

**Department of French Studies****French 1004 (Online section 650 only with in-person Final Exam)****French Fundamentals**

Fall/Winter 2025-2026

**Course Coordinator:** [Paul Venesoën](#)**All course material © Paul Venesoën, 2025****Instructor / Office Hour**

- Check the course **OWL** site for this information.
- Students must use their **UWO email address** (...@uwo.ca) when contacting the 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.

**Note:** French 1004 cannot be taken concurrently with another French language/grammar course at Western.

**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, or for having an antirequisite.

**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 weekly online 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.
- The **online nature of the course** has benefits and drawbacks.

**Benefits:** You set your own schedule and work when you want. You can study and review material anytime.

**Drawbacks:** The fact that your physical presence is not required in a classroom every week can lead to fading commitment or a lack of motivation for some students. Worse still, procrastination can set in.

It is in your **best interest** to **stay committed** to a **regular French schedule** and to **keep up** with the weekly **chapters and exercises**.

### **Textbook and Online Materials**

- **French 1004 / French Fundamentals** textbook is **required**. The textbook costs **\$113.00** and is available at the UWO Bookstore. Second-hand or older editions will not be sufficient. **The textbook is non-refundable**, so please take the French Placement Test to confirm your proficiency *before* purchasing.
- 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 students who choose an **online Office Hour**, they are required to download and install [Zoom video conferencing software](#).

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

### **Methods of Evaluation**

5 Online Chapter Tests @ 8%	40% - Dates in Weekly Schedule (pp. 7-8)
10 Online Comprehension Assignments @ 1%	10% - Due dates in Weekly Schedule (pp. 7-8)
Uploaded Presentation Assignment	20% - Due Thursday, April 9, 2026
In-person Final Exam	30% - April 2026 Exam Period
Total	<b>100%</b>

***Although this section of French 1004 is online and asynchronous until April 9<sup>th</sup> 2026, all sections of French 1004, including this one, write an in-person Final Exam on campus, scheduled during the April 2026 Exam Period. There is no online version of the Final Exam.***

## Description of Program

### ● .mp4 Lectures

Online French 1004 uses **pre-recorded lectures in .mp4 format** made by the course coordinator for each chapter with the textbook chapters as source material. Lectures are uploaded on Mondays before 4:00pm.

#### ► *How should I prepare and study the content for this online course?*

- 1) On Mondays, go to the course OWL site and check the weekly chapter and other content.
- 2) Read the chapter in the textbook / follow the week's other directives.
- 3) Watch the pre-recorded lecture in OWL.
- 4) Read the chapter again in the textbook + do additional OWL chapter exercises as you review the material.
- 5) Later in the week, review chapter vocabulary, verbs and grammar as often as you can.

### ● 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 outline.

### ● Online 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 content 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. The online Chapter Tests are **time-limited** once started, and will be available at your convenience during a 72-hour time period, **Wednesday 12:05am to Friday 11:55pm, Eastern Time**. Students have **one hour** to write the Chapter Tests. The Chapter Tests are **not open-book**. Check the **Weekly Schedule** (pp. 7-8) for Chapter Test dates.

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

If you miss the deadline to submit **1 Chapter Test** for any reason, **contact the instructor** as soon as possible. An approved Chapter Test absence will have 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 the **instructor**. 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 (10% 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 **1% each**, the Assignments will be marked and documented, with the **10 best results out of 11** retained for the 10% 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.

**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, unless they have accommodation from their Dean's Office.

● **Presentation Assignment** (20% 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?***

**Thursday, April 9<sup>th</sup> 2026** 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 9<sup>th</sup>, 2026.

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

**All sections, including this Online section 650**, write an **in-person, common** Final Examination **on campus** during the **April 2026** 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 **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**.

► ***Is there any way to get extra credit to raise my Final Grade in the course?***

There are no opportunities to raise your final grade through additional work or extra credit assignments. All assessments contributing to the final grade are outlined in the syllabus and must be completed within the scheduled timeframe.

- **Essential Learning Requirements** (*Final Exam only*)

Even when Academic Considerations are granted for missed coursework, the following is deemed essential to earn a passing grade in French 1004.

► ***A minimum grade of 50% on the in-person Final Exam is required to pass the course*** to ensure that students demonstrate sufficient mastery of the learning outcomes. Failure to meet this threshold may result in an adjustment of the final course grade to below 50%, leading to a failing grade. Students will not be penalized for failing to meet this requirement where Academic Considerations are granted.

- **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 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	Coursework
<b>Week 1</b> Sept 4	► No French 1004 Lecture this week • Online Course Introduction and Syllabus Review on OWL
<b>Week 2</b> Sept 8-12	• <i>Chapitre un</i>
<b>Week 3</b> Sept 15-19	• <i>Chapitre deux</i>
<b>Week 4</b> Sept 22-26	• <i>Chapitre trois</i>
<b>Week 5</b> Sept 29-Oct 3	• Reviewing Chapters and Preparing for Chapter Tests Chapter Test 1 Outline + Review Exercises posted
<b>Week 6</b> Oct 6-10	• Review Answer Keys ► <b>Online Chapter Test 1</b>
<b>Week 7</b> Oct 13-17	• <i>Chapitre quatre</i> Online Comprehension Assignment 1 posted, due <b>Oct 20</b>
<b>Week 8</b> Oct 20-24	• <i>Chapitre cinq</i> Online Comprehension Assignment 2 posted, due <b>Oct 27</b>
<b>Week 9</b> Oct 27-31	• <i>Chapitre six</i> Online Comprehension Assignment 3 posted, due <b>Nov 10</b>
<b>Nov 3-7</b>	► <b>Fall Reading Week</b> • No Lecture or Office Hour
<b>Week 10</b> Nov 10-14	• <b>Review activities</b> Chapter Test 2 Outline + Review Exercises posted
<b>Week 11</b> Nov 17-21	• Review Answer Keys ► <b>Online Chapter Test 2</b> Online Comprehension Assignment 4 posted, due <b>Nov 24</b>
<b>Week 12</b> Nov 24-28	• <i>Chapitre sept</i> Online Comprehension Assignment 5 posted, due <b>Dec 1</b>
<b>Week 13</b> Dec 1-5	• <i>Chapitre huit</i> Online Comprehension Assignment 6 posted, due <b>Dec 8</b>
<b>Week 14 (a)</b> Dec 8-9	• <i>Chapitre neuf</i> - Introduction • Term 1 Review and Exercises

First Term Test Dates**Chapter Test 1**

- Available **Wednesday October 8** 12:05am ET until **Friday October 10** 11:55pm ET

**Chapter Test 2**

- Available **Wednesday November 19** 12:05 ET until **Friday November 21** 11:55pm ET

Other Important Dates

- Non-instructional day on the **National Day for Truth and Reconciliation** - Tuesday, September 30.
- No classes on the **Thanksgiving holiday**, October 13.
- No classes or Office Hour during **Fall Reading Week**, November 3 to 7.
- Tuesday, **December 9** is the **last day of classes** for Term 1.

Date	Coursework
<b>Week 14 (b)</b> Jan 5-9	• <b>Chapitre neuf</b> - Conclusion Chapter Test 3 Outline + Review Exercises posted
<b>Week 15</b> Jan 12-16	• Review Answer Keys ► <b>Online Chapter Test 3</b> Online Comprehension Assignment 7 posted, due Jan 19
<b>Week 16</b> Jan 19-23	• <b>Chapitre dix</b> Online Comprehension Assignment 8 posted, due Jan 26
<b>Week 17</b> Jan 26-30	• <b>Chapitre onze</b> Online Comprehension Assignment 9 posted, due Feb 2
<b>Week 18</b> Feb 2-6	• <b>Chapitre douze</b> Chapter Test 4 Outline + Review Exercises posted
<b>Week 19</b> Feb 9-13	• Review Answer Keys ► <b>Online Chapter Test 4</b> Online Comprehension Assignment 10 posted, due Feb 23
<b>Feb 16-20</b>	► <b>Spring Reading Week</b> • No Lecture or Office Hour
<b>Week 20</b> Feb 23-27	• <b>Chapitre treize</b> Online Comprehension Assignment 11 posted, due Mar 2
<b>Week 21</b> Mar 2-6	• <b>Chapitre quatorze</b>
<b>Week 22</b> Mar 9-13	• Term 2 Review and Exercises Chapter Test 5 Outline + Review Exercises posted
<b>Week 23</b> Mar 16-20	• Review Answer Keys ► <b>Online Chapter Test 5</b>
<b>Week 24</b> Mar 23-27	• Final Exam Review Exercises – All Chapters
<b>Week 25</b> Mar 30-Apr 3	• Final Exam Review Exercises – All Chapters
<b>Week 26</b> Apr 6-Apr 9	• Final Exam Review Exercises – All Chapters
Thursday, Apr 9	► Due Date for Presentation

**Second Term Test Dates****Chapter Test 3**

- Available Wednesday **January 14** 12:05am ET until Friday **January 16** 11:55pm ET

**Chapter Test 4**

- Available Wednesday **February 11** 12:05am ET until Friday **February 13** 11:55pm ET

**Chapter Test 5**

- Available Wednesday **March 11** 12:05am ET until Friday **March 13** 11:55pm ET

**Presentation Deadline**

- Thursday **April 9**

**Other Important Dates**

- No classes or Office Hour during **Spring Reading Week**, February 16 to 20.
- No classes on the **Good Friday holiday**, April 3.
- Thursday, **April 9** is the **last day of classes** for Term 2.