

**WESTERN UNIVERSITY
DEPARTMENT OF FRENCH STUDIES
FRENCH 2208B: FRENCH FOR HEALTHCARE (ONLINE)
WINTER 2020**

Professor: Dr. Pascal Munyankesha

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Virtual Office Hours: Monday & Wednesday: 10 am-12 noon.

Les soumissions tardives ne sont JAMAIS acceptées, sauf en cas d'accommodement obtenu par un conseiller académique (*Academic Advisor*) de votre Faculté.



Policy on Accommodation for Medical Illness

http://www.uwo.ca/univsec/academic_policies/rights_responsibilities.html

Students seeking academic accommodation on medical grounds for any missed tests, exams, participation components and/or assignments worth 10% or more of their final grade must apply to the Academic Counselling office of their home Faculty and provide documentation. Academic accommodation cannot be granted by the instructor or department. Please note that in all courses offered by the Department of French Studies, this same requirement will also apply to assignments worth less than 10% of the final grade. Final examinations must be written at the scheduled time unless formal alternative arrangements for a Special Examination have been approved (by the instructor, the Department and the Home Faculty Dean's Office) based on valid documented grounds.

A downloadable Student Medical Certificate can be found here:

http://www.uwo.ca/univsec/academic_policies/rights_responsibilities.html

Additional instructions

Internet connection and browser

OWL is a learning management system that provides a set of tools that are all web-based.

You use a web browser to view course material and interact with other students in a manner similar to viewing web pages on the internet. You will require an Internet connection for the course.

Just as you would prepare yourself for an on-campus course, **preparing your computer for an online course is your responsibility.**

Firefox, Google Chrome, and Internet Explorer are supported by OWL. Please do not use Safari.

Back up your files

Online Tests and quizzes

Make sure you SAVE all your answers before you SUBMIT FOR GRADING.

Submitting an assignment

Your instructor may set up assignments for you to complete and submit online. To work on an assignment:

Technical difficulty

Technical difficulties are not considered grounds for late or absent submissions.

If you do not receive an automatic confirmation such as “your work has been submitted successfully” after submitting an assignment, or if for any reason you are not sure your work was submitted properly, it is your responsibility to **contact the Instructor within 24 hours** by email and explain your concern or technical difficulty.

You will be requested to **provide documentation** (screen capture, date stamp, etc.) proving that the assignment was completed on time and that you attempted to submit it. In rare and exceptional circumstances is accomodation granted by the Department in such a case.

Students are advised to submit their work **well before the deadline** posted on the site, so as to avoid being caught in a “bottleneck” when many students submit assignments on OWL at the same time.

Communication with the Instructor

Instructors post regular announcements that students receive both on the « Announcements » section on OWL and on their Western email.

Students should NOT REPLY to OWL announcements received by email, as their reply will NOT be received by the instructor.

Students are advised to:

- email the Instructor directly if they have questions or concerns about the course
- keep a copy of all email correspondence with the Instructor for the duration of the course