

BRESCIA UNIVERSITY COLLEGE
French 3205A (530) – Business Communication in French
Professor: Valérie Prat
Summer Evening 2020

CURRENT CALENDAR COURSE DESCRIPTION

After learning the general terminology of business correspondence, students will enhance their written and oral expression through the study of business practices, advertising, economic and business topics and professional terminology with authentic materials such as newspapers, Internet and magazines' articles and radio shows.

0.5 course.

COURSE PREREQUISITE

French 2900 or permission of the Department

COURSE ANTIREQUISITES

French 3200 or 3201E

HOURS PER WEEK

Twice a week on Zoom (2x2.5hrs). Between April 30th and May 2nd, you will be invited to answer a quick OWL Poll to help me determine which time slots work for everyone.

PROFESSOR

Name: Valérie Prat

Office hours: Friday 2:00-4:00pm + By appointment

Office: Collaborate tool (OWL)

E-mail: yprat@uwo.ca

COURSE MATERIAL

Required Texts

— Documents to download and print from OWL (*Resources*)

Recommended

— Collins-Robert large French-English/English-French Dictionary

A reliable internet connection as well as easy access to a printer is required for this online course.

MARKS DISTRIBUTION

— Weekly quizzes on OWL	20%
— CV + Cover letter	20%
— Job interview	20%
— Chart (creation + commentary)	20%
— Final exam	20%

COURSE OBJECTIVES

Upon successful completion of this course, students will be able to:

- Apply for job positions in the francophone world, including:
 - Be able to decipher job postings from various francophone regions
 - Write a satisfactory résumé + cover letter in French (layout, vocabulary)
 - Conduct a real-life job interview in French: the do's and don'ts, cultural differences
 - Build on the confidence they have acquired along the way
 - Create basic charts and accurately interpret their content with precise terminology.
 - Understand fast-paced authentic audio/video documents related to job-seeking, presentation of data, and professional issues and settings.
 - Understand and analyze written articles related to the evolution of the job market.
 - Improve their command of French as it applies to the business world, by broadening their lexicon, set phrases, collocations and grammar structures.
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WEEKLY QUIZZES on OWL (20%)

Students are supposed to participate in the weekly Zoom class sessions in order to make progress in the lessons. Quizzes on OWL are meant to help them further practice the new vocabulary and concepts discussed in Zoom, and test what has been learned.

You will have 10 days from the date of posting to complete each quiz. Quizzes have to be answered on your own, they are not meant for group work.

These quizzes will equip you for your other assignments and the final exam.

CV + COVER LETTER (20%)

Each one of you will apply for a job posting of your choice (Québec, French Ontario, France etc.). Directions will be posted on OWL under **Resources**.

JOB INTERVIEW (20%)

- With a partner or by yourself, and following up on the original job posting of one of the students
 - As real-life as possible
 - Duration : 5-7 minutes
 - Key information on Powerpoint, then record your voice(s) in VoiceThread or directly in Powerpoint.
 - No full transcript on the screen, only point form presentation to allow me to tell the speakers apart (especially if you are doing it on your own) and so that I have key content at hand.
- The recording of your voice, however, will be a full, natural and grammatically-correct dialogue.

Example on screen :

- Recruteur/Recruteuse : formation universitaire ?
- Marie : diplôme de 1er cycle en français / biologie
- Recruteur : expérience passée ?
- Marie : 2 ans, temps plein/partiel, poste de (réceptionniste/assistant.e), nom de l'entreprise / service municipal de...

Grading scheme will be posted under **Resources**. Students working with a partner will receive the same mark, except for the oral criteria (clarity, pronunciation, fluency).

CHART CREATION + COMMENTARY (20%)

You will create a chart of your choice (line graph, pie chart, histogram, bar graph, pictograph) based on real or fictional data (Excel/Word), and present your interpretation of results.

You have the option to do this assignment with a partner only if you did the job interview by yourself. Directions and topic ideas will be posted under **Resources**.

FINAL EXAM (20%)

Given the current COVID-19 pandemic, the final exam will have to be written from home and submitted through the Drop Box on OWL. No sharing of information is allowed among students, it is an open-book individual work.

ATTENDANCE

Attendance and participation are essential to your success in learning. Regular weekly participation in our Zoom web sessions is required.

MISSED OR LATE WORK POLICY

1. A student who misses an assignment or the final exam should contact the instructor by e-mail as soon as possible: vprat@uwo.ca or by phone at the number posted on the OWL homepage.
2. If students miss a quiz they will receive 0 to the quiz.
3. This is a 6-week session, therefore students need to make sure they have enough time to dedicate to this course, and don't have too many outside commitments such as another course or life responsibilities at the same time. Falling behind can happen fast in an intensive session, and catching up can prove difficult if not impossible.
4. Students are expected to respect deadlines for work submission. If a real emergency situation arises that prevents you from submitting work on time, please email or call me. I can be flexible if you encounter sudden access problems, e.g. if you have computer/internet issues and replacement plans are slowed down because of the current province lockdown.
If you get sick and are unable to complete your work, please also refer to Western's Student Illness Reporting Tool: <https://studentservices.uwo.ca/secure/oneexperience/login.cfm>

WEEKLY SCHEDULE

	Leçons	Dates limites
4-10 mai	À la recherche d'un emploi	Quizzes OWL
11-17 mai	À la recherche d'un emploi La lettre de motivation et le CV	Quizzes OWL
18-24 mai	La lettre de motivation et le CV	La lettre + le CV : dimanche 24 mai, 22h Quizzes OWL
25-31 mai	L'entretien d'embauche	Quizzes OWL
1^{er}-7 juin	L'entretien d'embauche	L'entretien d'embauche : dimanche 7 juin, 22h Quizzes OWL
8-14 juin	Les graphiques	Quizzes OWL
15-19 juin	Les graphiques	- Votre graphique : jeudi 18 juin, 22h - Examen final : dimanche 21 juin, 22h

2019-20 BRESCIA UNIVERSITY COLLEGE ACADEMIC POLICIES AND REGULATIONS

1. POLICY REGARDING MAKEUP EXAMS AND EXTENSIONS OF DEADLINES

When a student requests academic accommodation (e.g., extension of a deadline, a makeup exam) for work representing 10% or more of the student's overall grade in the course, it is the responsibility of the student to provide acceptable documentation to support a medical or compassionate claim. All such requests for academic accommodation must be made through an Academic Advisor and include supporting documentation. Academic accommodation for illness will be granted only if the documentation indicates that the onset, duration and severity of the illness are such that the student could not reasonably be expected to complete her academic responsibilities. Minor ailments typically treated by over-the-counter medications will not normally be accommodated.

Students must submit their documentation along with a request for relief specifying the nature of the accommodation being requested no later than two business days after the date specified for resuming responsibilities. In cases where there might be an extended absence or serious issue, students should submit their documentation promptly and consult their Academic Advisor for advice during their recovery period. Whenever possible, students who require academic accommodation should provide notification and documentation in advance of due dates, examinations, etc. Appropriate academic accommodation will be determined by the Dean's Office/Academic Advisor in consultation with the student's instructor(s). Academic accommodation may include extension of deadlines, waiver of attendance requirements for classes/labs/tutorials, arranging Special Exams or Incompletes, re-weighting course requirements, or granting late withdrawals without academic penalty. Please note that personal commitments (e.g., vacation flight bookings, work schedule) which conflict with a scheduled test, exam or course requirement are not grounds for academic accommodation.

A UWO Student Medical Certificate (SMC) is required if a student is seeking academic accommodation on medical grounds. This documentation should be obtained at the time of the initial consultation with the physician/nurse practitioner or walk-in clinic. A SMC can be downloaded from:

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf . The student must request documentation sufficient to demonstrate that her ability to meet academic responsibilities was seriously affected. Please note that under University Senate regulations documentation stating simply that the student "was seen for a medical reason" or "was ill" is not adequate to support a request for academic accommodation.

The full policy on requesting accommodation due to illness can be viewed at:

http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_12

2. ACADEMIC CONCERNS

If you feel that you have a medical or personal challenge that is interfering with your work, contact your instructor and Academic Advisor as soon as possible. Problems may then be documented and possible arrangements to assist you can be discussed at the time of occurrence rather than on a retroactive basis. Retroactive requests for academic accommodation on medical or compassionate grounds are not normally considered.

If you think that you are too far behind to catch up or that your work load is not manageable, you should consult your Academic Advisor. If you consider reducing your workload by dropping one or more courses, this must be done by the appropriate deadlines (refer to the Registrar's website, <http://brescia.uwo.ca/academics/registrar-services/> or the list of official sessional dates in the Academic Calendar, see the Sessional Dates tab at <http://www.westerncalendar.uwo.ca/index.cfm?SelectedCalendar=Live&ArchiveID=>). You should consult with the course instructor and the Academic Advisor who can help you consider alternatives to dropping one or more courses. Note that dropping a course may affect OSAP eligibility and/or Entrance Scholarship eligibility.

3. ABSENCES

Short Absences: If you miss a class due to a minor illness or other problems, check your course outline for information regarding attendance requirements and make sure you are not missing a test or assignment. Cover any readings and arrange to borrow notes from a classmate. Contact the course instructor if you have any questions.

Extended Absences: If you have an extended absence, you should contact the course instructor and an Academic Advisor. Your course instructor and Academic Advisor can discuss ways for you to catch up on missed work and arrange academic accommodations, if appropriate and warranted.

It is important to note that the Academic Dean may refuse permission to write the final examination in a course if the student has failed to maintain satisfactory academic standing throughout the year or for too frequent absence from the class or laboratory

(http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=5&SelectedCalendar=Live&ArchiveID=#SubHeading_68).

4. SCHOLASTIC 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:

http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_20 .

Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offences. Note that such offences include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course in the University or elsewhere. Students are advised to consult the section on Scholastic Discipline for Undergraduate Students in the Academic Calendar.

If you are in doubt about whether what you are doing is inappropriate or not, consult your instructor, the Academic Dean's Office, or the Registrar. A claim that "you didn't know it was wrong" is not accepted as an excuse.

The penalties for a student guilty of a scholastic offence (including plagiarism) include refusal of a passing grade in the assignment, refusal of a passing grade in the course, suspension from the University, and expulsion from the University.

Plagiarism:

Students must write their essays and assignments in their own words. Whenever students take an idea or a passage from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offence.

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>).

Computer-marked Tests/exams:

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. Software currently in use to score computer-marked multiple-choice tests and exams performs a similarity review as part of standard exam analysis.

5. PROCEDURES FOR APPEALING ACADEMIC EVALUATIONS

All appeals of a grade must be directed first to the course instructor. If the student is not satisfied with the decision of the course instructor, a written appeal is to be sent to the School Chair. If the response of the Chair is considered unsatisfactory to the student, she may then submit a written appeal to the Office of the Dean. If the student is not satisfied with the decision of the Dean, she may appeal to the Senate Review Board Academic (SRBA), if there are sufficient grounds for the appeal. For information on academic appeals you can consult your Academic Advisor or see the Student Academic Appeals – Undergraduate in the Academic Calendar http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_14.

Note that final course marks are not official until the Academic Dean has reviewed and signed the final grade report for the course. If course marks deviate from acceptable and appropriate standards, the Academic Dean may require grades to be adjusted to align them with accepted grading practices.

6. PREREQUISITES

Unless you have either the prerequisites for a course or written special permission from the Dean to enroll in it, you will be removed from the 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 prerequisite(s).

5. SUPPORT

Support Services

The Brescia University College Registrar's website, with a link to Academic Advisors, is at <http://brescia.uwo.ca/academics/registrar-services/>. The website for the Student Development Centre at Western is <http://www.sdc.uwo.ca/>.

Mental Health and Wellness

Students may experience a range of issues that can cause barriers to your learning, such as increased anxiety, feeling overwhelmed, feeling down or lost, difficulty concentrating and/or lack of motivation. Services are available to assist you with addressing these and other concerns you may be experiencing. You can learn more about mental health and wellness at Brescia at <http://brescia.uwo.ca/life/mental-health-wellness/>. Students who are in emotional/mental distress should refer to Health and Wellness at Western, http://uwo.ca/health/mental_wellbeing/index.html, for information about how to obtain help for yourself or others.

Sexual Violence

All members of the Brescia University College community have a right to work and study in an environment that is free from any form of sexual violence. Brescia University College recognizes that the prevention of, and response to, Sexual Violence is of particular importance in the university environment. Sexual Violence is strictly prohibited and unacceptable and will not be tolerated. Brescia is committed to preventing Sexual Violence and creating a safe space for anyone in the Brescia community who has experienced Sexual Violence.

If you or someone you know has experienced any form of Sexual Violence, you may access resources at <http://brescia.uwo.ca/life/sexual-violence/>.

Portions of this document were taken from the Academic Calendar, the Handbook of Academic and Scholarship Policy and the Academic Handbook of Senate Regulations. This document is a summary of relevant regulations and does not supersede the academic policies and regulations of the Senate of the University of Western Ontario.