

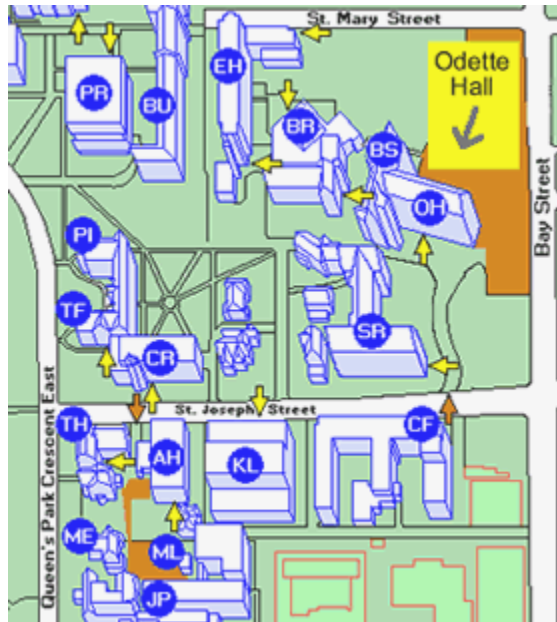


Undergraduate Student Guide

Our Location:

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

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



Questions?

For questions related to undergraduate programs and enrolment, 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. We would like to ensure that all students benefit from the same learning opportunities and evaluation measures in a course appropriate to their level of French at registration. For general information regarding our undergraduate programs, please consult our undergraduate brochure at: <http://www.french.utoronto.ca/>

Academic Advising & Support

General information:

Departmental Secretary, Undergraduate Studies, Department of French:

Departmental Secretary

Mme Nehad Ghaly, Odette Hall, 50 St. Joseph St., Rm 210

Phone: 416-926-2302

Email: french.secretary@utoronto.ca

Program Advisor, Undergraduate Studies, Department of French:

Mme Linda Lamisong, Odette Hall, 50 St. Joseph St., Rm 226

Phone: 416-926-2333

Email: french.undergraduate@utoronto.ca

Associate Chair, Undergraduate Studies, Department of French:

Prof. Marie-Anne Visoi, Odette Hall, 50 St. Joseph St., Rm 227

Phone: 416-926-2312

Email: french.undergradchair@utoronto.ca

Student Services and Programs at the University of Toronto

- **Your college registrar** (<http://www.artsci.utoronto.ca/current/advising/colleges>) is your "reliable first stop" where you can get information, advice, or a direct referral. They provide broad, integrated advising on personal, financial, family, or career issues. They also conduct academic advising, especially on issues that go beyond a particular course. The colleges also advise on petitions and other rule-related matters. Their staff are also specialists in providing referrals to, and follow-up from, specialized U of T student services. Please consult **Appendix 1, p. 12 of this document** for college registrars' contact information.
- If you have questions or concerns or are facing issues that are getting in the way of your success, visit **Services and Programs for Students:** <http://www.artsci.utoronto.ca/current/advising/services>

- **Financial counselling** is available through your Faculty, College, Division or Enrolment Services or by visiting the Financial Counselling Directory: <https://www.future.utoronto.ca/finances/financial-aid/financial-counselling-directory> Counsellors can help you navigate the array of government and University of Toronto programs, scholarships and bursaries available to you. They can also help with budget planning and debt management.
- **Specialized UofT Student Life programs and services** provide professional support for students in a variety of areas: <https://www.studentlife.utoronto.ca/bts/about-student-life>.
- **The English Learning Program** supports all U of T undergraduates enrolled in the Faculty of Arts and Science whose first language is not English (ESL or multilingual students), as well as native speakers seeking to improve their English language skills: <http://www.artsci.utoronto.ca/current/advising/ell>

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. To find out more about the programs offered by the Department of French in 2018-2019, consult **Appendix 2, p.14** of this document.

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). 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) may authorize you to take a course other than the one indicated by the Placement Test; your instructor does not have this authority;**
- ❖ **Enrollment:** for courses with tutorials, you **MUST** be registered in a lecture section as well as a tutorial section. Since some of the course assessment will take place in your tutorial, failure to enroll in a tutorial and attend regularly will have a serious negative impact on your grade. You **CANNOT** attend a lecture or tutorial other than the one in which you are registered, including to make up for missed lectures or tutorials. Tests taken outside of your

lecture or tutorial section will not be graded. **For Y (year-long) courses, it is NOT possible to change lecture or tutorial section at the start of the Winter Term in January.**

Courses

For detailed descriptions of our courses, consult Course Offerings:
<http://french.utoronto.ca/>

- ❖ **All students need to familiarize themselves with Quercus** (powered) by Canvas is U of T's new Learning Management Engine (LME). The University of Toronto's **Student Quercus Guide** is available at:
<https://q.utoronto.ca/courses/46670/pages/student-quercus-guide>
- ❖ **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 **Associate 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) 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 in ACORN;

- ❖ **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 Important Information

- ❖ **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 QUERCUS AND E-MAIL

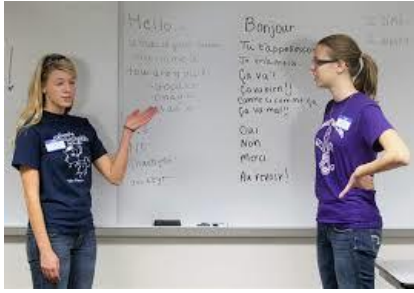
- ❖ **Account:** University policy requires that you have a **UTORmail account**. All correspondence with your instructor and teaching assistant, including that via the Quercus course site, must be conducted using this address (i.e., no Hotmail, yahoo, gmail, or other external addresses). Non-UTOR addresses 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 ACORN, 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 Quercus course 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 messages that they deem as unprofessional, disrespectful, or inappropriate; please review Netiquette – Guidelines for Academic Communication, Appendix 3, page 18 of this document.**
- ❖ 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.



Experiential Learning Programs for Undergraduate Students Learning beyond the classroom

The Department of French, St. George Campus, offers 4th year students registered in our programs the opportunity to explore different bilingual career options and build their professional skills through a series of workshops and mentorship sessions. Since 2002, the experiential learning programs organized by the Department of French have enabled University of Toronto Arts and Science students enrolled in Specialist, Major and Minor programs to integrate their language skills and their academic learning in various fields by participating in a school internship and study exchange programs in order to become better prepared for the growing demand for bilingual and multilingual graduates in a wide range of professions in Canada and abroad. **Detailed information related to experiential learning activities and application forms will be available in our online undergraduate brochure: <http://french.utoronto.ca/> on September 10, 2018.**

SCHOOL INTERNSHIP



Advanced-level students have the opportunity to participate in a school internship, a collaborative partnership with school principals and teachers of French from Toronto and the greater Toronto area. Since 2006, the internship has been integrated in the course FRE485 Teaching Young People's Literature.

STUDY ELSEWHERE – QUEBEC, FRANCE OR BELGIUM

Students who have completed at least one year of full-time studies and wish to study abroad for one or two semesters should contact the University of Toronto Centre for International Experience Office, or consult their website <http://cie.utoronto.ca/> Students may request credit for a course offered by the Department of French, subject to the general rules for eligibility.



THIRD YEAR STUDY ELSEWHERE

To be entitled to participate in the Third Year Study Elsewhere Program, a student must satisfy the following requirements: overall average of at least 70% in courses completed in second year, and an average of 70% in at least two French courses (FRE) required in a Major or Specialist program.

Information on these programs and on the Second Language Summer Program is available online at french.utoronto.ca/undergraduate/information/study_elsewhere.



TAPIF – TEACHING ASSISTANT PROGRAM IN FRANCE



The Teaching Assistant Program in France (TAPIF) is a joint initiative of the French Ministry of Education, the Centre international d'études pédagogiques (CIEP) and the Cultural Services of the French Embassy in Canada. The program's goal is to strengthen English-language instruction in French schools by establishing a native speaker presence, while also providing Canadian Francophiles with excellent teaching experience and first-hand knowledge of French language and culture.

Candidates must be Canadian citizens, under the age of 30. They must currently be students at the University of Toronto, have knowledge of French, and have English as a primary language. Priority is given to undergraduate students in their third year of studies. For more information, consult <http://www.ciep.fr/en/assistantetr> or email: french.elsewhere@utoronto.ca

SUMMER PROGRAMS IN FRANCE AND QUEBEC

For Summer Immersion Courses in France, please consult the website at <http://www.fle.fr/> or contact the French Consulate General (416-925 0025).

For the Explore Program, please consult the website at <http://www.myexplore.ca/>

For the UofT summer abroad courses in Tours, France, please consult the website at www.summerabroad.utoronto.ca Students enrolled in the summer abroad program are granted UofT credits.

For information on any of these programs, please contact the Study Elsewhere Advisor at french.elsewhere@utoronto.ca



Appendix 1

Contact information for Registrars

Innis College - Office of the Registrar	
<p><u>2 Sussex Avenue,</u> Toronto, ON M5S 1J5 416-978-2513 phone/416-978-5503 fax registrar.innis@utoronto.ca innis.utoronto.ca www.twitter.com/innisregistrar</p>	<p>Office Hours: Monday: 9 a.m.-1 p.m., 2-6 p.m. (until 5:30 p.m. in July and August); Tuesday: 10 a.m.-1 p.m., 2-4:30 p.m. (until 4 p.m. in July and August), Wednesday/Thursday/Friday: 9 a.m.-1 p.m., 2-4:30 p.m. (until 4 p.m. in July and August)</p>
New College - Office of the Registrar	
<p><u>300 Huron Street, Room 107,</u> Toronto, ON M5S 3J6 416-978-2460 phone/416-978-0554 fax newcollege.registrar@utoronto.ca www.newcollege.utoronto.ca</p>	<p>Office Hours: Monday to Friday: 9 a.m.-12:30 p.m., 1:30-4:30 p.m. (until 4 p.m. in July-August); Wednesday also 5-6 p.m.</p>

St. Michael's College - Office of the Registrar and Student Services	
<p><u>121 St. Joseph Street, Rm. 207</u> Toronto, ON M5S 3C2 416-926-7117 phone/416-926-7266 fax ask.smc@utoronto.ca https://stmikes.utoronto.ca/</p>	<p>Office Hours: Monday to Thursday: 9:30 a.m.-12:30 p.m.; 1:30-4:30 p.m.; Friday: 9:30 a.m.-12:30 p.m.; 1:30-4:00 p.m.</p>
Trinity College - Office of the Registrar	
<p><u>6 Hoskin Avenue,</u> Toronto, ON M5S 1H8 416-978-2687 phone/416-978-2831 fax registrar@trinity.utoronto.ca www.trinity.utoronto.ca https://twitter.com/fortrinstudents</p>	<p>Office Hours: <i>September to early June:</i> Monday, Wednesday, Thursday, Friday: 9 a.m.-1 p.m., 2-4:30 p.m.; Tuesday: 10 a.m.-1 p.m., 2-4:30 p.m. <i>Second Monday in June to end of August:</i> Monday to Friday: 10 a.m.-1 p.m., 2-4 p.m.</p>
University College - Office of the Registrar	
<p><u>15 King's College Circle, Rm. 157,</u> Toronto, ON M5S 3H7 416-978-3170 phone/416-978-6019 fax uc.registrar@utoronto.ca www.uc.utoronto.ca http://www.twitter.com/ucregistrar</p>	<p>Office Hours: Monday to Friday: 9:30 a.m.-12:15 p.m.; 1:30-4:15 p.m.</p>
Victoria College - Office of the Registrar	
<p><u>73 Queen's Park Crescent East, Rm. 106,</u> Toronto, ON M5S 1K7 416-585-4508 phone/416-585-4459 fax vic.registrar@utoronto.ca www.vicu.utoronto.ca https://twitter.com/VicRegistrar</p>	<p>Office Hours: Monday to Thursday: 9:30 a.m.-12:30 p.m.; 1:30-4:30 p.m. Friday: 10:00 a.m. - 4:30 p.m. Drop in advising hours*: Mon.: 2-3:30 p.m.; Wed.: 2-3:30 p.m.; Thurs.: 10 am - 12 p.m. * During peak periods (e.g. the beginning and end of term) there will be additional drop in time slots added to the schedule.</p>
Woodsworth College - Office of the Registrar	
<p><u>119 St. George Street, Rm 220,</u> Toronto, ON M5S 1A9 416-978-4444 phone/416-978-6111 fax wdwregistrar@utoronto.ca www.wdw.utoronto.ca</p>	<p>Office Hours: Monday, Wednesday, Thursday: 10 a.m.-5 p.m. (until 4:30 p.m. in July & August); Tuesday: 10 a.m.-6 p.m. (until 5:30 p.m. in July & August); Friday: 10 a.m.-4 p.m.</p>

Appendix 2

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 (ACORN). 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

Netiquette

GENERAL GUIDELINES FOR ACADEMIC COMMUNICATION

Netiquette is the term used to describe rules of courtesy when using electronic communication. These rules are intended to help us use the medium effectively and considerately. Users might not realize the ways in which they are offending or inconveniencing others because this form of communication is fairly new. The ideas below are intended to help in carrying on an electronic class discussion. When communicating online, you should always:

- Treat your instructor(s) with respect, even in email or in any other online communication.
- Always use your professors' proper title: Dr. or Prof., or if you're in doubt use Mr. or Ms. (Corollary: Make sure if you use a gender-specific title that you are clear on their gender. Some names can be gender ambiguous. When in doubt, go find a picture of them online.)
- Unless specifically invited, don't refer to them by first name. Some will be OK called "Helen" and others will expect to be "Dr. Smith".
- Use clear and concise language. Be respectful of readers' time and attention.
- Remember that all university level communication should have correct spelling and grammar.
- Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you".
- Use standard fonts that are optimized for online reading (e.g., sans serif) along with a consistent and readable size (12 or 14 pt.)
- Avoid using the caps lock feature AS IT CAN BE INTERPRETED AS YELLING.
- Limit and possibly avoid the use of emoticons. Not everyone knows how to interpret them.

- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken literally or offensively.
- Be careful sharing personal information online (both yours and others).
- Time is important to electronic communication users. Long messages may tie up modems, lab workstation use, and disk space. Keep messages short.
- Avoid sending unkind messages. Besides angering others it will reflect poorly on you. Such comments may have the effect of shutting down discussion. When critical comments are called for, try to frame them constructively and tactfully.
- Humor and sarcasm might be misunderstood because electronic communication does not employ intonation nor show smiles or frowns, (other than the graphic kind). Use these carefully and employ good word choices so that your meaning comes through clearly.
- Although electronic communication can be very informal, try for good language usage so that your message comes through rather than your mistakes (many mail programs have spell checkers). Aim for clarity and readability in your message. Paragraph often, avoid using only capital letters, and stay away from character symbols and conventions that get in the way of visual comfort.

Adapted from: *Handbook for Instructors on the Use of the Electronic Class Discussion*, Ohio State University by Nancy Chism