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9. Academic Honesty and Plagiarism
10. Course Schedule
11. Course Resources
12. Course Evaluation and Development
13. Student Support
14. Grievances
15. Other Information
1. Course Staff and Contact Details

Course Convenor & Lecturer

<table>
<thead>
<tr>
<th>Name</th>
<th>Valérie COMBE-GERMES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room</td>
<td>Morven Brown 271</td>
</tr>
<tr>
<td>Phone</td>
<td>(02) 9385 - 2315</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:v.combegermes@unsw.edu.au">v.combegermes@unsw.edu.au</a></td>
</tr>
<tr>
<td>Consultation Time</td>
<td>Monday 1 – 2, Tuesday 12 – 1 or Wednesday 2 – 3.</td>
</tr>
</tbody>
</table>

2. Course Details

Units of Credit (UoC) 6

Course Description Professional French A is designed for students with an advanced knowledge of French equivalent to six semesters of learning the language at university level. This course provides an intensive program of French language in all skills, from a communicative and task-based approach. Students will further their listening and reading skills and learn to present information in discussions and short essays. All instruction is conducted in French, in face-to-face mode and with online supports, including authentic documents. Sophisticated vocabulary and grammatical structures are presented in the context of culturally relevant themes. Topics may include the press, social media, health, intergenerational relations, current events and issues in French-speaking societies.

Course Aims

1. To enable students to gain an informed understanding of French and Francophone experiences, cultures, societies and world views, through an intensive study of the French language.

2. To further development of linguistic and communicative competencies at the advanced level as well as a critical approach of cultural issues in French speaking societies.

Student Learning Outcomes

1. Explain and synthetise the content of documents from authentic sources (French radio, television, Internet, newspapers, books) through oral and written communication.

2. Present and develop a point of view, a narrative or some factual information through oral and written communication.

3. Demonstrate theoretical knowledge of, and use a broad range of linguistic structures.

4. Describe and discuss some current events and important issues in Francophone societies; this outcome also involves the appropriate use of new vocabularies relevant to the topics.

5. Gain a critical understanding of the diversity of French speaking societies and how they compare to your own.

6. Compare critically these behaviours with their counterparts in your own culture.

Graduate Attributes

1. The capacity for analytical and critical thinking and for creative problem-solving in French Studies.

2. The ability to engage in independent and reflective learning in French Studies.

3. An appreciation of, and respect for, diversity in language and culture.
4. A capacity to contribute to, and work within, the international community.

5. The skills required for collaborative and multidisciplinary work.

6. The skills of effective communication.

3. Learning and Teaching Rationale

The course is based on the principle that language and culture are intrinsically linked and form a social system, therefore languages and cultures are learnt more effectively when students have the opportunity to use the language in context. This is achieved in class through collaborative peer interaction and inclusive teaching strategies, all supported by a variety of authentic documents, together with on-line materials and activities. In addition, the teacher will endeavour to draw on the students’ personal experiences in a climate of mutual respect between all participants, with the aim of making the learning experience more relevant and engaging.

4. Teaching Strategies

There are three hours of face-to-face teaching per week: one lecture of one hour and one tutorial of two hours. Face-to-face teaching is supported and enhanced by the online component of the course (Moodle). The language of instruction, assessment and general communication is French. Assessment is formative (to help students improve learning) and summative (to pass judgment on the quality of students’ learning). A range of assessment tasks of various formats is spread across the semester. Details of the summative assessment tasks are given in 5. Course Assessment, below.

The lectures are taught in French in order to further enhance students’ listening comprehension skills. The focus is on language and grammar but cultural topics are also included.

To further the student’s learning experience, all lectures will be pre-recorded on-line and accessible at least 3 days in advance; they will be articulated around the philosophy of the flipped classroom: The flipped classroom describes a reversal of traditional teaching where students gain first exposure to new material outside of class, usually via reading or lecture videos, and then class time is used to do the harder work of assimilating that knowledge through strategies such as problem-solving, discussion or debates. (Vanderbilt University, Center for Teaching).

Students are expected to:

- Watch the lectures on-line and do the related activities before coming to class on Wednesdays;
- attend the in-class lectures that will be used for written practice and exercises;
- revise the contents taught in the previous lectures;
- participate and use French during the in-class lecture.

The tutorials give students the opportunity to develop their interactive skills and to use the French language in context through small group work. Teaching is conducted in language/computer laboratories that allow for listening, recording, viewing video materials and using Internet resources. A variety of language tasks in all skills are implemented by means of this technology.
Students are expected to:
- attend the tutorials;
- revise the contents taught in the previous lessons;
- prepare in writing for the tutorials (preparations may include: listening and reading materials from the textbook or online, writing research reports, watching video documents);
- participate in all class activities and use French during the tutorial.

There is also a programme of complementary weekly tasks to be done outside classes as autonomous homework. You are strongly advised to complete it in order to increase your regular contact with the language and further develop your skills, especially because the contents of this autonomous work will also be used to create the course assessment tasks.

Students are also expected to:
- Keep a folder with the course materials as a resource for revision and study;
- Spend on average 6 hours per week working on the language outside class;
- Access Moodle regularly to keep informed of the course progress;
- Bring the prescribed textbooks to all classes.

Please note, musical excerpts or musical background may be included in the course.

### 5. Course Assessment

<table>
<thead>
<tr>
<th>Assessment Task</th>
<th>Length</th>
<th>Weight</th>
<th>Learning Outcomes Assessed</th>
<th>Graduate Attributes Assessed</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading comprehension assignment</td>
<td>about 500 words, authentic text</td>
<td>15%</td>
<td>1, 2, 3, 4, 5</td>
<td>1, 2, 3, 4, 6</td>
<td>Week 5, Wednesday</td>
</tr>
<tr>
<td>Listening comprehension test</td>
<td>1 hour</td>
<td>15%</td>
<td>1, 3, 4, 5</td>
<td>1, 4, 6</td>
<td>Week 8, Thursday</td>
</tr>
<tr>
<td>Preparatory research + Speaking test</td>
<td>3 to 5 hours + 1 hour in class</td>
<td>5% + 15%</td>
<td>All of them</td>
<td>All of them</td>
<td>Week 10, Thursday</td>
</tr>
<tr>
<td>Assignment</td>
<td>Duration</td>
<td>Weight</td>
<td>Exams</td>
<td>Dates</td>
<td></td>
</tr>
<tr>
<td>-----------------------------</td>
<td>----------</td>
<td>--------</td>
<td>-------</td>
<td>-------------------------------</td>
<td></td>
</tr>
<tr>
<td>Grammar Test</td>
<td>1 hour</td>
<td>20%</td>
<td>3</td>
<td>Week 12, Wednesday</td>
<td></td>
</tr>
<tr>
<td>Final essay (Final examination)</td>
<td>500 words 2 hours</td>
<td>30%</td>
<td>2, 3, 4, 5, 6</td>
<td>Final examination period (10 – 27 June 2016)</td>
<td></td>
</tr>
</tbody>
</table>

**Please Note:** The Arts and Social Sciences Protocols and Guidelines state:

A student who attends less than 80% of the classes/activities and has not submitted appropriate supporting documentation to the Course Authority to explain their absence may be awarded a grade of UF (Unsatisfactory Fail).

The Attendance Guidelines can be found in full at: https://www.arts.unsw.edu.au/current-students/academic-information/Protocols-Guidelines/

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**Formal Examination**

This course has a formal examination which will be scheduled in the formal examination period from 10 – 27 June 2016. Students are expected to give their studies priority and this includes making themselves available for the entire examination period. Travel commitments made prior to the publication of the final examination timetable are not a valid reason for alternate assessment.

For information about examination dates, location and procedures at UNSW, visit: https://my.unsw.edu.au/student/academiclife/assessment/examinations/examinations.html

**Grades**

All results are reviewed at the end of each semester and may be adjusted to ensure equitable marking across the School.

The proportion of marks lying in each grading range is determined not by any formula or quota system, but by the way that students respond to assessment tasks and how well they meet the objectives of the course. Nevertheless, since higher grades imply performance that is well above average, the number of distinctions and high distinctions awarded in a typical course is relatively small. At the other extreme, on average 6.1% of students do not meet minimum standards and a little more (8.6%) in first year courses. For more information on the grading categories see: https://student.unsw.edu.au/grades

**Submission of Assessment Tasks**

Assignments must be submitted electronically through Moodle (http://moodle.telt.unsw.edu.au/). You must use your zID login to submit your assignments in Moodle.

There is one “Learning Activity” in Moodle labelled according to the appropriate assessment. Please electronically submit your assignment to the correct “Learning Activity”.

**Please note the deadline to submit an assignment electronically is 4:00 pm on the due date of the assignment.**

When you submit your assignment electronically, you agree that:

I have followed the [Student Code of Conduct](https://www.unsw.edu.au/students/student-life/student-guides/student-code-conduct). I certify that I have read and understand the University requirements in respect of student academic misconduct outlined in the [Student Code of Conduct](https://www.unsw.edu.au/students/student-life/student-guides/student-code-conduct) and the [Student Misconduct Procedure](https://www.unsw.edu.au/students/student-life/student-guides/student-misconduct-procedure). I declare that this assessment item is my own work, except where acknowledged, and has not been submitted for academic credit previously in whole or in part.

I acknowledge that the assessor of this item may, for assessment purposes:

- provide a copy to another staff member of the University
- communicate a copy of this assessment item to a plagiarism checking service (such as Turnitin) which may retain a copy of the assessment item on its database for the purpose of future plagiarism checking.

Your assignment will be available with feedback in hard copy within three weeks of the due date.

You are required to put your name (as it appears in University records) and UNSW Student ID on every page of your assignments.

If you encounter a problem when attempting to submit your assignment through Moodle/Turnitin, please telephone External Support on 9385 3331 or email them on externalsupport@unsw.edu.au. Support hours are 8:00am – 10:00pm on weekdays and 9:00am – 5:00pm on weekends (365 days a year).

If you are unable to submit your assignment due to a fault with Turnitin you may apply for an extension, but you must retain your ticket number from External Support (along with any other relevant documents) to include as evidence to support your extension application. If you email External Support you will automatically receive a ticket number, but if you telephone you will need to specifically ask for one. Turnitin also provides updates on its system status on Twitter.

For information on how to submit assignments online via Moodle: [https://student.unsw.edu.au/how-submit-assignment-moodle](https://student.unsw.edu.au/how-submit-assignment-moodle)

**Late Submission of Assignments**

The Arts and Social Sciences late submissions guidelines state the following:

- An assessed task is deemed late if it is submitted after the specified time and date as set out in the course Learning Management System (LMS).
- The late penalty is the loss of 3% of the total possible marks for the task for each day or part thereof the work is late.
- Work submitted 14 days after the due date will be marked and feedback provided but no mark will be recorded. If the work would have received a pass mark but the lateness and the work is a compulsory course component a student will be deemed to
have met that requirement. This does not apply to a task that is assessed but no mark is awarded.

- Work submitted **21 days after** the due date will not be accepted for marking or feedback and will receive no mark or grade. If the assessment task is a compulsory component of the course a student will automatically fail the course.

The Late Submissions Guidelines can be found in full at: 
https://www.arts.unsw.edu.au/current-students/academic-information/Protocols-Guidelines/

The penalty may not apply where students are able to provide documentary evidence of illness or serious misadventure. Time pressure resulting from undertaking assignments for other courses does not constitute an acceptable excuse for lateness.

### 6. Extension of Time for Submission of Assessment Tasks

The Arts and Social Sciences Extension Guidelines apply to all assessed tasks regardless of whether or not a grade is awarded, except the following:

1. any form of test/examination/assessed activity undertaken during regular class contact hours
2. any task specifically identified by the Course Authority (the academic in charge of the course) in the Course Outline or Learning Management System (LMS), for example, Moodle, as not available for extension requests.

A student who missed an assessment activity held within class contact hours should apply for Special Consideration via myUNSW.

The Arts and Social Sciences Extension Guidelines state the following:

- A student seeking an extension should apply through the Faculty’s online extension tool available in LMS.
- A request for an extension should be submitted before the due time/date for the assessment task.
- The Course Authority should respond to the request within two working days of the request.
- The Course Authority can only approve an extension up to five days. A student requesting an extension greater than five days should complete an application for Special Consideration.
- The Course Authority advises their decision through the online extension tool.
- If a student is granted an extension, failure to comply will result in a penalty. The penalty will be invoked one minute past the approved extension time.

### 7. Attendance

The Arts and Social Sciences Attendance Guidelines state the following:

- A student is expected to attend **all** class contact hours for a face-to-face or blended course and complete all activities for a blended or fully online course.
If a student is unable to attend all classes for a course due to timetable clashes, the student must complete the Faculty of Arts & Social Sciences Permitted Timetable Clash form (see information at Item 8 below). A student unable to attend lectures in a course conducted by the School of Education can apply for “Permission to Participate in Lectures Online”.

Where practical, a student’s attendance will be recorded. Individual course outlines/LMS will set out the conditions under which attendance will be measured.

A student who arrives more than 15 minutes late may be penalised for non-attendance. If such a penalty is imposed, the student must be informed verbally at the end of class and advised in writing within 24 hours.

If a student experiences illness, misadventure or other occurrence that makes absence from a class/activity unavoidable, or expects to be absent from a forthcoming class/activity, they should seek permission from the Course Authority, and where applicable, should be accompanied by an original or certified copy of a medical certificate or other form of appropriate evidence.

Reserve members of the Australian Defence Force who require absences of more than two weeks due to full-time service may be provided an exemption. The student may also be permitted to discontinue enrolment without academic or financial penalty.

If a Course Authority rejects a student’s request for absence from a class or activity the student must be advised in writing of the grounds for the rejection.

A Course Authority may excuse a student from classes or activities for up to one month. However, they may assign additional and/or alternative tasks to ensure compliance.

A Course Authority considering the granting of absence must be satisfied a student will still be able to meet the course’s learning outcomes and/or volume of learning.

A student who attends less than 80% of the classes/activities and has not submitted appropriate supporting documentation to the Course Authority to explain their absence may be awarded a final grade of UF (Unsatisfactory Fail).

A student who has submitted the appropriate documentation but attends less than 66% of the classes/activities will be asked by the Course Authority to apply to discontinue the course without failure rather than be awarded a final grade of UF. The final decision as to whether a student can be withdrawn without fail is made by Student Administration and Records.

Students who falsify their attendance or falsify attendance on behalf of another student will be dealt with under the Student Misconduct Policy.

8. Class Clash

Students who are enrolled in an Arts and Social Sciences program (single or dual) and have an unavoidable timetable clash can apply for permissible timetable clash by completing an online application form. Students must meet the rules and conditions in order to apply for permissible clash. The rules and conditions can be accessed online in full at:
9. Academic Honesty and Plagiarism

Plagiarism is presenting someone else’s thoughts or work as your own. It can take many forms, from not having appropriate academic referencing to deliberate cheating.

In many cases plagiarism is the result of inexperience about academic conventions. The University has resources and information to assist you to avoid plagiarism.

The Learning Centre assists students with understanding academic integrity and how to not plagiarise. Information is available on their website: https://student.unsw.edu.au/plagiarism/. They also hold workshops and can help students one-on-one.

If plagiarism is found in your work when you are in first year, your lecturer will offer you assistance to improve your academic skills. They may ask you to look at some online resources, attend the Learning Centre, or sometimes resubmit your work with the problem fixed. However, more serious instances in first year, such as stealing another student’s work or paying someone to do your work, may be investigated under the Student Misconduct Procedures.

Repeated plagiarism (even in first year), plagiarism after first year, or serious instances, may also be investigated under the Student Misconduct Procedures. The penalties under the procedures can include a reduction in marks, failing a course or for the most serious matters (like plagiarism in an Honours thesis) or even suspension from the university. The Student Misconduct Procedures are available here: http://www.gs.unsw.edu.au/policy/documents/studentmisconductprocedures.pdf

10. Course Schedule

To view course timetable, please visit: http://www.timetable.unsw.edu.au/

<table>
<thead>
<tr>
<th>Topic</th>
<th>Date</th>
<th>Lecture Content</th>
<th>Tutorial/Lab Content</th>
<th>Readings</th>
</tr>
</thead>
<tbody>
<tr>
<td>VO 4 Unit 1</td>
<td>Weeks 2 to 4</td>
<td>The press and journalists</td>
<td></td>
<td>Selected materials from the textbook, the grammar exercise book, and additional sources.</td>
</tr>
<tr>
<td>VO 4 Unit 2</td>
<td>Weeks 5 to 7</td>
<td>Digital identity and social media</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VO 4 Unit 3</td>
<td>Weeks 8 to 10</td>
<td>Health and nutrition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VO 4 Unit 4</td>
<td>Weeks 11 to 13</td>
<td>Relationships between generations</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A more detailed programme will be made available on Moodle at the beginning of the semester (Week 1).
## 11. Course Resources

### Textbook Details


GRÉGOIRE M., *Grammaire progressive du français*, niveau perfectionnement, Éditions Clé International. (Note: Students should also buy the accompanying answer booklet *Corrigés*).

These two textbooks will be used each week and **students are expected to bring them to classes.**

### Additional Readings


This **grammar book** compares some aspects of English and French grammars and is very useful for students who lack confidence in dealing with English grammar.

You also need a **good bilingual dictionary** for this course; pocket size dictionaries will not be sufficient for the type of work you will be doing. If you are considering majoring in French you are advised to try and purchase the biggest size dictionary you can afford. The following are suggested:


### Websites

- **Dictionaries and language resources**

- **French newspapers**

- **Francophone radio and television channels**
  - [http://www.france2.fr/ France 2](http://www.france2.fr/)
  - [http://www.tv5.org/index.php](http://www.tv5.org/index.php) TV5Monde. The first international Francophone Television Channel offers entertainment and excellent resources to learn French

The links to these websites and other Internet resources are available from the course on Moodle.

## 12. Course Evaluation and Development

Courses are periodically reviewed and students’ feedback is used to improve them. Feedback is gathered using various means including UNSW's Course and Teaching Evaluation and Improvement (CATEI) process.

## 13. Student Support

The Learning Centre is available for individual consultation and workshops on academic skills. Find out more by visiting the Centre’s website at: [http://www.lc.unsw.edu.au](http://www.lc.unsw.edu.au)
14. Grievances

All students should be treated fairly in the course of their studies at UNSW. Students who feel they have not been dealt with fairly should, in the first instance, attempt to resolve any issues with their tutor or the course convenors.

If such an approach fails to resolve the matter, the School of Humanities and Languages has an academic member of staff who acts as a Grievance Officer for the School. This staff member is identified on the notice board in the School of Humanities and Languages. Further information about UNSW grievance procedures is available at: https://my.unsw.edu.au/student/atoz/Complaints.html

15. Other Information

myUNSW

myUNSW is the online access point for UNSW services and information, integrating online services for applicants, commencing and current students and UNSW staff. To visit myUNSW please visit either of the below links:
https://my.unsw.edu.au
https://my.unsw.edu.au/student/atoz/ABC.html

OHS

UNSW's Occupational Health and Safety Policy requires each person to work safely and responsibly, in order to avoid personal injury and to protect the safety of others. For all matters relating to Occupational Health, Safety and environment, see https://www.ohs.unsw.edu.au/

Special Consideration

In cases where illness or other circumstances produce repeated or sustained absence, students should apply for Special Consideration as soon as possible.

The application must be made via Online Services in myUNSW. Log into myUNSW and go to My Student Profile tab > My Student Services channel > Online Services > Special Consideration.

Applications on the grounds of illness must be filled in by a medical practitioner. Further information is available at:
https://my.unsw.edu.au/student/atoz/SpecialConsideration.html

Student Equity and Disabilities Unit

Students who have a disability that requires some adjustment in their learning and teaching environment are encouraged to discuss their study needs with the course convener prior to or at the commencement of the course, or with the Student Equity Officers (Disability) in the Student Equity and Disabilities Unit (9385 4734). Information for students with disabilities is available at: http://www.studentequity.unsw.edu.au/

Issues that can be discussed may include access to materials, signers or note-takers, the provision of services and additional examination and assessment arrangements. Early notification is essential to enable any necessary adjustments to be made.