

**Department of French Studies**  
**French 1004 (In-class sections only)**  
**French Fundamentals**  
Fall/Winter 2024-25

**Course Coordinator:** [Paul Venesoen](#)  
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**Instructor / Course Location, Day and Time / Office Hour**

- Check your **Timetable** and the course **OWL** site for this information.
- Students must use their **UWO email address** (...@uwo.ca) when contacting their instructor.
- **Auditing is not permitted.** You must be officially enrolled in a section of French 1004 to take this course.

**Antirequisites:** Grade 12 French, French 1002\*, French 1003A/B\*, French 1010, and French 1011A/B.

\*Students who already have French 1002 or French 1003A/B **without** French 1010 or French 1011A/B can request Special Permission from the Department of French Studies to take French 1004 for 2023-2024.

Contact [Dr. Laté Lawson-Hellu](#), Undergraduate Chair, for Special Permission.

**Prerequisites:** Placement Test permission. **All French 1004 students** must take the online French [Placement Test](#) and have the results posted on their Academic Record. The Placement Test takes just a few minutes for students with little or no French experience.

*Placement Test results have no effect on your grades.*

- Unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you may be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.

**Course Description and Learning Outcomes**

• French 1004 is a full-year 1.0 course designed **for beginner students** who have no French knowledge, or **for students with limited French ability**. The course starts with the basic principles of **grammar** and the **parts of speech**, the core information required for a better understanding of language mechanics. We then move on to an **individual learning approach**, calling on you to use multiple resources to engage your critical thinking skills and participate in the process of discovering the French language. French 1004 includes listening, reading, writing and speaking in French, taking beginner students up to an intermediate level by the end of the course.

**Course Objectives**

- By the end of the course, students will be expected to:
  - Be able to recognise and identify most parts of speech.
  - Understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. personal and family information, shopping, local geography, employment).
  - Communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters.
  - Describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.

### **For the best French 1004 learning experience**

- French 1004 learning materials and resources are always available and flexible, but the best language learning experience is obtained with an orderly, consistent participation and review multiple times per week. In addition to the in-class lecture chapter review, we recommend **an additional hour or two of French 1004 coursework during the week** for review exercises and oral practice. A repeated, prolonged and consistent approach will **absolutely** help you to better retain vocabulary, grammar rules and explanations, and will improve your pronunciation and communication skills. Students who put off or delay coursework time will inevitably fall behind and struggle to catch up.
- Your success in French 1004 correlates **directly** with time spent on learning and review activities.
- Create a personal weekly French 1004 **schedule and routine** – reserve enough time to study and review the material, do the exercises, and use the available resources.
- Supplement the textbook with the material and external links provided in OWL resources.
- For best participation, comprehension and retention, we strongly recommend students **not** use their laptop/tablet computers during class time.

### **Textbook and online material**

- **French 1004 / French Fundamentals** textbook is **required**. Purchase the Course Book at the UWO Bookstore.
- All other course material will be posted to OWL: <https://westernu.brightspace.com/>. **Students are expected to check their @uwo.ca email and the course OWL site on a regular basis for news and updates.**

### **Technical Requirements**

- A **desktop** or **laptop computer** capable of:
  - **Typing/inserting French accents.** There is an online *Instructions for French accents.pdf* document available in OWL *French 1004 Student Resources*.
  - **Installing the required [Microsoft Office 365 Suite](#)**, available for free to all Western students.
  - **Web browsing, audio and video recording.**
- A **personal back-up solution** for safeguarding all assignments in the course.
- A **reliable high-speed Internet connection** with a **compatible Internet browser**. *Google Chrome* or *Mozilla Firefox* are recommended. *Safari* is **not** recommended.
- For instructors who choose to have **online** Office Hours, students may be required to download and install video conferencing software (*Zoom*, *Microsoft Teams*, etc.)

For all technical issues or questions, please contact **Western Technology Services**: <https://wts.uwo.ca/>

### **Electronic Devices**

- For best participation, comprehension and retention, we recommend students **not use** their laptop/tablet computers during class time to make it easier to engage with the instructor and to stay focused on the textbook and course material in the classroom.
- Cell phones can be used before the start of class and during breaks. **Students are required to step out of the classroom for cell phone use during class time.**

### **Methods of Evaluation**

5 In-class Chapter Tests @ 8%	40% - Section dates in Weekly Schedule (pp. 8-9)
10 Online Comprehension Assignments @ 0.5%	5% - Due dates in Weekly Schedule (pp. 8-9)
Attendance and Participation	10% - In the classroom
Uploaded Presentation Assignment	15% - Due Friday, April 4, 2025
In-person Final Exam	30% - April 2025 Exam Period
<b>Total</b>	<b>100%</b>

## Description of Program

### ● In-Class Lectures and being on time

French 1004 students meet **twice a week** for in-class lectures. Students are expected to **read the textbook chapters before coming to class**. Instructors will further explain chapter material and include review exercises with student participation. **Attendance for each class will be recorded**. In order to get the best language-learning experience, it is important for students to attend all classes and be ready to participate actively during the lectures. Students are expected to **arrive on time and stay until the end of class**. Arriving more than **ten minutes** late or leaving before class is dismissed will be considered an **absence** if not justified. If you arrive late to class after attendance has been taken, it is **your responsibility** to see the instructor and justify your late arrival.

### ● General information about missed work

University policy on academic considerations are described [here](#). This policy requires that all requests for academic considerations must be accompanied by a self-attestation. Please note that any academic considerations granted in this course will be determined by the Course Coordinator, in consultation with the academic advisors in your Faculty of Registration, in accordance with information presented in this course outline.

### ● Absences (10% of your Grade in French 1004)

***The following information does not apply when there are Medical or Compassionate Academic Accommodation Requests from a Home Faculty. In those cases, the instructor is contacted by the student's Dean's Office and accommodation is always approved. Do not bring or send any medical or other documentation to your instructor.***

#### **1) Unjustified short-term Absences:** (*i.e. absent from a class without instructor notification*)

Each unjustified **hour** of class absence results in a **deduction of 0.5%** from the Attendance and Participation mark (**10%**). *Two-hour class absences deduct accordingly. If you miss a total of 20 hours* or more of class time, your Attendance and Participation mark will be **zero** and you will receive a warning message from the Course Coordinator.

#### **2) Justified short-term Absences:** (*i.e. absent from a class with instructor notification*)

Please contact your instructor **by email** if you miss a class and you want accommodation. In the email message to your instructor, do not include any medical or other official documentation but be prepared to provide a good reason or excuse for justification of a **short-term absence**, which is **1 missed class**.

Two or more **consecutive** missed classes require contacting the Course Coordinator for approval or denial unless there is a Dean's Office Accommodation Request to follow.

Students have a maximum of **6 hours of justified short-term absence** that can be accommodated by the instructor provided the student contacts the instructor in writing as outlined above. Any absence accommodation beyond the 6 hours requires contacting the Course Coordinator for approval or denial.

Requests for short-term absence accommodation must be sent to the instructor **within 7 days of the absence** or will be denied.

### **Official University Regulation on excessive absences**

"...Any student who, in the opinion of the instructor, is absent too frequently from class or laboratory periods in any course will be reported to the Dean of the Faculty offering the course (after due warning has been given). On the recommendation of the Department concerned, and with the permission of the Dean of that Faculty, the student will be debarred from taking the regular examination in the course..." – from Western's *Academic Calendar*

***French 1004 students can fail the course due to excessive absences.***

● **In-class Chapter Tests** (5x8% = 40% of your Grade in French 1004)

Chapter Tests will concentrate on the most recently covered material in the chapters, but the **Tests are cumulative**, which means material from previous chapters can be used in subsequent Tests. Chapter Tests have various types of questions and evaluations related to examples and exercises in the course material. Students will have access to a detailed Test Outline and supplementary review material. No new material is scheduled during Chapter Test weeks. Students have **50 minutes** to write the Chapter Tests in the classroom. The Chapter Tests are **proctored by instructors** and are **not open-book**. No phones, laptops or tablets during Chapter Tests. Students are allowed to leave early if they finish the Test before the time deadline. Check the **Weekly Schedule** (pp. 7-8) for Chapter Test sections and dates.

► ***What if I miss a Chapter Test ?***

If you miss **1** Chapter Test for any reason, **contact your instructor** as soon as possible to arrange an alternate day/time **the same week of the Chapter Test**. If you cannot write the same week due to illness or other reasons, you will get a **one-time accommodation** as follows: Your Final Exam grade will be used as the **substitute** for the missed Chapter Test grade. For example, a grade of 77% on the Final Exam signifies a grade of 77% for the missed Chapter Test. If you do not contact your instructor promptly about a missed Chapter Test, the grade is zero unless you have accommodation from your Dean's Office.

If you miss **2 or more** Chapter Tests, contact your **instructor** and the **Course Coordinator**. Please note that the Chapter Tests are considered to be central to the learning objectives for this course. Accordingly, **students seeking academic consideration for missing 2 or more Chapter Tests will be required to provide formal supporting documentation**. Students who are granted academic consideration for 2 or more missed Chapter Tests will be provided with the opportunity to re-weight/substitute grades.

● **Online Comprehension Assignments** (5% of your Grade in French 1004)

**Use MS Word (Office 365 Suite) exclusively for your Assignments.**

Students are required to submit a total of **11** oral French Comprehension Assignments over both terms. Worth **0.5% each**, the Assignments will be marked and documented, with the **10 best results out of 11** retained for the 5% in this category. Students can check course notes and chapters while preparing assignments before upload but the Comprehension Assignments are to be done **on your own** with no online help or collaboration with other students or individuals, not even for proofreading.

► ***What if I'm past the deadline or I forgot to submit a Comprehension Assignment?***

**Late submissions are not accepted** unless you have accommodation from your Dean's Office. Comprehension Assignments have a **Monday 11:59pm hard deadline** and **cannot be submitted retroactively**. With a **6-day submission window**, last-minute technical difficulties are not grounds for late or absent submissions. We recommend you submit your Comprehension Assignments *well before* the Monday 11:59pm deadlines. Please note, because not all Comprehension Assignments are required in the calculation of the final course grade, the Course Coordinator reserves the right to deny academic consideration for missed Assignments. This course has 11 Comprehension Assignments with only 10/11 Assignments counted towards your final grade. If students miss 1/11 Assignments, the remaining 10 Assignments will be used in the calculation of the final grade. If students miss more than 1 Assignment, they will receive a grade of zero for each missed Assignment.

- **Presentation Assignment** (15% of your Grade in French 1004)

*Use MS PowerPoint (Office 365 Suite) exclusively for your Presentation.*

At the end of **Term 2**, students will upload a presentation in PowerPoint format. The presentation will include student **video**, **audio** and **written content**, as well as simple **slides**. Students can check course notes and chapters while preparing the Presentation before upload but the Presentation Assignment is to be done **on your own** with no online help or collaboration with other students or individuals, not even for proofreading.

- ▶ ***What's the deadline for the Presentation Assignment?***

**Friday, April 4<sup>th</sup> 2025** is the last day to submit the Presentation, with **11:59pm Eastern Time** as the hard deadline. **Late submissions are not accepted** unless an extension is granted through your Dean's Office. With a **4-week submission window**, last-minute technical difficulties are not grounds for late or absent submission of the Presentation Assignment. If you miss the deadline to submit the Presentation due to circumstances beyond your control, contact your Dean's Office for academic accommodation. Please note that because the submission deadline for the Presentation Assignment already includes flexibility in the form of a 4-week submission window, the instructor reserves the right to deny academic consideration for assignments which are submitted following the end of the period of flexibility, which is April 4<sup>th</sup>, 2025.

- **Final Exam** (30% of your Grade in French 1004)

All sections write an **in-person, common** Final Examination on campus during the **April 2025** exam period. The 3-hour Final Exam covers all of the course content but has no oral French component. Students will have access to a detailed **Final Exam outline** and **supplementary review material**.

- ▶ ***What if I miss the Final Exam?***

If you miss the Final Exam for any reason, contact your Dean's Office as soon as you are able to do so. They will assess your eligibility to write a **Special Examination**. You may also be eligible to write a Special Exam if you are in a "Multiple Exam Situation" (e.g., more than 2 exams in a 23-hour period, more than 3 exams in a 47-hour period).

- **Statement on the Use of Generative Artificial Intelligence (AI)**

In this course, the use of AI (automatic translation tools, grammar checkers, ChatGPT...) is prohibited. If AI use is suspected, the instructor will ask for notes, rough drafts, composition 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.



## **Academic Accommodation**

- **Medical or Compassionate Academic Accommodation.** Students missing course work for medical, compassionate or extenuating circumstances can request academic consideration by completing a request at the central academic consideration portal. Students are permitted one academic consideration request per course per term without supporting documentation. Note that supporting documentation is **always** required for academic consideration requests for examinations scheduled by the office of the registrar (e.g. December and April exams). Students should also note that the instructor may designate one assessment per course per term that requires supporting documentation. This designated assessment is described elsewhere in this document. Please note that any academic considerations granted in this course will be determined by the instructor of this course, in consultation with the academic advisors in your Faculty of Registration, in

accordance with information presented in this course outline. Supporting documentation for academic considerations for absences due to illness should use the Student Medical Certificate or, where that is not possible, equivalent documentation by a health care practitioner.

- **Religious Accommodation.** Students should review the policy for [Accommodation for Religious Holidays](#). Where a student will be unable to write examinations and term tests due to a conflicting religious holiday, they should inform their instructors as soon as possible but not later than two weeks prior to writing the examination/term test. In the case of conflict with a Chapter Test, students should inform their instructor as soon as possible but not later than one week prior to the Test.
- **Accommodation Policies - Accessible Education.** Students with disabilities are encouraged to register with [Accessible Education](#) at the earliest opportunity. “Accessible Education plays a central role in Western's efforts to ensure that its academic programs are accessible for all students”.
- **Special Examinations.** A Special Examination is any examination other than the regular examination, and it may be offered only with the permission of the Dean of the Faculty in which the student is registered, in consultation with the instructor and Department Chair. Permission to write a Special Examination may be given on the basis of compassionate or medical grounds with appropriate supporting documents. To provide an opportunity for students to recover from the circumstances resulting in a Special Examination, the University has implemented Special Examinations dates. These dates as well as other important information about examinations and academic standing can be found [here](#).

## **Scholastic offences**

- By registering in this course, you are agreeing to the University of Western Ontario **Code of Student Conduct** (<https://www.uwo.ca/univsec/pdf/board/code.pdf>) and the [Scholastic Discipline For Undergraduate Students](#). Learning a new language is a challenge; it requires regular studying and reviewing of material for better acquisition and longer retention. When learning a language, there is no substitute for honest, frequent and persistent effort. There are negative consequences for dishonest students who contravene the Code of Student Conduct in any course. Click for more information on [Academic Integrity](#).

## **Support Services**

- **Academic Advising.** Your Home Faculty's Academic Counselling or Academic Advising Office will support or refer whenever you have an issue that is affecting your studies, including information on adding/dropping courses, academic considerations for absences, appeals, exam conflicts, and many other academic related matters. Do not hesitate to reach out to them if you are struggling and unsure where to go for help. Contact info for all Faculties is here: [https://registrar.uwo.ca/faculty\\_academic\\_counselling.html](https://registrar.uwo.ca/faculty_academic_counselling.html)
- **Mental Health Support.** Students who are in emotional/mental distress should refer to Mental Health@Western (<https://uwo.ca/health/>) for a complete list of options about how to obtain help.
- **Gender-based and sexual violence.** Western University is committed to reducing incidents of [gender-based and sexual violence](#) (GBSV) and providing compassionate support to anyone who has gone through these traumatic events. If you are experiencing or have experienced GBSV (either recently or in the past), you will find information about support services for survivors, including emergency contacts [here](#). To connect with a case manager or set up an appointment, please contact [support@uwo.ca](mailto:support@uwo.ca).

- **Learning Development and Success.** Counsellors at the Learning Development and Success Centre (<https://learning.uwo.ca>) are ready to help you improve your learning skills. They offer presentations on strategies for improving time management, multiple-choice exam preparation/writing, textbook reading, and more. Individual support is offered throughout the Fall/Winter terms in the drop-in Learning Help Centre, and year-round through individual counselling.
- **USC.** Additional student-run support services are offered by the USC, <https://westernusc.ca/services/>.



Date (M/Tu/W/Th)	Coursework
Week 1 Sept 5	▶ No French 1004 classes this week • Online Course Introduction and Syllabus Review on OWL
Week 2 Sept 9-12	• <i>Chapitre un</i>
Week 3 Sept 16-19	• <i>Chapitre deux</i>
Week 4 Sept 23-26	• <i>Chapitre trois</i>
Week 5 Sept 30-Oct 3	▶ No class on Monday - <i>National Day For Truth and Reconciliation</i> • Reviewing Chapters and Preparing for Chapter Tests <i>Chapter Test 1 Outline + Review Exercises posted</i>
Week 6 Oct 7-10	• Correction of Review Exercises (Day 1) ▶ <b>Chapter Test 1 (Day 2)</b> <i>Online Comprehension Assignment 1 posted, due Monday Oct 21</i>
Oct 12-20	▶ <i>Fall Reading Week</i> • No classes / Office Hour
Week 7 Oct 21-24	• <i>Chapitre quatre</i> <i>Online Comprehension Assignment 2 posted, due Monday Oct 28</i>
Week 8 Oct 28-31	• <i>Chapitre cinq</i> <i>Online Comprehension Assignment 3 posted, due Monday Nov 4</i>
Week 9 Nov 4-7	• <i>Chapitre six</i> <i>Chapter Test 2 Outline + Review Exercises posted</i>
Week 10 Nov 11-14	• Correction of Review Exercises (Day 1) ▶ <b>Chapter Test 2 (Day 2)</b> <i>Online Comprehension Assignment 4 posted, due Monday Nov 18</i>
Week 11 Nov 18-21	• <i>Chapitre sept</i> <i>Online Comprehension Assignment 5 posted, due Monday Nov 25</i>
Week 12 Nov 25-28	• <i>Chapitre huit</i> <i>Online Comprehension Assignment 6 posted, due Monday Dec 2</i>
Week 13 Dec 2-5	• <i>Chapitre neuf</i> - Introduction • Term 1 Review and Exercises

First Term Test Dates**Chapter Test 1**

- Wednesday **October 9** (sections 001/002/004) or Thursday **October 10** (section 006)

**Chapter Test 2**

- Wednesday **November 13** (sections 001/002/004) or Thursday **November 14** (section 006)

Other Important Dates

- No French 1004 classes on **Thursday, September 5.**
- No classes on the ***National Day for Truth and Reconciliation* - Monday, September 30.**
- No classes or Office Hours during ***Fall Reading Week*, October 12 to 20.**
- Friday, **December 6** is the **last day of classes** for Term 1.

Date (M/Tu/W/Th)	Coursework
Week 14 Jan 6-9	• <b>Chapitre neuf - Conclusion</b> Chapter Test 3 Outline + Review Exercises posted
Week 15 Jan 13-16	• <b>Correction of Review Exercises (Day 1) ► Chapter Test 3 (Day 2)</b> Online Comprehension Assignment 7 posted, due Monday Jan 20
Week 16 Jan 20-23	• <b>Chapitre dix</b> Online Comprehension Assignment 8 posted, due Monday Jan 27
Week 17 Jan 27-30	• <b>Chapitre onze</b> Online Comprehension Assignment 9 posted, due Monday Feb 3
Week 18 Feb 3-6	• <b>Chapitre douze</b> Chapter Test 4 Outline + Review Exercises posted
Week 19 Feb 10-13	• <b>Correction of Review Exercises (Day 1) ► Chapter Test 4 (Day 2)</b> Online Comprehension Assignment 10 posted, due Monday Feb 24
Feb 15-23	► <b>Spring Reading Week</b> • No classes / Office Hour
Week 20 Feb 24-27	• <b>Chapitre treize</b> Online Comprehension Assignment 11 posted, due Monday Mar 3
Week 21 Mar 3-6	• <b>Chapitre quatorze</b> Chapter Test 5 Outline + Review Exercises posted
Week 22 Mar 10-13	• <b>Correction of Review Exercises (Day 1) ► Chapter Test 5 (Day 2)</b>
Week 23 Mar 17-20	• <b>Term 2 Review and Exercises</b>
Week 24 Mar 24-27	• <b>Final Exam Review Exercises – All Chapters</b>
Week 25 Mar 31-Apr 3	• <b>Final Exam Review Exercises – All Chapters</b>
Friday, Apr 4	► <b>Due Date for Presentation</b>

Second Term Test Dates**Chapter Test 3**

- Wednesday **January 15** (sections 001/002/004) or Thursday **January 16** (section 006)

**Chapter Test 4**

- Wednesday **February 12** (sections 001/002/004) or Thursday **February 13** (section 006)

**Chapter Test 5**

- Wednesday **March 12** (sections 001/002/004) or Thursday **March 13** (section 006)

Presentation Deadline

- Friday **April 4** (all sections)

Other Important Dates

- No classes or Office Hours during **Spring Reading Week**, February 15 to 23.
- Friday, **April 4** is the **last day of classes** for Term 2.