



FACULTY OF ARTS
DEPARTMENT OF FRENCH, ITALIAN AND SPANISH
Expression écrite et orale FREN 329 L01
Fall 2013
Craigie Hall C 309 MWF 9:00 – 9:50

INSTRUCTOR 'S NAME and E-MAIL: Dr. Mila Gabruck, Dgabruck@ucalgary.ca
OFFICE LOCATION and HOURS : Craigie Hall C 317, Wednesday and Friday 12:00 to 12:50
TELEPHONE NUMBER : 403-220-8450

DESCRIPTION

L'objectif majeur de ce cours est d'initier les étudiants aux différentes techniques d'expression dans les différents contextes socioprofessionnels les plus courants tant en communication écrite qu'orale; de les préparer à reconnaître, interpréter et comprendre les différents types de discours, ainsi qu'à la rédaction de documents et informations nécessaires à la vie estudiantine et professionnelle comme la recherche et l'organisation des documents, les comptes-rendus, les lettres de motivation, la synthèse de documents, les rapports, etc. Ce cours a aussi pour objectif de préparer les élèves à présenter et à argumenter leur point de vue à l'oral.

Ce cours demande une forte participation des élèves du fait de l'accent mis sur l'expression orale.

La participation sera ainsi notée : présence lors des présentations et participation lors de la période de questions qui suivra chaque présentation.

Prerequisites

French 315 et 317; ou 227; ou autorisation du Département. (Please see University Calendar for more description.)

DISTRIBUTION OF GRADES

Participation active en classe	10%
1 exposé oral, en groupe	20%
1 compte-rendu	10%
1 synthèse de documents	20%
1 dissertation finale	30%
2 travaux au Centre d'écriture (CHE 212)	10%

Il n'y a pas d'examen final.

GRADING SCALE

A+ = 100-96 A = 95-91 A- = 90-86 B+ = 85-81 B = 80-76 B- = 75-71
C+ = 70-67 C = 66- 62 C- = 61-58 D+ = 57-54 D = 53-50 F = 49%

The official grading system (A=4, B=3, C=2, D=1) will be applied for the calculation of the final mark.

REQUIRED TEXTS

Claire Charner, Jacqueline Robin-Nipi, *Rédiger un résumé, un compte-rendu, une synthèse*, 1997, 2002, Hachette, (ISBN : 2-01155091-2)
Georges-Vincent Fournier, *La dissertation*, 1998, Éditions CEC (ISBN: 978-2-7617-1529-4)

RECOMMENDED TEXTS AND MATERIALS

Maurice Grévisse, *Précis de grammaire française*, 1995, Duculot, Louvain la Neuve.

REMARQUES

1- Absence aux examens : Sauf cas exceptionnel où l'étudiant(e) aura prévenu le professeur à l'avance et obtenu son accord explicite, les travaux remis en retard ne seront pas acceptés et recevront la note « F ».

2- Remise des travaux en dehors des heures de cours : La boîte aux documents du département, située dans le hall

d'entrée du troisième étage de Craigie Hall, entre les blocs D et C, est mise à la disposition des étudiants pour y déposer les devoirs et travaux requis pour leurs cours. Le matériel placé dans la boîte sera ramassé en début et en fin de journée (jours ouvrables) et sera timbré à date. La remise de travaux sous formats électroniques ne sera pas acceptée.

3- Aucun document n'est autorisé pendant les épreuves en classe.

4- Prière de consulter le répertoire général de l'Université pour les chapitres relatifs à l'assiduité et au plagiat.

5- Le moyen le plus efficace de communiquer avec le professeur est de passer directement au bureau aux heures de permanence. Si lesdites heures ne vous conviennent pas, demandez un rendez-vous.

Si vous choisissez de contacter par e-mail le professeur, vous aurez à prendre en compte ce qui suit : Conformément à une directive de l'Université, les professeurs ne communiqueront qu'avec des adresses @ucalgary.ca, et ce uniquement de lundi à vendredi. Il faudra également prévoir au moins 24 heures pour une réponse. En outre, vous n'obtiendrez une réponse à votre message (rédigé en français ou en anglais) que si vous inscrivez clairement l'objet de votre message ainsi que le numéro du cours.

ACADEMIC MISCONDUCT

1. **Plagiarism** is a serious offence, the penalty for which is an F on the assignment and possibly also an F in the course, academic probation, or requirement to withdraw. Plagiarism exists when:

- a) the work submitted or presented was done, in whole or in part, by an individual other than the one submitting or presenting the work (this includes having another impersonate the student or otherwise substituting the work of another for one's own in an examination or test);
- b) parts of the work are taken from another source without reference to the original author;
- c) the whole work (e.g., an essay) is copied from another source, and/or
- d) a student submits or presents work in one course which has also been submitted in another course (although it may be completely original with that student) without the knowledge of or prior agreement of the instructor involved.

While it is recognized that scholarly work often involves reference to the ideas, data and conclusions of other scholars, intellectual honesty requires that such references be explicitly and clearly noted."

Plagiarism occurs not only when direct quotations are taken from a source without specific acknowledgement but also when original ideas or data from the source are not acknowledged. A bibliography is insufficient to establish which portions of the student's work are taken from external sources; footnotes or other recognized forms of citation must be used for this purpose.

2. **Cheating** at tests or examinations includes but is not limited to dishonest or attempted dishonest conduct such as speaking to other candidates or communicating with them under any circumstances whatsoever; bringing into the examination room any textbook, notebook, memorandum, other written material or mechanical or electronic device not authorized by the examiner; writing an examination or part of it, or consulting any person or materials outside the confines of the examination room without permission to do so, or leaving answer papers exposed to view, or persistent attempts to read other students' examination papers.

3. **Other academic misconduct** includes, but is not limited to, tampering or attempts to tamper with examination scripts, class work, grades and/or class records; failure to abide by directions by an instructor regarding the individuality of work handed in; the acquisition, attempted acquisition, possession, and/or distribution of examination materials or information not authorized by the instructor; the impersonation of another student in an examination or other class assignment; the falsification or fabrication of clinical or laboratory reports; the non-authorized tape recording of lectures.

4. Any student who voluntarily and consciously aids another student in the commission of one of these offences is also guilty of academic misconduct.

DISABILITIES AND ACADEMIC ACCOMMODATION

It is the student's responsibility to request academic accommodations. Students with a documented disability who may require academic accommodation and have not registered with the Student Accessibility Services should contact their office at 220-8237. Students who have not registered with the Student Accessibility Services are not eligible for formal academic accommodation. Students also required to discuss their needs with the instructor no later than fourteen (14) days after the start of this course.

EMERGENCY EVACUATION ASSEMBLY POINTS

Craigie Hall: Professional Faculties food court (alternate: Education Block food court)

Education Block and Tower: Scurfield Hall atrium (alternate: Professional Faculties food court)

Kinesiology: north courtyard, MacEwan Student Centre (alternate: University Theatres lobby)

For the complete list of assembly points please consult <http://www.ucalgary.ca/emergencyplan/assemblypoints>

FACULTY OF ARTS PROGRAM ADVISING AND STUDENT INFORMATION RESOURCES

- Have a question, but not sure where to start? The new Faculty of Arts Program Information Centre (PIC) is

your information resource for everything in Arts! Drop in at SS110, call us at 403-220-3580 or email us at artsads@ucalgary.ca. You can also visit the Faculty of Arts website at <http://arts.ucalgary.ca/undergraduate> which has detailed information on common academic concerns.

- For program planning and advice, contact the Student Success Centre (formerly the Undergraduate programs Office) at (403) 220-5881 or visit them in their new space on the 3rd Floor of the Taylor Family Digital Library.
- For registration (add/drop/swap), paying fees and assistance with your Student Centre, contact Enrolment Services at (403) 210-ROCK [7625] or visit them at the MacKimmie Library Block.

Contact for Students Union Representatives for the Faculty of Arts:

arts1@su.ucalgary.ca, arts2@su.ucalgary.ca, arts3@su.ucalgary.ca, arts4@su.ucalgary.ca

FREEDOM OF INFORMATION AND PRIVACY (FOIP) ACT

Graded assignments will be retained by the Department for three months and subsequently sent for confidential shredding. Final examinations will be kept for one calendar year and subsequently sent for confidential shredding. Said material is exclusively available to the student and to the department staff requiring to examine it.

Please see <http://www.ucalgary.ca/secretariat/privacy> for complete information on the disclosure of personal records.

INTERNET AND ELECTRONIC COMMUNICATION DEVICES

Devices such as laptops, palmtops and smartbooks are allowed provided that they are used exclusively for instructional purposes and do not cause disruption to the instructor and to fellow students. Cellular telephones, blackberries and other mobile communication tools are not permitted and must be switched off.

SAFEWALK

To request a Safewalk escort anywhere on campus, 24 hours a day and seven days a week, please call 403-220-5333 or use one of the Help Phones.

Web: <http://www.ucalgary.ca/security/safewalk>

STUDENT UNION INFORMATION

Representatives and contact details: <http://www.su.ucalgary.ca/page/affordability-accessibility/SLC>

Student Ombudsman: <http://www.ucalgary.ca/provost/students/ombuds/role>

Wellness Centre: <http://www.ucalgary.ca/wellnesscentre/>

WRITING ACROSS THE CURRICULUM

Writing skills should cross all disciplines. Students are expected to do a substantial amount of writing in their courses and, where appropriate, instructors can and should use writing and the grading thereof as a factor in the evaluation of student work. The services provided by the Writing Centre in the Effective Writing Office (<http://www.efwr.ucalgary.ca/>) can be utilized by all undergraduate and graduate students who feel they require further assistance.