Student Home</a>	1:30PM - 3:15PM in our classroom at Newnham Campus	Projet final		
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Please retain this document for future educational and/or employment use.

# Promotion Policy

## Evaluation of Work

Evaluation is based on correct language usage, organization and mastery of the subject at a post-secondary level. Students are expected to learn professional standards of performance in the subject areas, and tests and assignments will be graded on that basis.

To be successful in this subject, the student must complete all course work as specified and achieve an overall grade of D (50%) or more.

## Grading Policy

The following letter grade designations will be used to recognize a student's achievement in a course:

Letter Grade	Grade Point Value	Percentage Grade
A+	4.0	90% to 100%
A	4.0	80% to 89%
B+	3.5	75% to 79%
B	3.0	70% to 74%
C+	2.5	65% to 69%
C	2.0	60% to 64%
D+	1.5	55% to 59%
D	1.0	50% to 54%
F	0.0	0% to 49%
DNA (Registered, did not attend, did not officially withdraw)	0.0	N/A

**OR**

EXC	Excellent
SAT	Satisfactory
UNSAT	Unsatisfactory



Please read the grading policy here at [Grading Policy](#).

## **Missed Tests / Presentations / In-Class Assignments**

Students who miss scheduled tests, presentations or in-class assignments will receive a grade of zero. If there are valid reasons for missing the test, presentation or in-class assignment, the student MUST:

- a) Contact the professor or student advisor either by phone or by email prior to the start time of the test, presentation or in-class assignment and
- b) By the next class, present the professor with appropriate documentation. At the professor's discretion, a make-up test/in-class assignment or new date for the presentation may be granted or the value of the test may be added to a subsequent test or final exam. In courses where the grading scheme does not include the lowest test mark, this missed test policy does not apply.

## **Late Assignments**

Any student in need of an extended deadline must negotiate a reasonable extension with the faculty in advance of the published deadline. Only under extenuating circumstances will late assignments be accepted without communication prior to the deadline. Documentation of the extenuating circumstances must be provided by the student upon request. At the discretion of the faculty, deductions may be applied for any late assignment submissions. Student assessment policy is available on [Student Assessment Policy website](#).

## **Attendance and Participation**

Considerate classroom conduct, adequate class preparation, and constructive participation will enhance your academic experience and that of your colleagues. In particular, you are asked to be prompt, courteous, responsible and collaborative. Consistent attendance is important for success in this subject.

## **Learning Centre**

The Learning Centre offers academic support to all Seneca students in the form of one-on-one tutoring, small group tutoring, and workshops and is located in the libraries of the Newnham, Markham, York and King campuses. Please visit the Learning Centre [website](#) for more information regarding Learning Centre workshops and schedules.

## **Dropping a Subject**

Students can drop a fulltime day course by day 10 of the term from [Student Home](#). After day 10 of the term, students need to email a completed [Timetable Change form](#) to [theservicehub@senecacollege.ca](mailto:theservicehub@senecacollege.ca), where students will receive a DNC (Did Not Complete) grade on their transcripts.

Prior to dropping any courses, students are advised to contact the Coordinator/Advisor to discuss any impacts on their studies. For more information, please visit [Seneca's Timetable Change webpage](#).

## **Academic Regulations**

It is your responsibility as a student of Seneca Polytechnic to be aware of and abide by the academic and behavioural policies outlined in the Seneca Academic Policy and the Student Handbook. Here are some key policies:

### **Academic Integrity**

Seneca Polytechnic takes Academic Integrity very seriously. Therefore, all assignments in this course must be completed independently (unless otherwise stated), and with integrity. Copying and pasting from any source without correct quoting, paraphrasing, and citations will be considered plagiarism. This or any other contravention of Seneca's Academic Integrity Policy, including cheating, sharing, collusion, using Spinbots, Contract Cheating, Falsification, Impersonation, submitting a previously-submitted assignment, or unauthorized use of translator and Artificial Intelligence Generated Content will be reported to the Academic Integrity Committee. Please review the [Academic Integrity Policy](#).

To learn more about academic integrity and for resources to help you ensure academic integrity in all your course work, please refer to the [Seneca Library Citation & Plagiarism Guides](#).

### **Student Appeals**

Students have the right to appeal academic decisions of Seneca Polytechnic. If a student disagrees with an academic decision, they must discuss the matter with their faculty and program coordinator or chair as soon as possible to see if a mutually satisfactory solution can be reached in accordance with the timeline stated in [Seneca's Academic Appeal Procedure](#). It is only when a resolution cannot be agreed upon

through the informal appeal process that students may proceed to the formal academic appeal process. Please review the [Academic Appeal Policy](#).

Students must keep all assignments (including drafts and outlines) and exercises until they receive their final grade. No appeal will be considered unless a complete file is submitted at the time of the appeal.

## **Copyright**

Copyright means sole right to produce, reproduce and copy a work. In Canada, all original creative works are automatically protected by copyright upon their creation and protection applies whether or not a copyright symbol appears on the material. Only the copyright owner or its authorized licensees have the right to decide when and how the work is to be copied, altered or made available. Regardless of format, the use, reproduction and distribution of copyright protected materials are subject to limits and restrictions.

For more information, please visit [Seneca Copyright Policy](#) and [Fair Dealing for Copyright-Protected Work Policy](#).

A lecture or other educational activity might be recorded and the request may be initiated by the instructor, or by a student. Please review the [Recording Lectures and Educational Activities Policy](#) on Seneca website.

## **Camera Use and Recordings - Synchronous (Live) Classes**

Synchronous (live) classes may be delivered in person, in a [Flexible Learning space](#), or online through a Seneca web conferencing platform such as MS Teams or Zoom. Flexible Learning spaces are equipped with cameras, microphones, monitors and speakers that capture and stream instructor and student interactions, providing an in-person experience for students choosing to study online.

Students joining a live class online may be required to have a working camera in order to participate, or for certain activities (e.g., group work, assessments), and high-speed broadband access (e.g. Cable, DSL) is highly recommended. In the event students encounter circumstances that impact their ability to join the platform with their camera on, they should reach out to the professor to discuss. Live classes may be recorded and made available to students to support access to course content and promote student learning and success.

By attending live classes, students are consenting to the collection and use of their personal information for the purposes of administering the class and associated coursework. To learn more about Seneca's privacy practices, visit [Privacy Notice](#).

## **Information Technology Acceptable Use**

Official e-mail is available to all employees and students. Faculty, staff and students are required to use Seneca-provided e-mail when corresponding electronically about Seneca-related matters. For further information regarding the IT acceptable use policy, please refer to [Freedom of Information and Protection of Privacy Policy](#).

## **Student Conduct**

It is the policy of Seneca Polytechnic that all employees and students have a right to work and study in an environment that asserts the personal worth and dignity of each individual. For example, this includes interactions during Seneca related activities, student group work and communications being held online or in-person. The Student Conduct Office works with the Seneca community to address non-academic issues, disruptive behaviours and reports of sexual violence. Examples of issues that may be referred to this office for resolution include but are not limited to: disturbing behaviour that interrupt the educational process, harassment, abusive behaviour of any kind, and dangerous conduct such as assault or fighting.

In addition to Seneca's Student Code of Conduct Policy, students also have rights and responsibilities under the laws of local, provincial and federal governments, other Seneca policies and guidelines or regulations that may be administered by an academic school or area within Seneca. Students are encouraged to familiarize themselves with these policies.

More information and assistance are available through the [Student Conduct Office](#).

## **Accommodation for Students with Disabilities**

Seneca is committed to providing an accessible teaching, learning, living and working community that is barrier-free and inclusive for all individuals. If you require accommodation, please refer to the [Requesting academic accommodations](#) page.

For more information, visit our [Accessible Learning Services](#) page, or reach out to our accessibility counsellors at [senecacnas@senecacollege.ca](mailto:senecacnas@senecacollege.ca).