



Faculty of Arts
School of Languages, Linguistics, Literatures and Cultures

FREN 393 L01
Français Professionnel
Fall 2021
TuTh 12h30-13h45, In Person @ CHE 102

COURSE OUTLINE

INSTRUCTOR'S NAME: Dr. Sélom Komlan Gbanou

OFFICE HOURS: *TuTh: 11h-12h In person or via e-mail or Zoom (Link provided on D2L)*

E-MAIL: sgbanou@ucalgary.ca *I will respond to e-mails within 48 hs during weekdays*

TELEPHONE NUMBER: 403-220-2791

DESCRIPTION

Le cours de français des affaires, a pour objectifs d'améliorer les connaissances générales en français ainsi que les compétences linguistiques et techniques requises dans le monde des affaires avec une emphase particulière sur la compréhension et l'expression écrite et orale, l'acquisition des outils adéquats pour des situations de la vie professionnelle et personnelle

Il porte spécialement sur les techniques de rédaction et d'argumentation pour une meilleure absorption sur le marché du travail.

OBJECTIVES

Dans le contexte économique actuel, le cours du français des affaires offre des outils adaptés aux exigences du marché du travail. Cela revient à:

- rentabiliser l'apprentissage de la langue française
- déterminer les situations de communication cibles qu'affronteront plus tard les étudiant.e.s lorsqu'ils quittent l'université avec leur BAC en poche
- évaluer les compétences langagières à privilégier au-delà des buts traditionnels de Lire et Comprendre en renforçant la nécessité de Parler et d'Écrire.

Objectifs spécifiques

- Les compétences visées

Deux compétences sont visées par le cours

1- La composante linguistique

Il s'agira de développer chez les étudiant.e.s les connaissances linguistiques nécessaires pour la vie professionnelle de tous les jours. Les aptitudes à cibler seront: Comprendre, communiquer, prendre des notes, poser des questions, présenter des exposés, des synthèses, etc.

2- La composante méthodologique

Le cours contribuera à développer chez les étudiant.e.s de l'École et des autres domaines comme Le Droit, Le Business, la Médecine, etc. certaines compétences méthodologiques susceptibles de les aider à réaliser des



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tâches professionnelles notamment: préparer une communication, prendre la parole devant un public spécialisé, expliquer avec les termes adéquats une problématique, synthétiser un document, rédiger un compte rendu, élaborer un projet, etc.

OUTCOMES

Ce cours prépare les étudiant.e.s :

- 1) à améliorer leur apprentissage de la langue française
- 2) à disposer des outils d'élaboration et de présentation d'un projet
- 3) à prendre à parler en public, à rédiger des rapports de réunions, à résumer un document
- 4) à savoir constituer un dossier complet de recherches académiques et de recherche d'emplois

REQUIRED COURSE MATERIALS

Pas d'ouvrages spécifiques pour le cours

RECOMMENDED COURSE MATERIALS

R.-J. Berg et Heaher McCoy, *Parlons affaires. Initiation au français économique et commercial*, Boston, Heinle, 2014.

COURSE NOTES

- It is advisable to regularly check the **D2L** page of the course, as course documents and other useful materials could be posted as needed, throughout the semester.
- The **Electronic Drop-Box** in D2L can be used to submit assignments for this course.
- **Assignments**
 - For all take-home exams, 10% of the grade will be for language, while 90% will be for content. Marking criteria for language performance are available on the weekly Class Schedule document posted on D2L.
 - Assignments are due at the beginning of class on the specified due date.
 - Late assignments and missed tests will be given a grade of F.

ASSESSMENT

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| 1) Un travail écrit de contrôle des connaissances: | 25% |
| 2) Un travail de maison | 20% |
| 3) *Un exposé oral (en groupe de 2 ou 3) | 25% |
| 4) **Un portfolio final | 30% |

Pas d'examen final

*L'exposé portera sur la présentation d'une société, d'un produit, d'un magazine, etc., ce qui suppose des recherches. L'exposé se fera en groupe de 2 ou 3 personnes selon l'effectif de la classe.

**Le portfolio comprendra au moins un CV, une lettre de motivation, un compte rendu de réunion, un projet d'entreprise, un organigramme, etc.

Grilles de notation

Portfolio : Présentation (P=15) ; Contenu (C=60) ; Langue (L=10) Originalité du projet (OP=15)

Exposé : Présentation (P=20) ; Recherches (R=60) ; Discussion (D=20)



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GRADING SCALE

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

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

INTEGRITY AND CONDUCT

All members of the University community have a responsibility to familiarize themselves with the Statement on Principles of Conduct, and to comply with the University of Calgary Code of Conduct and Non-Academic Misconduct policy and procedures (available at: <http://www.ucalgary.ca/pubs/calendar/current/k.html>).

Academic misconduct

Academic Misconduct refers to student behavior which compromises proper assessment of a student's academic activities and includes: cheating; fabrication; falsification; plagiarism; unauthorized assistance; failure to comply with an instructor's expectations regarding conduct required of students completing academic assessments in their courses; and failure to comply with exam regulations applied by the Registrar.

For information on the Student Academic Misconduct Policy and Procedure please visit:

<https://ucalgary.ca/policies/files/policies/student-academic-misconduct-policy.pdf>, and
<https://ucalgary.ca/policies/files/policies/student-academic-misconduct-procedure.pdf>

Additional information is available on the Academic Integrity Website at <https://ucalgary.ca/student-services/student-success/learning/academic-integrity>

INTELLECTUAL PROPERTY AND COPYRIGHT LEGISLATION

Course materials created by instructors (including presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the instructor. These materials may not be reproduced, redistributed or copied without the explicit consent of the instructor. All students are required to read the University of Calgary policy on Acceptable Use of Material Protected by Copyright (<https://www.ucalgary.ca/policies/files/policies/acceptable-use-of-material-protected-by-copyright.pdf>) and requirements of the Copyright Act (<https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html>) to ensure they are aware of the consequences of unauthorised sharing of course materials (including instructor notes, electronic versions of textbooks etc.). Students who use material protected by copyright in violation of this policy may be disciplined under the Non-Academic Misconduct Policy.

FREEDOM OF INFORMATION AND PRIVACY (FOIP) ACT

Graded assignments will be retained by the Department for three months and subsequently sent for confidential shredding. Final examinations will be kept for one calendar year and subsequently sent for confidential shredding. Said material is exclusively available to the student and to the department staff requiring to examine it. Please see <https://www.ucalgary.ca/legalservices/foip> for complete information on the disclosure of personal records.

ACADEMIC ACCOMMODATIONS

It is the student's responsibility to request academic accommodations according to the University policies and procedures listed below. The student accommodation policy can be found at: <https://ucalgary.ca/student-services/access/prospective-students/academic-accommodations>.

Students needing an Accommodation because of a Disability or medical condition should communicate this need to Student Accessibility Services in accordance with the Procedure for Accommodations for Students with Disabilities (<https://www.ucalgary.ca/policies/files/policies/procedure-for-accommodations-for-students-with-disabilities.pdf>.)

Students needing an Accommodation in relation to their coursework or to fulfil requirements for a graduate



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degree, based on a Protected Ground other than Disability, should communicate this need, preferably in writing, to their Instructor or the Department Head/Dean or to the designated contact person in their Faculty.

FACULTY OF ARTS PROGRAM ADVISING AND STUDENT INFORMATION RESOURCES

Have a question, but not sure where to start?

The Arts Students' Centre is the overall headquarters for undergraduate programs in the Faculty of Arts. The key objective of this office is to connect students with whatever academic assistance they may require.

In addition to housing the Associate Dean (Undergraduate Programs and Student Affairs) and the Associate Dean (Teaching, Learning & Student Engagement), the Arts Students' Centre is the specific home to:

- Program advising
- Co-op Education Program
- Arts and Science Honours Academy
- Student Help Desk

Location: Social Sciences Room 102

Phone: 403-220-3580

Email: ascarts@ucalgary.ca

Website: arts.ucalgary.ca/undergraduate.

For registration (add/drop/swap), paying fees and assistance with your Student Centre, contact Enrolment Services at 403-210-ROCK [7625] or visit them at the MacKimmie Block.

Contacts for the Students' Union Representative for the Faculty of Arts: arts1@su.ucalgary.ca, arts2@su.ucalgary.ca, arts3@su.ucalgary.ca, arts4@su.ucalgary.ca.

INTERNET AND ELECTRONIC COMMUNICATION DEVICES

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

SUPPORT AND RESOURCES

Links to information that is not course-specific related to student wellness and safety resources can be found on the Office of the Registrar's website: <https://www.ucalgary.ca/registrar/registration/course-outlines>.