



School of English, Journalism
& European Languages

Unit Outline

HEF303
French for Tourism and Business
Semester 2, 2006
www.utas.edu.au/units/HEF303

Lecturer:	Ms Rosemary Yeoland Room: HUM 567 Phone: 6226 7141 Email: ryeoland@utas.edu.au
Unit description:	Enables students to read and understand articles and documents in French in the areas of business and commerce. Subjects covered will include French companies, employment, banking, taxation, transport, tourism and business letters.
Unit aims and objectives:	The aims of this unit are to enable students to: 1. develop oral and written proficiency in business French ; 2. become familiar with French business culture;
Text:	<i>Interfaces les affaires et la technologie à travers la vie de tous les jours</i>
When taught:	Tuesday 12.10 – 2.00 pm SOCSCI322 The timetable can be viewed online at http://student.admin.utas.edu.au/coursesenrolment/timetable/
Assessment:	Assignments (40%), 3-hr exam in November (60%)

LECTURE/SEMINAR SCHEDULE

Periods of chapter study	Topic	Lecturer
Week starting on: 17/7/2006	Présentation du cours Tourisme: l'hébergement ;	Ms Rosemary Yeoland
24/7/2006	La banque: vidéo "CIAL, banque pour l'industrie " ;	
31/7/2006	La poste : le téléphone ;	
7/8/2006	L'informatique: vidéo 'M2R, agence agréée en informatique ;	
14/8/2006	L'informatique : l'ordinateur à la maison et au travail, problèmes d'ordinateur, le réseau internet ;	
21/8/2006	Demande et offre d'emploi: chercher un emploi, l'entretien d'embauche ;	
28/8/2006	Les entreprises françaises : vidéo COBRA, leader mondial du bracelet-montre/L'AMY, premier lunetier français ;	
11/9/2006	Les entreprises françaises : travailler dans une entreprise ; vidéo Serge Bastien communications ;	
18/9/2006	Le monde du travail : travail temporaire et formation ;	
25/9/2006	Achat et vente ;	
2/10/2006	Gérer et investir son argent : les impôts et les taxes ;	
9/10/2006	Les assurances ;	
16/10/2006	La bourse et les investissements; Préparation à l'examen.	

EVALUATION

Assignments (40%)

Devoirs : projets (4), feuilles d'exercices, rapports de vidéo

Three-hour written exam (60%)

Details provided in due time

ASSIGNMENTS

Projects will involve use of a particular theme in the preparation of a document, letter, declaration, etc.

Short exercises will also be issued related to a particular topic.

Short video reports to be prepared to demonstrate comprehension of recorded texts.

ADDITIONAL INFORMATION

As a general rule, classes will be conducted in English, with more and more use of French.

Attendance requirements (as per the official University rule)

1. Unless exempted by the Dean, a student enrolled in a unit shall attend not less than two thirds of the lectures and tutorials given in that unit;
2. Where a student has not satisfied the above requirement, the Head of School, prior to the commencement of an examination period, may exclude that student from any examination in that unit to be conducted during that examination period.

Assignment Presentation

How to Type Accented Characters on the Computers in the School Lab

Access to the School's computer lab (opposite the Arts Lecture Theatre) is by means of a swipe card. More information is available from the School office. The keyboards in the lab have been configured to allow quick typing of accented characters. Here is how you do it:

é	=	' (next to "Enter") followed by 'e'
à, è, ù	=	` (top left corner) followed by vowel
â, ê, î, ô, û	=	^ (above 6) followed by vowel
ä, ö, ü	=	" (quotation mark) followed by vowel
œ	=	Alt-0156 (use the figure pad on the right of the keyboard)
ç	=	Control-Alt-comma
ß	=	Control-Alt-'s'

To type a vowel after inverted commas (" and ""), or to close inverted commas after a vowel, insert an extra space, e.g.:

"a	=	"-space-a
u'	=	u-'-space

The inverted comma won't appear until you press the space button.

PS – If you have a PC at home and you want to have the same settings on your own computer, open the Control Panel and find the tab allowing you to change the keyboard lay-out. Select "US-International". You may need to insert your Windows CD-ROM when prompted. Macintosh users who require help should refer to the Helpdesk at the Morris Miller Library.

Referencing Style

Students are required, in all assignments, to refer to their sources using the author-date system, examples of which may be found in the recommended readings. Bibliographical references are listed in a bibliography at the end of a piece, not in footnotes or endnotes (which must be kept to a minimum).

Submission of Assignments

Students are required to submit a signed cover sheet with every assignment. The cover sheet includes a declaration that students have read the University statement on Academic Misconduct (Plagiarism) on the University website at www.utas.edu.au/plagiarism, and that all material submitted is their own work, except where there is clear acknowledgement or reference to the work of others (see also below). Assignment cover sheets are available from the School office.

Hard copies of all written assignments must be submitted on or before 5pm on the due date, either in person or in the main essay box under the School office window, or the appropriate essay box to the left of the School office. Email copies, when required, may be submitted up to 48 hours later, but must be in every way identical to the hard copy. Students are required to keep copies of all submitted assignments. Assignments will be returned within three weeks of the due date.

Late Submissions

Late submissions will be penalised as follows: 5% of the available marks for the first day, and then 2% per working day thereafter. Late work will be accepted without penalty if accompanied by a medical certificate for the relevant period or a letter from a counsellor in the case of a serious non-medical reason. Once assignments have been returned no further late assignments will be accepted.

Marking Scale

The following distribution of marks and grades is applied in assessing your work:

- High Distinction (HD)—80-100%
- Distinction (DN)—70-79%
- Credit (CR)—60-69%
- Pass (PP)—50-59%
- Fail (NN)—0-49%

All marks are subject to moderation.

University Statement on Plagiarism and Academic Integrity

"**Plagiarism** is a form of cheating. It is taking and using someone else's thoughts, writings or inventions and representing them as your own; for example, using an author's words without putting them in quotation marks and citing the source, using an author's ideas without proper acknowledgment and citation, copying another student's work.

If you have any doubts about how to refer to the work of others in your assignments, please consult your lecturer or tutor for relevant referencing guidelines, and the academic integrity resources on the web at <http://www.utas.edu.au/tl/supporting/academicintegrity/index.html>.

The intentional copying of someone else's work as one's own is a serious offence punishable by penalties that may range from a fine or deduction/cancellation of marks and, in the most serious of cases, to exclusion from a unit, a course or the University. Details of penalties that can be imposed are available in the Ordinance of Student Discipline – Part 3 Academic Misconduct, see <http://www.utas.edu.au/universitycouncil/legislation/> "

The University and any persons authorised by the University may submit your assessable works to a plagiarism checking service, to obtain a report on possible instances of plagiarism. Assessable works may also be included in a reference database. It is a condition of this arrangement that the original author's permission is required before a work within the database can be viewed.

Difficulties with your Studies

If you are experiencing difficulties with your studies or assignments, have personal or life planning issues, disability or illness which may affect your course of study, you should raise these with your lecturer and/or one of the following Student Services staff as soon as possible:

- Learning Skills Adviser
- Student Counsellor
- Careers Adviser
- Disability Adviser