

Department of French
FSL100H1F: FRENCH FOR BEGINNERS
STUDENT'S COURSE GUIDE
SUMMER 2016

Section: L0101

In-class: Tuesday, Wednesday and Thursday 2 p.m-4 p.m (SS 1073)

Online Tutorial: Group A: Monday 2 p.m-3 p.m / Group B: Monday 3 p.m-4 p.m (Please note: Online tutorials will begin on Monday May 16. Before this time, Monday classes will take place in SS1073)

Classroom Instructor: Mirella Witek, mirella.witek@utoronto.ca

Office Hours and Location: DAY TIME (LOCATION)

Course Coordinator: Dr. Rosa Saverino (r.saverino@utoronto.ca)

I. COURSE DESCRIPTION

Description: This course is designed for those who have had no previous training in French and who desire an intensive, practical introduction to the language. It offers a basic, comprehensive study of both written and spoken French. In addition to in-class hours, students will also be required to participate in an online tutorial.

Required text: Valdman et al., *Chez nous*, third Canadian edition (manual and accompanying access code for computer module). Students who have purchased a used copy of the text may purchase an access code online at www.myfrenchlab.com. **Note:** Students who choose to use a previous version of the text do so at their own risk. In addition, students choosing to purchase the e-version of the textbook must bring printed copies of each lesson plan to class.

Assignments and Evaluation: Term mark (67%) made up of tests, written assignments, and oral performance; final two-hour examination (33%).

Prerequisite: None.

Exclusion: FSL101H1 and higher. **Not open to students who have previous knowledge of French (even minimal).**

Note: Students whose command of French raises doubts about their bona fides as beginners may be asked to move directly to a higher-level FSL course. Students with knowledge of French must take the French Placement Test and must register in the course recommended by the Test. It is not possible to take a lower level course in order to “brush up.”

You will receive no adjustment to your fees in the event that you must withdraw from a course for failing to have the necessary prerequisites or for not following the placement test recommendation. This decision may not be appealed.

II. COURSE ORGANIZATION

The textbook, *Chez nous*, and its accompanying materials will provide you with opportunities to develop your French language skills – listening, reading, speaking, and writing – by exposing

you to authentic French. It will also introduce you to the francophone experience in Canada and to francophone cultures around the world. This course will cover the following chapters: Preliminary Chapter - Chapter 6 of the text. *Chez nous* is accompanied by MyFrenchLab, the online component which includes the electronic version of the Student's Activities Manual, the complete audio program, the *Chez nous* videos, and a wide variety of Internet activities. This component of the course is **mandatory**. Students purchasing a new textbook will receive an access code with their *Chez nous* package. Students purchasing a used textbook will purchase the access code separately at www.myfrenchlab.com. This course will also be using Blackboard for the online tutorials. Your Instructor will give you instructions for getting started. This course consists of three components: an in-class session, an online tutorial, and MyFrenchLab, the online Student's Activities Manual, all of which are **mandatory**.

Classroom component and attendance

In the classroom, Instructors will take students through the *formes et fonctions* segments of each lesson in *Chez nous*. In *formes et fonctions*, grammar explanations and exercises are presented. This section focuses on grammar in both spoken and written French. Lessons for the oral component of this course are found under the segments entitled *points de départ* and *sons et lettres*. *Points de départ* presents vocabulary through varied visuals and exchanges representing authentic everyday contexts. *Sons et lettres* presents the main phonetic features and sound contrasts of French. It emphasizes the major differences between French and English, and the relationship between sounds and spellings. This component focuses on listening, speaking and reading.

Because language learning is a cumulative process, regular preparation of the course material is essential for steady progress and good performance. Regular attendance, punctuality, attentiveness and active participation are an integral part of this course; these elements will all be reflected in the "overall assessment" portion of your final grade.

Online tutorial

For the online tutorials, the class will be divided into two sections and students will engage in online activities with the Instructor. The online tutorials will be accessed through the course webpage in Blackboard. The online activities will be based on the material covered in class and in the course textbook. Students must be familiar with this material in order to be able to participate in the online tutorials. Your *active* participation in the online tutorials counts as a part of your "overall assessment."

Although the online tutorials may be accessed through devices such as iPads and mobile phones, students are strongly discouraged to use these devices for the online tutorials. Devices other than desktop and laptop computers have been known to restrict students in their ability to use the software's full range of features.

Online homework (MyFrenchLab)

The online homework is a completely separate entity from the online tutorials. Exercises from the *Student's Activity Manual* that accompanies *Chez nous* are available online on www.myfrenchlab.com. Instructors will assign homework from the online activity manual, for which a deadline will be imposed. To access these exercises and other available resources,

students must have an access code. Most exercises are auto-corrected, but instructors may also assign open-ended questions. Students will be required to read the chapters and do the accompanying exercises online. This component is **mandatory**, and will be assigned an “online assessment” grade at the end of the course.

Students are also required to log in to www.myfrenchlab.com (the website is not compatible with Firefox) regularly to check for new exercises and to complete them by the appropriate due date. Both the course ID **CRSKLQ3-411279** and the access code, which is purchased together with the book or separately online, are needed to access this program. IT IS THE STUDENT’S RESPONSIBILITY TO ENSURE THAT HIS/HER ACCOUNT IS FULLY FUNCTIONAL AND THAT COMPLETED ACTIVITIES ARE VISIBLE TO THE INSTRUCTOR – It is suggested that each student contact his/her Instructor after completing the first assignment on myfrenchlab.com in order to ensure that the Instructor is able to view completed exercises. Do not wait until the last minute (immediately prior to the deadline for activities completion or at the end of term) to verify your account. **ALL** activities that appear incomplete to your Instructor in myfrenchlab.com, for whatever reason, will be assigned a “0” grade. **NO exceptions.**

Note: A late penalty of **4% per day** will be assigned to all late assignments. All late assignments will be refused after ten days inclusive following the hand-in/required completion date.

III. TIMETABLE

***Please note that online tutorials will begin on Monday May 16th.**

****Students requiring access to a computer during the online tutorials may use the computers at the Carr Hall Multimedia Centre (3rd Floor).**

L = Lesson VCN = *Venez chez nous* CRLAB = Multimedia Lab, Carr Hall, 3rd floor

DATE (LOCATION)	MATERIAL TO BE COVERED	EVALUATION
*Monday May 9 (SS 1073)	Introduction, Preliminary Chapter	
Tuesday May 10 (SS 1073)	Preliminary Chapter	
Wednesday May 11 (SS 1073)	Chapter 1 (L1 & L2)	
Thursday May 12 (SS 1073)	Chapter 1 (L3 & VCN)	
Monday May 16 (CRLAB)	Online Tutorial (Preliminary Chapter & Chapter 1)	Group A: 2pm-3pm Group B: 3pm-4pm
Tuesday May 17 (SS 1073)	Chapter 2 (L1 & L2)	
Wednesday May 18 (SS 1073)	Chapter 2 (L1 & L2)	Quiz #1 (15 mins) [5%]
Thursday May 19 (SS 1073)	Chapter 2 (L3 & VCN)	
Monday May 23	NO CLASSES VICTORIA DAY HOLIDAY	
Tuesday May 24 (SS 1073)	Chapter 3 (L1 & L2)	Quiz #2 (15 mins) [5%]
Wednesday May 25 (SS 1073)	Chapter 3 (L1 & L2)	
Thursday May 26 (SS 1073)	Chapter 3 (L3 & VCN)	Oral Comprehension Test (45 mins) [10%]
Monday May 30 (CRLAB)	Online Tutorial (Chapters 2 & 3)	Group A: 2pm-3pm Group B: 3pm-4pm
Tuesday May 31 (SS 1073)	Chapter 4 (L1 & L2)	

Wednesday June 1 (SS 1073)	Chapter 4 (L1 & L2)	
Thursday June 2 (SS 1073)	Chapter 4 (L3 & VCN)	Mid-term (grammar, vocabulary & composition) (60 mins) [25%]
Monday June 6 (CRLAB)	Online Tutorial (Chapters 3 & 4)	Group A: 2pm-3pm Group B: 3pm-4pm
Tuesday June 7 (SS 1073)	Chapter 5 (L1 & L2)	
Wednesday June 8 (SS 1073)	Chapter 5 (L1 & L2)	Final Oral Comprehension Test (45 mins) [15%]
Thursday June 9 (SS 1073)	Chapter 5 (L3 & VCN)	
Monday June 13 (CRLAB)	Online Tutorial (Chapter 5)	Group A: 2pm-3pm Group B: 3pm-4pm
Tuesday June 14 (SS 1073)	Chapter 6 (L1 & L2)	Quiz #3 (15 mins) [5%]
Wednesday June 15 (SS 1073)	Chapter 6 (L1 & L2)	
Thursday June 16 (SS 1073)	Chapter 6 (L3 & VCN) Discussion – Final Exam	In-class Composition (30 mins) [10%] **No dictionaries permitted

IV. MARKING SCHEME

Final Mark:	Term mark	two thirds (67%)
	University Exam	one third (33%)

The **TERM MARK** is divided as follows:

Written Component	3 Quizzes	15%
	In-class Composition	10%
	Mid-term	25%
Oral Component	Comprehension Test	10%
	Final Comprehension Test	15%
	Online assessment (online exercises)	15%
	Overall assessment (online tutorial, attendance, homework, <i>active</i> participation, improvement)	10%

TOTAL **100%**

Note: The final two-hour exam for this course will be held during the final examination period prescribed by the Faculty of Arts and Science. The final exam will consist of questions testing grammar, vocabulary and culture. Students are responsible for the material in the course textbook. Students are also responsible for the material covered in class as well as in the online tutorials for the final exam.

V. IMPORTANT DATES (May to June 2016)

May 2016

9	Classes begin in F and Y section code courses
12	Waiting lists for F and Y section code courses close at end of day
15	Last day to add and change meeting sections in F and Y section code courses
23	Victoria Day; University closed
June 2016	
3	Examination timetable for F section code courses posted
	Last day to drop F section code courses from academic record and GPA. After this deadline a mark is recorded for each course, whether course work is completed or not (a 0/zero is assigned for incomplete work), and calculated into the GPA. Note that some courses cannot be cancelled using ACORN and students must contact their College or Department to do so; refer to the Registration Instructions.
6	Last day to add or remove a CR/NCR option in F section code courses.
	Classes end in F section code courses
17	Deadline to request Late Withdrawal (LWD) from F section code courses at College Registrar's Office
20-24	Final examinations in F section code courses, deferred examinations in specified S section code courses from April 2016; term tests in Y section code courses
24	Last day to file a petition regarding term work in 2016 summer session F section code courses

VI. LANGUAGE POLICY

The Department takes into account the quality of students' French as one of the criteria in the evaluation of assignments and examinations. A minimum of 20% of the grade will be allocated to this aspect of written assignments.

VII. BLACKBOARD

Blackboard will be used extensively throughout this course. Such uses include:

1. Gradebook: all grades will be entered on Blackboard.
2. Online tutorials: all online tutorials will be accessed through your blackboard course.
3. Announcements: your Instructor will post various announcements concerning upcoming lectures, homework, etc. The Student's Course Guide, instructions for myfrenchlab, etc. will be posted on Blackboard. Students should consult the course Blackboard page regularly for updates.

VIII. POLICY REGARDING ABSENCES

Students who have been absent from class for medical or other unavoidable reasons and require an accommodation for missed or late term work must record their absence using the ROSI

Absence Declaration and submit one of the following documents to the course Instructor before any accommodation will be considered: i) UofT Verification of Illness or Injury Form (<http://www.illnessverification.utoronto.ca/>); ii) UofT Health Service Form; iii) College Registrar's Letter; iv) Accessibility Services Letter. *Please be advised that a note from your physician is not sufficient. A student who misses a test or assignment deadline should come forward to the course instructor as soon as possible, and no later than one week after returning to class. Normally this means within one week of the test or deadline; however, the student's reason for absence may extend beyond one week, and so the student is expected to come forward as soon as possible. Prudence suggests the student should notify the instructor by email if the absence is extended in this way.

IX. POLICY CONCERNING E-MAIL

- 1) Instructors will not reply to e-mails concerning information already available in the course syllabus, other handouts, or on the course Blackboard page;
- 2) Instructors are not obliged to respond to e-mail which they deem unprofessional, disrespectful, or inappropriate;
- 3) *Appropriate use*: e-mail correspondence should be used only for administrative matters. All inquiries concerning course content including evaluations must be asked in class or discussed during office hours.
- 4) *E-mail should not be used*:
 - a. as an alternative to meeting with your Instructor during office hours, as a private tutorial, or to review material covered in missed lectures;
 - b. for electronic submission of assignments. This is only permitted in exceptional circumstances with prior special permission granted by your Instructor.
- 5) *Account*: University policy requires that you have a UTOReid account. All correspondence, including that via the Blackboard course site, must be conducted using this address (i.e. no hotmail, yahoo, gmail, or other external addresses). If you need information on how to activate your UTOReid and set your password for the first time, please go to www.utorid.utoronto.ca. The course Instructor will not be able to help you with this. 416-978-HELP and the Help Desk at the Information Commons on the ground floor of Robarts Library can also answer any other questions you may have about your UTOReid and password. You are responsible for ensuring you have a valid UofT email address that is properly entered in the ROSI system, and for checking your UofT email account on a regular basis.
- 6) *Self identification*: Please identify yourself clearly by including the course designator (FSL100) in the subject line and your full name with student number in the message. Messages lacking this information will go unanswered.
- 7) *Response time*: Instructors and course coordinators will endeavour to reply to all messages within **48 hours** of receiving them. If you do not receive a reply within this period, resend your message.

X. POLICY REGARDING PLAGIARISM

Plagiarism is considered by the University to constitute a major academic offence. The University of Toronto is governed by the Code of Behaviour on Academic Matters. (www.utoronto.ca/academicintegrity) The Code of Behaviour on Academic Matters states: “It shall be an offence for a student knowingly to represent as one’s own any idea or work of another in any academic examination or term test or in connection with any other form of academic work, i.e., to commit plagiarism. Wherever in the Code an offence is described as depending on “knowing”, the offence shall likewise be deemed to have been committed if the person ought reasonably to have known.” See “How Not to Plagiarize” (<http://www.writing.utoronto.ca/advice/using-sources/how-not-to-plagiarize>) and “Academic Misconduct (plagiarism, etc.)” (<http://www.sgs.utoronto.ca/currentstudents/Pages/Academic-Integrity-Resources.aspx>). See also: <http://www.writing.utoronto.ca/faculty/detering-plagiarism>.

The clear and unequivocal recognition and use of textual sources that have contributed to your work is expected in all academic situations: on chat sites, in work prepared at home, in in-class tests/examinations. Electronic resources (e.g. online) are treated in the same way as any printed source, and are expected to be given clear and comprehensive references.

In FSL100, this becomes especially pertinent with the in-class compositions. Although you are asked to use textbook vocabulary and grammar to write the in-class compositions, you should not copy the textbook verbatim (word-for-word) and present it as your own work. Copying is considered a form of plagiarism and will be subject to the University’s plagiarism policies.

XI. OTHER IMPORTANT POLICIES

The Department of French strives to offer you the best French learning experience possible by ensuring that all students are provided with the same learning opportunities and evaluation measures in a course appropriate to their level of French at registration. To that end, the following policies apply to this and all other FSL courses. More detailed information can be found in the document “Student Guidelines for FSL Courses” which is posted on Blackboard.

- 1) Auditing of FSL courses is not allowed. This applies to students on waiting lists and any individual who is not registered in the course.
- 2) Please pay attention to the timetable. Class meetings will be held at **SS 1073**. This is also the case for all of the tests except the final exam. It is the student’s responsibility to be familiar with the timetable and the classrooms; failure to do so does not constitute a valid justification for absences or late arrivals.
- 3) Please arrive on time. Late arrival disturbs the class and will negatively impact your participation grade.
- 4) Laptop computers, recording devices, cell phones, electronic dictionaries, tablets, e-readers, and similar devices are not allowed in class. Cell phones must be turned off before class starts. E-mailing, chatting, texting, cell phone calls or any other non-course-related activity disrupts the learning environment and thus is not allowed.
- 5) All test and exam questions are to be answered in pen.
- 6) Re-marking Policy: A student who believes an individual item of work has been incorrectly or unfairly marked may ask the instructor for a re-evaluation. Students should make such requests as soon as reasonably possible after receiving the work back, but no later than two weeks after it is returned. If a remarking is granted, **the student must accept the resulting mark as the new mark, whether it goes up or down or remains the same.** Continuing with the remark means the student accepts this condition.

7) The University provides academic accommodations for students who require them. To receive special accommodations, students must register with Accessibility Services. To learn more about the service, please visit the following website: <http://www.accessibility.utoronto.ca/Home.htm>. Registering as soon as you are accepted to the University or before classes begin is best.