



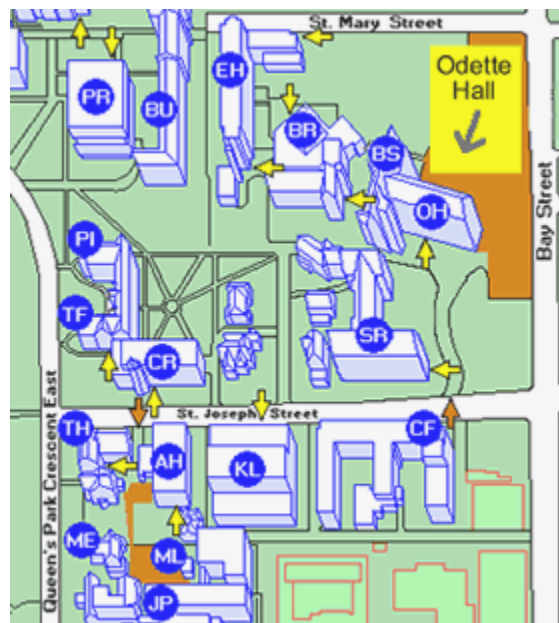
# Undergraduate Student Guide

2018-2019

## Our Location:

50 St Joseph Street, 2nd Floor  
Odette Hall  
Toronto, ON  
M5S 1J4  
Canada

Telephone: (416) 926-2302  
Fax: (416) 926-2328



## Questions?

For questions related to undergraduate programs and enrolment, 2018-2019 course offerings and other general information, please consult our online undergraduate brochure at:  
<http://french.utoronto.ca/>

## Welcome to the Department of French!

The following guidelines are designed to offer you the best French learning experience possible by ensuring that all students benefit from the same learning opportunities and evaluation measures in a course appropriate to their level of French at registration.

### Placement Test

- ❖ If this is your first FSL or FRE course in the Department, you **should have already taken the Placement Test** ([www.lang.utoronto.ca/placement/french](http://www.lang.utoronto.ca/placement/french)). The only exception is for students with no previous French experience – classroom-based or other – who will enroll in FSL100H.
- ❖ You **must be registered in the course recommended by the Placement Test**. It is not possible to take a lower level course in order to “brush up”. Your instructor will verify your Test results during the first week of class. If you have registered in a course other than the one recommended by the Test, you will be required to withdraw. Self-placement is not permitted. **Please note that only the Associate Chair of Undergraduate Studies ([french.undergradchair@utoronto.ca](mailto:french.undergradchair@utoronto.ca)) may authorize you to take a course other than the one indicated by the Placement Test; your instructor does not have this authority;**

### Courses

- ❖ **Auditing is not allowed in FSL courses** including by students on waiting lists;
- ❖ **Native or fluent speakers of French are excluded from all FSL courses** with the exception of those needing to improve their written and oral skills; these students may request permission from the Association Chair of Undergraduate Studies to enroll in FSL442 or FSL443;
- ❖ **Use of electronic devices** - **Electronic devices (laptops, tablets, electronic dictionaries, e-readers, etc.) are permitted for course purposes only.** E-mailing, web surfing, chatting, cell phone calls or any other non-course- related activity disrupts the learning environment and discourages participation. Please note that during a test, all electronic devices must be turned off and put away. As per the University of Toronto’s policy, possessing an electronic device during a test or an exam constitutes an academic offence.
- ❖ Following the Canadian Copyright Act, course materials (including tests) prepared by the course instructor are considered by UofT to be the instructor’s intellectual property. **Students may not record a lecture without the explicit consent of the instructor.** It is also absolutely forbidden for a student to sell, publish or post on any website an instructor’s lecture notes and other course materials;

## Assignments, tests, quizzes and overall assessment

- ❖ **Dates of all assignments and tests** are indicated in the course syllabus; it is the responsibility of students to be aware of these dates. Extensions can only be considered with justification (official doctor's note or registrar's letter) and must be requested and granted **before** the due date. A late penalty may be assigned to late assignments; this will be stated in the course syllabus. No late assignment will be accepted more than ten days following the hand-in date (see the *Faculty of Arts & Science Calendar*; <https://fas.calendar.utoronto.ca/rules-regulations>);
- ❖ **Submission of assignments** - Your instructor will specify how assignments should be submitted (hardcopy in person or electronically). For assignments submitted by hardcopy, **do not slip assignments under your instructor's door**, as they may be lost. Always keep a copy of your assignments;
- ❖ **Make-up Tests** - As per the policy of the Faculty of Arts & Science (see the *Faculty of Arts & Science Calendar*; <https://fas.calendar.utoronto.ca/rules-regulations>), if a student misses an in-class quiz or test, s/he must contact the instructor **within one week (7 days)** of the announced date to arrange a make-up. In the case of illness, appropriate documentation such as an official U of T *Verification of Student Illness or Injury Form* ([www.illnessverification.utoronto.ca](http://www.illnessverification.utoronto.ca)) signed by a physician must be provided. For all other reasons (e.g., family emergency), you must present a letter from your registrar. If a make-up is scheduled and you fail to attend at the date and the time agreed upon, you will receive a grade of '0' except in exceptional circumstances beyond your control. As per the Faculty of Arts & Science policy, tests scheduled within regular class time take precedence over tests scheduled for other classes outside of the latter classes' regular hours;
- ❖ **Re-marking Policy** - Students who believe that an individual assignment or test has been incorrectly marked may ask her/his instructor for a re-evaluation. Students must make such requests **in writing** within two weeks after receiving the work back. You should indicate the question(s) to be remarked and the justification for your request (e.g., miscalculation of grade). Please bear in mind that, in fairness to all students registered, marks are not negotiable. Requests for any reason unrelated to specifics of the grading of the assignment in question as outlined by your instructor (e.g., consequences of the mark for your final grade) will not be considered. **All requests regarding remarking must be made first to your teaching assistant and not to the course instructor.** If a remarking is granted, the student must accept the resulting mark, which may be lower, higher or the same as the original mark;

- ❖ **Attendance and participation** - For the successful undertaking of all courses, **regular attendance and active participation in all course activities (both lectures and tutorials)** are necessary. A portion of your final course grade will reflect both of these elements – lack of attendance and poor participation will negatively affect this portion of your grade; please consult your course’s evaluation scheme for specifics on the calculation of this part of your final mark. Since it is the Faculty of Arts & Science which communicates final grades to students, your instructor is not permitted to reveal your ‘Overall assessment’ mark or final exam result (if your course has either of these) or the final course grade until it has appeared on ROSI;
- ❖ **Extra Assignments - Instructors and teaching assistants of all courses are required by the Department to follow the evaluation scheme established by the Department; No extra assignments** beyond those indicated in the course syllabus are possible under any circumstance.

#### Other

- ❖ **Punctuality** - Please arrive on time; this makes for a much better experience for everyone. Late arrivals disturb the class and negatively impact the learning experience. Students arriving late for a scheduled test will not be granted additional time to complete their test;
- ❖ **Accessibility Services** - The University provides academic accommodations for students who require them. To receive special accommodations, students must register with Accessibility Services. To learn more about the service, please visit the following website: <https://www.studentlife.utoronto.ca/as>. Registering as soon as you are accepted to the University or before classes begin is best.

**Please note that your instructor may have other course-related requirements beyond those mentioned above. These will be included in his/her syllabus during the first week of classes.**

#### Academic Honesty

Honesty and fairness are considered fundamental values shared by students, staff and faculty at the University of Toronto. The University's policies and procedures that deal with cases of cheating, plagiarism (representing someone else's work as your own), and other forms of academic misconduct are designed to maintain a community where competition is fair.

The vast majority of students are honest and hard-working. But sometimes even honest people make bad decisions and accidents sometimes happen. Even if you think you know the rules, double-check. **The consequences of not knowing the rules can be severe, and include failed courses, suspension, and in very serious cases permanent expulsion.** Please consult the document **Academic Integrity**, including an outline of students’ rights and responsibilities at: <http://www.artsci.utoronto.ca/osai/students>

## **POLICY CONCERNING THE USE OF BLACKBOARD AND E-MAIL**

- ❖ **Account:** University policy requires that you have a **UTORmail account**. All correspondence with your instructor and teaching assistant, including that via the Quercus course site, must be conducted using this address (i.e., no Hotmail, yahoo, gmail, or other external addresses). Non-UTOR addresses may be rejected by the University server. Instructors are not obliged to respond to e-mail sent from non-UTOR addresses; you are responsible for ensuring that you have a valid UofT email address that is properly entered in ROSI, and for checking your UofT e-mail account on a regular basis;
- ❖ Various announcements concerning upcoming classes, assignments, tests, etc., will be posted on Quercus. Students should consult the course Quercus page regularly for updates. Instructors and teaching assistants will not reply to e-mail concerning information already available in course syllabi, other handouts, or the course Quercus page;
- ❖ Instructors and teaching assistants are not obliged to respond to e-mail that they deem as unprofessional, disrespectful, or inappropriate;
- ❖ Appropriate use - E-mail correspondence should be used **only for administrative matters** (e.g., make-up tests due to illness);
- ❖ E-mail should **not** be used for:
  - Inquiries regarding course grades. These should be discussed in person with your instructor or teaching assistant during office hours only.
  - As an alternative to meeting with your instructor during office hours, as a private tutorial (on grammatical explanations, for example), or to review material covered in missed lectures;
  - For electronic submission of assignments. This is only permitted in exceptional circumstances with prior special permission granted by your instructor.
- ❖ Self-identification - Please identify yourself clearly by including the **course code and section** (e.g., FSL221 L0101) in the subject line and your **full name with student number** in the message. Messages lacking this information may go unanswered;
- ❖ Response time - Instructors and teaching assistants will endeavour to reply to all messages within **48 hours** of receiving them. If you do not receive a reply within this period, resend your message. Please note that no correspondence will occur after 6PM or on weekends.

## Appendix

### Programs of Study in French

Arts and Science students must enroll in a program upon completing their fourth full credit towards a degree via their College Registrar's offices or the Student Web Services (ROSI). No minimum GPA is required for enrolment in any of the French programs. Students must familiarize themselves with the requirements of their intended program and should consult an Academic Counsellor whenever clarifications are needed. Students must satisfy the subject post requirements as outlined the year in which they registered in the program. Students having registered in these subject posts in previous year should consult the brochure from their year of registration.

**In all programs and courses, the Department of French takes into account the quality of students' French as one of the criteria in the evaluation of assignments and examinations. A minimum of 20% of the grade will be allocated to this aspect of written assignments.**

## Major Programs

### 1. French Language Learning (Arts Program AS MAJ 0120)

**Major program** (7 full courses or their equivalent including at least 1.5 F.C.E.s FRE courses at the 300+ level:

This program has unlimited enrolment and no specific admission requirements. All students who have completed at least 4.0 full-course equivalents are eligible to enroll. 1. FSL221Y1 (63%) (Students not placed in FSL221Y1 or higher by the Placement test must first complete FSL121Y1 before starting this program. Students exempted from FSL221Y1 must replace it with FSL271H1 and any FSL or FRE half-course. FSL271H1 must be completed before enrolling in any higher-level FSL course.)

2. FSL321Y1 (Students exempted from FSL321Y1 may replace it with 1.0FCE from the following FRE courses: FRE210H1, FRE245H1, FRE246H1, FRE274H1); FSL421Y1, FSL442H1, FSL443H1

3. FRE226H1, FRE272H1, FRE273H1, FRE379H1, FRE383H1, JFG388H1

### 2. French Language and French Linguistics (Arts programs AS SPE/MAJ 0525)

**Major program** (7 full courses or their equivalent):

This program has unlimited enrolment and no specific admission requirements. All students who have completed at least 4.0 full-course equivalents are eligible to enroll.

(7 full courses or their equivalent):

1. FSL221Y1 (63%). Students not placed in FSL221Y1 or higher by the Placement test must first complete FSL121Y1 before starting this program. Students exempted from this course must replace it with FSL271H1 and any FSL or FRE half-course. FSL271H1 must be completed before enrolling in any higher-level FSL course.

2. FSL321Y1 (Students exempted from this course may replace it with any FRE course). FRE272H1, FRE273H1, FRE274H1; 0.5 full-course equivalent among FRE210H1/ FRE245H1

3. FRE376H1, FRE378H1, FRE383H1 and FRE379H1/ JFG388H1

4. 1.0 full course equivalent from among 400-level French linguistics courses ( FRE486H1, FRE487H1, FRE488H1, FRE489H1, FRE490Y1, FRE491H1, FRE492H1)

### **3. French Language and Literature (Arts program AS SPE/MAJ 1295)**

**Major program** (7 full courses or their equivalent)

This program has unlimited enrolment and no specific admission requirements. All students who have completed at least 4.0 full-course equivalents are eligible to enroll.

1. FSL221Y1 (63%). Students not placed in FSL221Y1 or higher by the Placement test must first complete FSL121Y1 before starting this program. Students exempted from FSL221Y1 may replace it with any FRE 200+ or 300+ level course.

2. FSL321Y1. Students exempted from FSL321Y1 may replace it with two FRE half-courses at the 300+ level. FRE210H1, FRE245H1, FRE246H1, FRE272H1

3. One half-course from each of the following three groups as well as 0.5 FCE of the students choice from any group (2.0 FCE in total):

- Group 1 *Literary History* ( FRE318H1, FRE319H1, FRE320H1, FRE324H1, FRE326H1, FRE344H1)

- Group 2 *Genres and Gender*( FRE304H1, FRE310H1, FRE345H1)

- Group 3 *Quebec and Francophone Literatures* ( FRE314H1, FRE332H1, FRE334H1, FRE336H1, SLA263H1)

4. 1.0 full-course equivalent in FRE literature courses at the 400 level ( FRE410H1, FRE438H1, FRE441H1, FRE443H1, FRE446H1)



# Specialist Programs

## 1. French Language and French Linguistics Specialist program (10 full courses or their equivalent):

This program has unlimited enrolment and no specific admission requirements. All students who have completed at least 4.0 full-course equivalents are eligible to enroll.

1. FSL221Y1 (63%). Students not placed in FSL221Y1 or higher by the Placement test must first complete FSL121Y1 before starting this program. Students exempted from FSL221Y1 must replace it with FSL271H1 and any FSL or FRE half-course. FSL271H1 must be completed before enrolling in any higher-level FSL course.

2. FSL321Y1 (Students exempted from this course may replace it with any FRE course); FRE272H1, FRE273H1, FRE274H1; FRE210H1, FRE245H1

3. FRE376H1, FRE378H1, FRE386H1, and FRE387H1; FRE383H1, FRE379H1, and JFG388H1

4. 2.0 full-course equivalents from among 400-level French linguistics courses ( FRE486H1, FRE487H1, FRE488H1, FRE489H1, FRE490Y1, FRE491H1, FRE492H1)

### *Course groups*

Group A - *Structure of French*: FRE376H1 (mandatory), FRE378H1 (mandatory), FRE386H1, FRE387H1, FRE488H1, FRE489H1, FRE490Y1, FRE491H1, FRE492H1

Group B – *Use and acquisition of French*: FRE 379H1, FRE383H1 (mandatory), JFG388H1, FRE486H1, FRE487H1, FRE490Y1, FRE491H1, FRE492H1

## 2. French Language and Literature Specialist program (10 full courses or their equivalent):

This program has unlimited enrolment and no specific admission requirements. All students who have completed at least 4.0 full-course equivalents are eligible to enroll.

1. FSL221Y1 (63%). Students not placed in FSL221Y1 or higher by the Placement test must first complete FSL121Y1 before starting this program. Students exempted from FSL221Y1 may replace it with any FRE200+ or FRE300+ level course.

2. FSL321Y1. Students exempted from FSL321Y1 may replace it with two FRE half-courses at the 300+ level; FRE210H1, FRE245H1, FRE246H1, FRE272H1, FRE273H1

3. 1.0 full-course equivalent from Group 1 *Literary History* ( FRE318H1, FRE319H1, FRE320H1, FRE324H1, FRE326H1, FRE344H1); 1.0 full-course equivalent from Group 2 *Genres and Gender* ( FRE304H1, FRE310H1, FRE345H1); 1.0 full-course equivalent from Group 3 *Quebec and Francophone Literatures* ( FRE314H1, FRE332H1, FRE334H1, FRE336H1, SLA263H1)

4. FSL442H1, FSL443H1; 1.5 full-course equivalent in from among 400-level FRE literature courses ( FRE410H1, FRE438H1, FRE441H1, FRE443H1, FRE446H1)

## Minor Programs

### **1. French Language (Arts Program AS MIN 0120) Minor program** (4 full courses or their equivalent):

This program has unlimited enrolment and no specific admission requirements. All students who have completed at least 4.0 full-course equivalents are eligible to enroll.

1. FSL121Y1

2. FSL221Y1 (63%)

3. FSL321Y1

4. FSL421Y1/1.0FCE in 200-level FRE courses ( FRE210H1, FRE226H1, FRE245H1, FRE246H1, FRE272H1, FRE273H1, FRE274H1)

### **2. French Studies (Arts Program AS MIN 1135) Minor program** (4 full courses or their equivalent):

This program has unlimited enrolment and no specific admission requirements. All students who have completed at least 4.0 full-course equivalents are eligible to enroll.

1. FSL221Y1 (Students not placed in FSL221Y1 or higher by the Placement test must first complete FSL121Y1 before starting this program. Students exempted from FSL221Y1 must replace it with FSL271H1 and any FRE half-course)

2. Three FRE courses at the 200+ level including one full course equivalent at the 300/400-level

### **3. Practical French (Arts Program AS MIN 0556) Minor program** (4 full courses or their equivalent):

This program has unlimited enrolment and no specific admission requirements. All students who have completed at least 4.0 full-course equivalents are eligible to enroll.

1. FSL221Y1 (63%). Students exempted from this course must replace it with FRE245H1/FRE272H1 and any half-course listed immediately below.

2. 1.0 full course equivalent among the following: FSL312H1, FSL313H1, FSL314H1, FSL315H1

3. FSL375Y1

4. FSL472H1 + FSL473H1

Please note that FSL312H1, FSL313H1, FSL314H1 and FSL315H1 can be taken concurrently but must be completed before enrolling in FSL375Y1.