**Department of French Studies**

**Western University**

**Course Number**

**Course Name**

**Term**

Location

Days

Hours

Lab information (if pertinent)

Instructor/Professor

Name

Email

Office

Office hours

Enrollment in this course is restricted to graduate students in French Studies, as well as any student that has obtained special permission to enroll in this course from the course instructor as well as the Graduate Chair (or equivalent) from the student’s home program.

**Course Description**

*A description of the objectives and content of the course, which shall include a statement of what is expected of the student by way of preparation, tests, exercises, essays, laboratory reports, etc. (hereafter called "assignments"), and any specific requirements for attendance and participation.*

**Graduate Course Level Learning Outcomes/Objectives**

*Provide a list of course learning outcomes/objectives. Course learning outcomes/objectives should align with the graduate program’s learning outcomes. Contact your graduate chair/administrator, or SGPS, for a copy of the program learning outcomes. Ideally, students should be able to see how course learning outcomes/objectives are addressed through course requirements, activities and assessments.*

*Program-level learning outcomes for French Studies:*

*- MA:* [*https://www.uwo.ca/french/graduate/master/index.html*](https://www.uwo.ca/french/graduate/master/index.html)

*- PhD:* [*https://www.uwo.ca/french/graduate/phd/index.html*](https://www.uwo.ca/french/graduate/phd/index.html)

**Course Timeline and Format**

*Include an anticipated timeline of the content areas, or topics and/or other learning activities, covered over the course duration, as well as the format (face-to-face, online, hybrid) used to deliver the content. Instructors should make every effort to follow the stated timeline. Normally, instructors cannot change the format of instruction during the course.*

**Course Materials**

*A description of the materials that are required (or recommended) for the course, including textbooks, supplemental information, notes, manuals, laboratory or safety materials, and any specific electronic devices.*

**Methods of Evaluation**

*A statement of the methods by which student performance will be evaluated and the weight of each, including an exact timetable and schedule of assignments. When exact dates cannot be supplied, a tentative schedule must be issued with an exact schedule to follow as soon as possible. This regulation does not preclude the administration of surprise assignments and quizzes, as long as the total number, approximate frequency, and value of such assignments are specified in the course outline.*

*Any course-specific conditions that are required to pass the course must be outlined. For example, conditions might include (i) minimum attendance at lectures or laboratories, (ii) minimum overall grade on laboratory or essay components of the methods of evaluation, or (iii) minimum required grades on a final exam.*

*Course instructors who wish to change the evaluation procedure shown in the course outline must receive prior approval to do so from the graduate chair of the program concerned.*

**POLICIES AND REGULATIONS**

**Statement on Academic Offences**

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following Web site: <http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_grad.pdf>

**Students who are in emotional/mental distress should refer to** Mental Health@Western <http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about how to obtain help.

**Accessible Education Western (AEW)**

Western is committed to achieving barrier-free accessibility for all its members, including graduate students. As part of this commitment, Western provides a variety of services devoted to promoting, advocating, and accommodating persons with disabilities in their respective graduate program.

Graduate students with disabilities (for example, chronic illnesses, mental health conditions, mobility impairments) are strongly encouraged to register with Accessible Education Western (AEW), a confidential service designed to support graduate and undergraduate students through their academic program. With the appropriate documentation, the student will work with both AEW and their graduate programs (normally their Graduate Chair and/or Course instructor) to ensure that appropriate academic accommodations to program requirements are arranged.  These accommodations include individual counselling, alternative formatted literature, accessible campus transportation, learning strategy instruction, writing exams and assistive technology instruction.

*Additionally,*

*A) If written work will be assigned in the course and plagiarism-checking software might be used, the following statement to this effect must be included in the course outline:*

*“All required papers may be subject to submission for textual similarity review to the commercial plagiarism-detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com (http://www.turnitin.com).”*

*B) If computer-marked multiple-choice tests and/or exams will be given, and software might be used to check for unusual coincidences in answer patterns that may indicate cheating, the following statement must be added to course outlines:*

*“Computer-marked multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating.”*

**Statement on AI***The use of AI (automatic translation tools, grammar checkers, ChatGP, etc.) is prohibited in all graduate seminars and all milestones counting towards the MA and PhD programs in French Studies. If AI use is suspected, the instructor(s)/examiner(s) will ask for research notes, rough drafts, essay outlines, and other materials used in preparing assignments. Students are expected to retain these materials until after final grades have been entered. In the unlikely event of concerns being raised about the authenticity of any assignment, students may be asked to produce these materials; an inability to do so may weigh heavily against them.*

See also SGPS' “Provisional Guidance for the use of Generative AI in Graduate Studies” (https://grad.uwo.ca/about\_us/policies\_procedures\_regulations/ai.html).