

Course outline

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Course dates: 15 weeks, starting on Thursday 19th September 2024 ending on Thursday 9th January 2025.

Distance learning course: This is a distance-learning course. No lessons will be held on site at the Cnam in Paris. Please see the course dates on page 3 for more details.

Online lessons: Each online lesson will be taught via Microsoft Teams. The Cnam has a site licence enabling you to download Microsoft Office 365 free of charge for the duration of your studies. All lessons will be scheduled on Wednesday evenings between 6pm and 9pm. A Teams invitation link will be sent to your Cnam email address in advance of each session. Please note that the lessons are not pre-recorded. **In order to take part, you will need a stable internet connection, a microphone and a webcam.**

Attendance: Your regular attendance online is compulsory throughout the fifteen lessons of the course. All absences must be justified, only a limited number of absences are permitted.

How do the online lessons work?:

The course aims to meet the collective needs of the group as well as your individual needs. In the opening weeks, we will identify your main areas of interest and the skills that you would like to develop.

Throughout the course you will be expected to devote **three hours per week** to improving your language skills. Each week these three hours will incorporate:

- A weekly online lesson (approx. 1 hour 30 minutes) held via Microsoft Teams. During these classes you will work on a variety of topics and participate in activities with your fellow classmates. Your group will be small in size so that you can take part as much as possible.
- An individual work session (approx. 1 hour 30 minutes) following the online lessons, you will be invited to read or listen to documents and undertake tasks based on the subjects that we have explored together. You will work on these activities at your own pace at a time that suits you. Your completed work documents must be submitted for assessment before the start of our next online lesson.



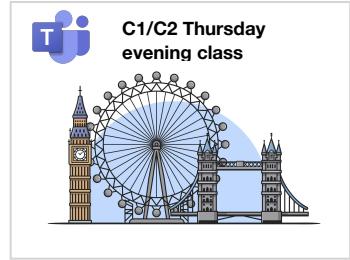
Assessed coursework:

After the opening weeks of the course you will be asked to choose a personal or a professional presentation topic as part of your compulsory coursework. You will work on this project during the individual work sessions for the remainder of the term. In December or January you will give your online presentation to the group.

In order to chart your progress, you will be required to complete a log book and submit a draft copy of your presentation. You will have several opportunities to discuss your work and receive feedback on a one-to-one basis.

During the Christmas break you will complete a short writing assignment for the course. There will be a selection of tasks to choose from. These tasks will reflect the topics that we have covered in our online lessons.

All the tools that you will require for the lessons and the coursework will be sent to your Cnam email address on the day of your class. Your completed work can be uploaded to our Teams group teaching space.



Evaluation and grades:

There is **no final exam** on this course, therefore no resit is possible.

You will be graded via **continuous assessment** on the following basis:

<u>Overall participation and investment in the course</u> <i>(regularity of work, adherence to deadlines)</i>	<u>Coursework 1</u> A presentation	<u>Coursework 2</u> A writing assignment + 1 Moodle module & 1 conversation classes	<u>Calculation of average grade</u>
+ /20	+ /20	+ /20	= /20

Your overall participation and investment in the course will be marked out of 20. I kindly ask you to attend the online lessons on time. It is also imperative that you respect the deadlines that are imposed throughout the semester.

Assessment issues: If your coursework does not meet the required standard (you obtain a grade below 10/20), you will be allowed the opportunity to be reassessed by submitting additional work before the end of the course.

Email and the Moodle learning platform

When you enrol as a new student at the CNAM you will automatically receive an email address in the following format:
prénom.nom.auditeur@lecnam.net

Espace numérique de formation

It is essential that you check your Cnam *Outlook* inbox on a very regular basis as I will use it to send weekly lesson documents to you. I may also use it to send important lesson information, updates and reminders.

With your Outlook email account you will also be able to gain access to the ENF (*Espace Numérique de Formation*) via lecnam.net

A screenshot of a web browser showing the 'AUTHENTICATION' page of the 'Espace numérique de formation'. The page has a red header with the word 'AUTHENTICATION'. Below the header is a photograph of a person's hands typing on a white keyboard. To the left of the keyboard is a smartphone, and to the right is a black coffee mug. At the bottom of the page, there is a form with fields for 'Adresse lecnam.net ou nom d'utilisateur*' and 'Mot de passe*', both marked with asterisks to indicate they are required. There is also a checkbox and a 'Se connecter' button.

In this dedicated learning space you will gain access to:

- The Moodle learning platform
- Windows Office 365 (*Microsoft Teams/ Word/ Excel etc.*)
- The CNAM digital library resources

- **Lesson dates**

C1/C2 evening online class 6pm - 9pm

	Date	Online meeting	Lesson format
1	Thursday 19th September 2024	Teams	Introduction to the course + needs analysis + online group activities
2	Thursday 26th September 2024	Teams	online lesson + individual work
3	Thursday 3rd October 2024	Teams	online lesson + individual work
4	Thursday 10th October 2024	Teams	online lesson + individual work
5	Thursday 17th October 2024	Teams	online lesson + individual work
6	Thursday 24th October 2024	Teams	online lesson + individual work
7	Thursday 31st October 2024	Teams	online lesson + individual work
8	Thursday 7th November 2024	Teams	online lesson + individual work
9	Thursday 14th November 2024	Teams	online lesson + individual work
10	Thursday 21st November 2024	Teams	One-to-one presentation meetings
11	Thursday 28th November 2024	Teams	student presentations + online lesson
12	Thursday 5th December 2024	Teams	student presentations + online lesson
13	Thursday 12th December 2024	Teams	student presentations + online lesson
14	Thursday 19th December 2024	Teams	student presentations + online lesson
Cnam Christmas holiday period - (Sunday 22nd December 2024 - Sunday 5th January 2025 inclusive)			
15	Thursday 9th January 2025	Teams	student presentations + online lesson