



# Western Continuing Studies

## **STUDENT HANDBOOK** 2018

This handbook contains the policies and procedures most pertinent to Western's French Immersion School students.

# Policies & Procedures

## Degree-Credit Courses

Western University's French Immersion School in Quebec offers, French language courses (all levels) from the University's degree-credit curriculum. These courses are taken for credit with a final grade appearing on an official Western University transcript. Detailed course descriptions are available on our website.

Enrolment in each course is limited. The University is unable to guarantee registration in any particular course and reserves the right to withdraw course offerings. All courses run mornings and some afternoons during a four and a half week period. They are equivalent to one full course in the regular academic session.

**Prerequisite:** A course that must be successfully completed prior to registration for credit in the desired course.

**Antirequisite:** A course that overlaps sufficiently in course content that both cannot be taken for credit.

For Western University students, attempt and grade point regulations will apply and the final grade will automatically appear on your Western Transcript.

For visiting students from other Universities, it is your responsibility to obtain special permission (a Letter of Permission) from your home institution to be granted credit for the Trois-Pistoles course and to request transfer of official transcripts from Western University directly to your home institution.

### Marking Scale

Mark Range	Grade	Grade Point
90 - 100	A+	5
80 - 89	A	4
70 - 79	B	3
60 - 69	C	2
50 - 59	D	1
Below 50	F	0

### Credit Status

All courses offered during the session are degree credit courses. Students who wish to take a course on a non-credit basis must submit a request to the Program Manager or to the Director of the Trois-Pistoles French Immersion School by the end of the third day of classes. Being registered as a non-credit student does not exempt a student from fully participating in the program. All students must complete all class assignments, including the final exam.

### Academic work outside of the program

Due to the intensity of the immersion program, academic work outside of, but concurrent with your French course, such as an online course, is not recommended. Your immersion experience requires your full and exclusive attention.

## Academic Awards

Academic awards are distributed at the end of the session during the closing ceremony. These include:

- a)** Le Prix du Président: awarded to the student judged to be the most proficient in the French course and also in the para-academic activities of the School;
- b)** Le Prix Lacroix: awarded to the student who has never lived in a francophone environment and who has made the most progress in French conversation;
- c)** Le Prix Litalien: awarded to the student who has demonstrated exceptional integration with the host family;
- d)** Le Prix "Je m'implique": awarded to the student whose contributions to the extra-curricular activities were continuous and of high quality;
- e)** Le Prix Theophile Casaubon: for community interaction and integration.

## Speaking French

The School requires that you show your commitment by signing a pledge to speak French at all times, and then honouring your pledge throughout the session, as all our staff and the people of Trois-Pistoles have pledged to enforce this rule.

Occasional use of English words (or another language) in a French sentence, through lapses of attention, lack of vocabulary or language comparison is acceptable. However, you are expected to speak in French using isolated English words or expressions only when no French synonym or explanation available to you will do. The rule applies not only to the classrooms and other areas of the School, but also to the homes of the families where you live, the town itself and the places outside of Trois-Pistoles visited on excursions.

Students who persistently contravene the French only rule will be given three warnings (avertissements) that they must improve their behaviour. The first warning will be a verbal warning given by the Coordinator. The second warning will be given in writing by the Coordinator. The third and final warning will be given, in writing, by the Director of the School. Students who persist in violating the French-only rule after their third warning will be expelled from the School. Students expelled from the School may be subject to academic and financial penalties.

## Attendance

More than three missed classes (without a valid reason) throughout the session will result in loss of the credit. If you leave and cannot return to complete the course, write the final exam scheduled for the final Wednesday, and attend the closing ceremony, then you will not pass the course. Any student who wants to leave the program before the end must have written proof of the reason why he/she has to leave. No permission will be granted without this written proof. Students will not pass the course if they leave without writing the final exam.

# Policies & Procedures

## Policies and Regulations

The academic policies and regulations of the French Immersion School and Western University apply to all students studying at the School. Academic policies and regulations are described in the University's academic calendar, which may be consulted at Western and at Trois-Pistoles or on the web: <http://www.westerncalendar.uwo.ca/>

## Code of Conduct

Every student attending the French Immersion School is expected to comply with the provisions of the Code of Student Conduct. Sanctions for non-compliance range from a warning or reprimand to expulsion from the School. It is the responsibility of every student to read the Code and familiarize him or herself with its contents.

## Homestay Policies & Regulations

Western University's French Immersion School offers a unique experience in placing each student with a specially chosen Quebecois family or families for room and board for the entire session. Please note that 'host family' may mean an older or younger couple with or without children, or a single person with or without children.

First-hand experience of French culture and language provides each student with an opportunity to broaden and develop communicative skills in an informal, homelike setting.

Every effort will be made to meet your accommodation requirements; however, complete details of such requirements must be stated as early as possible on the application form. Students who require special diets must make this known to the School when applying and must give details of their diet (this includes vegetarians). A doctor's note will be required for all food-related allergies before acceptance into the program can be confirmed. Internet service in the home is not guaranteed.

### Noise

Students should be careful not to disturb their hosts by making unreasonable noise, especially when returning at late hours. The host-family will avoid making unreasonable noise especially in the late evening.

### Rooms, Study Facilities, Laundry, Housework

The host family will provide a bed with linen (changed weekly), towels and facecloths and suitable study facilities (desk or kitchen table with good lighting). Families are not required to do the student's personal laundry.

Students will make their beds each morning, keep their rooms clean and tidy, clean the bathtub or shower after use, avoid wasting utilities, open only screened windows in their room, and generally look after the furnishings.

### Meals

Host families agree to provide three substantial and well-balanced meals per day. They are not required to provide snacks or refrigerator privileges. With appropriate notice, they will provide a bag lunch for an excursion.

### Student-Host Rapport

The student and the host family should show an interest in promoting an agreeable relationship. Within reason, students will have access to the house where they are staying. When returning at a late hour, they will close the doors and turn out the lights. The students and the host family should respect the rights and property of the others in the household, showing common consideration and courtesy towards one another.

If any questions, complaints or problems do arise, despite everyone's goodwill, they should be discussed immediately with the homestay coordinator and/or the counsellor appointed by the School.

### Alcohol and drugs are prohibited on the host family's property

Warnings will be issued to any offenders and repeated offences, should they occur, constitute grounds for expulsion.

## Expectations

Le Certificat de l'École d'immersion française will be awarded at the Closing Ceremony to each student who has fully participated in all of the School's activities. However, any one of the following reasons will justify withholding the certificate:

- a)** Failing to follow the rules of the School, in particular the rule referring to speaking French at all times;
- b)** Missing more than 3 sessions of workshops without a valid reason (as determined by the administration);
- c)** Arriving after the beginning of the program or leaving before the closing ceremonies without a valid reason;
- d)** Behaviour detrimental to the School and its program (repeated lateness, disruption of activities, etc.).

It should be emphasized that while we expect most of our students will obtain this certificate, it will not be granted automatically.

## Health Information and Immigration Requirements

Domestic students should bring their provincial health insurance card along with photo identification. International students should purchase health insurance coverage for the duration of their stay in Canada. Non-residents of Canada must contact the nearest Canadian Embassy or consulate at least three months before the start of the program in order to determine whether a visa is required. It is the responsibility of participants to obtain all documents necessary for entry into Canada before leaving their own country.

# Fees & Transcripts

## Fees

Fees stated are preliminary fees for 2018. Fees are in Canadian funds. Please note that if you are in receipt of an Explore Bursary, your fees will not exceed the amount of the Bursary and the University will cover any difference in the actual costs.

	Canadian Citizens/Permanent Residents/International Exchange Students at Western University	International Students
Tuition	\$1,345.18	\$5,482.58
Room and Board	\$962.00	\$962.00
Immersion and Enrichment Fee	\$367.82	\$367.82
Application Fee	\$275.00	\$275.00
<b>TOTAL</b>	<b>\$2,950.00</b>	<b>\$7,087.40</b>

(The Board of Governors reserves the right to amend fees.)

## Financial Assistance

A small number of French Immersion Bursaries (\$2000) are awarded annually to students who demonstrate financial need and are registered in a credit course at the School. Students in receipt of an Explore Bursary are not eligible to apply. These bursaries were established through Foundation Western by donations from Trois-Pistoles alumni and friends. Applications are available at the French Immersion School Office in London (519-661-3637 or [tpistole@uwo.ca](mailto:tpistole@uwo.ca)).

## Transcripts

### Transcript Request

Once grades have been posted (approximately two weeks after the end of the program), you may order a transcript by mail, fax or online at [www.registrar.uwo.ca](http://www.registrar.uwo.ca).

The forms can be mailed, faxed, or picked up in person at the Office of the Registrar (photo ID required). Transcript fees are \$15.00 per copy plus additional shipping or rush fees if necessary.

For assistance, please contact the Registrar's Helpline at 519.661.2100 or email: [contact@uwo.ca](mailto:contact@uwo.ca)

## Tax Certificates

Tax certificates for tuition fees for credit students will be available online at [www.registrar.uwo.ca](http://www.registrar.uwo.ca) in February.

## Acknowledgement and Assumption of Risk

During the online registration process, you will be asked if you have read and agree with the following. Your registration will not be processed unless you indicate agreement.

During field trips, exchanges or other excursions in which you will be participating in under the arrangements of The University of Western Ontario at l'École d'immersion française de Trois-Pistoles, certain risks and dangers may occur, including but not limited to, the hazards of travelling, accidents or illness in remote places without medical facilities, the forces of nature and travel by air, water, train, automobile or other means as well as exposure to customs and practices of a society different from your own. Accordingly, it is understood that despite its efforts, the University may not be able to ensure your complete safety at all times from such risks and dangers. More particularly, the University of Western Ontario does not carry accident or injury insurance for the benefit of participants and there may be certain matters for which participants could be held at fault personally if the accompanying circumstances do not relate to or arise from the educational experience or if activities and conduct of participants fall short of what would be considered a reasonable standard. Participants are accountable in all respects for their own actions and agree to refrain from asking the University or its employees to accept the consequences thereof. Participants must agree to be responsible for any claims made against the University in relation to their actions.

## Contact Information

Western Student Services 1100D  
London ON, Canada N6A 3K7  
t: 519.661.3637 f: 519.850.2313  
w: [frenchimmersion.uwo.ca](http://frenchimmersion.uwo.ca)  
e: [tpistole@uwo.ca](mailto:tpistole@uwo.ca)