

Code of Academic Conduct **Department of French Studies**

The core mission of the Department of French Studies is to bring students to a better knowledge and appreciation of French language and culture, in all of their manifestations.

This involves two major types of courses. On the one hand, the Department offers courses of a **theoretical** nature (coded FRAN): their subject matter belongs to the field of literature or linguistics and they are open to all students who meet the prerequisites for taking them, irrespective of their mother tongue. On the other hand, the Department offers “**language courses**”: the purpose of these is the learning of French or the improvement of one’s proficiency in French. Language courses belong to either of two streams: courses in the first stream (coded FRLS) are open to students whose mother tongue is not French; courses in the second stream (coded FRAN) are for students who are native speakers of French. When it comes to improving one’s proficiency in French, the needs of these students are significantly different from those of non-francophone students: this is the motivation for having two distinct streams.

Learning French or better mastering it : a personal commitment

Learning a second (or third...) language as an adult or undertaking to improve one’s proficiency in it involves a commitment that is at once intellectual, affective, and, arguably, existential.

While it is crucial that students follow the proposed academic program with constancy and care, it is also essential that they recognize that this alone is insufficient. **To learn a language is to mentally settle into a new « house »** and to inhabit it on a permanent basis, both at Glendon and at home, both during the academic year and thereafter. It is to equip oneself with a new worldview – one whose transformative effects reach far beyond the instruction offered by the Department, however important this instruction may be.

The learning process demands patience, determination and method, as well as a systematic use of resources and tools that are varied in kind and unlimited in number. Most of these are obvious and readily accessible: reading novels and magazines, listening daily to French-language radio stations, watching television channels (*Radio-Canada, TFO, TV5*) and visiting French-language websites of interest to you, also on a daily basis. Living in French also involves making French-speaking friends, which is not too difficult to do at Glendon; for example, by making regular visits to the *Salon francophone*. If at all possible, we strongly recommend that you spend some time in Québec or in French-speaking countries.

Your instructors are there to advise you and to help you, but they obviously cannot live nor think in French for you: it is up to you to take matters into your own hands.

The following pages aim to clarify the **principles** that underpin the academic operations of the Department. They are general in scope, which means that they do not supersede the **syllabi** of individual courses.

Nor do they supersede the Department **mini-directory** (“mini-annuaire”), where course descriptions may be found as well as requirements for degrees in French Studies:

<http://www.glendon.yorku.ca/etudesfrancaises/cours.html>

Nor does the present document supersede the **College and University rules and regulations**:

http://www.yorku.ca/roweb/calendars/2011-2012/faculty_rules/GL/ba.htm

Principle of Syllabus Intangibility

The syllabus that is provided to you at the beginning of each course constitutes a contract between your instructor and yourself. It cannot be modified. Test dates and assignment deadlines, in particular, cannot be changed, nor can the components of the evaluation scheme.

Principle of Confidentiality

Instructors are not permitted to share any information pertaining to a student with any person who does not belong to University staff. We ask that you inform your family members (in particular your parents) of this confidentiality regulation so that they refrain from approaching your instructor on your behalf, whether it be in your presence or not.

Principle of academic integrity

All members of the university community are bound by an unconditional and unqualified obligation to comply with the principle of **academic integrity**. Consequently, under no circumstances will any type of appropriation of another individual's work or ideas be tolerated, whether in the form of plagiarism or any other form. Violation of this rule is liable to entail academic penalties and/or disciplinary action. Detailed information on the topic of academic integrity can be found on the website that is dedicated to it: <http://www.yorku.ca/academicintegrity>.

Trying to cheat during an in-class test, a quiz or an exam is also a violation of academic integrity. That is why the use of electronic devices on those occasions is forbidden.

Principle of Equity

All students are treated and evaluated in an equitable manner. This principle is absolute and it translates into a set of rules and provisions.

In multi-section courses, it is normal that some of the assignments and in-class tests of a given section be **corrected by the instructor of another section**. This provision accords with the principle of equity because it aims to eliminate the disparities in grading that may occasionally occur between sections.

It would be contrary to the principle of equity for an instructor to modify the components of the evaluation scheme for a student, for instance by allowing her to complete "make-up" work in order to seek a higher mark. In no case may special allowances of this type be made.

Barring exceptional circumstances, **deadlines** for handing in assignments must be observed. Instructors reserve the right to dock points wherever this rule is infringed, usually in proportion to the number of days that the work is overdue. They may also refuse to correct late assignments, in which case the student will receive a mark of zero.

Barring exceptional circumstances, **attendance for in-class evaluations** (quizzes, tests and exams) is mandatory. Students infringing this rule will receive a mark of zero for the quiz, test or exam that they have missed.

“Exceptional circumstances” refers to any situation or event that is beyond the student’s control and that prevents her from handing in an assignment before the deadline set by the instructor or from being present for an in-class evaluation. **It is the student’s responsibility to provide verifiable evidence that her situation falls under this category.** Depending on the specific circumstances, the following types of document may constitute acceptable proof: a medical certificate; a police report documenting a traffic accident; a death certificate documenting the death of a close relative or friend; or any other relevant document.

If the instructor is informed of the student’s situation as soon as is reasonably possible and if he or she determines that it meets the definition of “exceptional circumstances,” the student will be granted an extension on the missed deadline or a make-up test or exam for the missed evaluation as the case may be. Because the procedures relating to these types of evaluations may not be the same for all courses, they are specified in individual course syllabi. No student will be permitted to complete more than one make-up evaluation in any given course.

The Department of French Studies respects in full the **religious beliefs** of all. In the event that a student is not able to complete an in-class evaluation because her religion forbids her from coming to Glendon on that day, her absence will be considered as a case of exceptional circumstances, provided that she has informed the instructor of her situation immediately upon becoming acquainted with the evaluation calendar included in the course syllabus.

The Department of French Studies is aware that certain students may have **special needs**, and we constantly endeavour to ensure that they do not suffer as a result any penalty whatsoever, whether it be of an academic or emotional nature. It is the prerogative of Glendon’s Counselling and Career Centre to adjudicate on individual requests for special services and accommodations, such as requests relating to the duration of in-class tests for example:

<http://www.glendon.yorku.ca/counselling/personal.html>

All such requests are processed by the Counselling and Career Centre on a strictly confidential basis. If they find the request to be well founded, they will determine, in cooperation with the instructor, the accommodations that are appropriate in the circumstances.

Rights and Responsibilities

Every student has the right to **express her opinions** freely and without fear of penalties of any kind, both inside the classroom and outside. This right is exercised within the bounds set by respect for others as well as by federal and provincial laws.

If a student believes that she has been discriminated against or treated unfairly in any way, she has the right to **file a complaint** and to **appeal** any decision that she finds unjustified. In such cases, students are advised to first discuss the situation with their instructor. If they so wish, however, they are entitled to seek direct recourse from the Department Chair (or his delegate), who will arbitrate on the soundness of the complaint and, where applicable, will try to find an equitable resolution in consultation with the instructor.

The College rules offer students appeal opportunities in a number of well-defined circumstances. Students are entitled, in particular, to **petition** to withdraw from a course after the deadline has expired, or to seek removal of a final grade from their transcript. The College's Petition Committee has the authority to adjudicate on whether there are grounds or not for granting such requests. Students may also request that their work for a course be **re-evaluated**, either in its entirety or in part. The Department Chair will delegate this task to an instructor other than the one who did the contested evaluation. This process may lead to the initial mark being kept as is or else to its being increased or decreased.

Civility

Students and instructors alike must be mindful to observe simple, common-sense rules of civility. Some of these pertain to proper conduct in the classroom: students are expected to refrain from eating while the class is in progress and from disturbing the class in any way, such as by talking with other students. Furthermore, instructors have a right to expect not to be called by their first name and to be addressed using the French "vous" form, rather than the "tu" form.

Everyone must make sure that their **cell phones** are switched off before entering the classroom: it is a matter of respect for other students and the instructor.

The use of a **laptop** during class is permitted for the exclusive purpose of taking notes or performing work directly relevant to the class in progress, such as looking up a word one does not understand. It is not permitted to use it for any other purpose, such as reading or writing emails or doing one's homework.

In case students wish to **tape** a lecture or any segment of it, they are to request permission from the instructor, who has a right to refuse. This applies also to the taping of meetings with instructors during their office hours. Also, materials distributed to students or made available on course websites are **the intellectual property of instructors** and as such are protected by copyright.
