

**ORAL CURRICULUM  
LLCE, LEA, Transversal classes  
& FAQs**

**2013-2014**

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## GENERAL INFORMATION

**University schedule : [http://slhs.univ-fcomte.fr/download/ufr-slhs/document/documents/2014-2015/calendrier\\_2014-2015\\_w.pdf](http://slhs.univ-fcomte.fr/download/ufr-slhs/document/documents/2014-2015/calendrier_2014-2015_w.pdf)**

**Any questions regarding teaching please contact :**

LLCE classes : <[philippe.laplace@univ-fcomte.fr](mailto:philippe.laplace@univ-fcomte.fr)>

LEA classes : <[margaret.gillespie@univ-fcomte.fr](mailto:margaret.gillespie@univ-fcomte.fr)>

Transversal classes : <[mina.ait\\_mbark@univ-fcomte.fr](mailto:mina.ait_mbark@univ-fcomte.fr)>

\* The Head of the English Department (until December 2014) is Mat Pires :

<[matthew.pires@univ-fcomte.fr](mailto:matthew.pires@univ-fcomte.fr)>

\* The Faculty Web site: <http://slhs.univ-fcomte.fr>

- The English Department web site: <http://section-anglais.univ-fcomte.fr>

\* The first university diploma in France is now the LICENCE (after the baccalauréat + 3 years of university). Each year (1st, 2nd, 3rd) is divided into 'Semestres' and students need to have completed their 6 semesters of study + to have an average mark equal to or higher than 10/20 in order to graduate. It is however possible to 'compensate' marks from one semester to the other. That is to say that a third year student who has an average of 9/20 semester 5 might graduate if s/he has an average of 11/20 at the end of semester 6.

First Year: Semestres 1 and 2

Second Year: Semestres 3 and 4

Third Year: Semestres 5 and 6

\* Each semester is divided into 'Modules', each with a specific code & title. When the code starts with

"JGUA" it is a First year module. (Semesters 1 and 2).

"JGUB" it is a Second Year module. (Semesters 3 and 4).

"JGUC" it is a Third Year module. (Semesters 5 and 6).

## **LLCE ('specialist classes', Langue, Littérature, Civilisation Etrangère)**

**(detailed sheets with course programmes will be given to you + a meeting will take place before the beginning of the academic year)**

### **First Year, semester 1**

- **JGUA221 "Langue orale et grammaire"**  
TD phonétique. NB : the TPs will start after 3 weeks (6th october / week 41) as First Year students attend a lecture Weeks 38-39-40. It will last until the end of the semester (that is to say a total of 9 weeks). A booklet will be provided with exercises and a course plan.  
  
TD compréhension et expression orale.
- **JGUA222 "Comprendre et traduire des textes"**  
TD compréhension écrite et orale

### **First Year, semester 2**

- **JGUA224 "Grammaire et pratique de la langue orale II"**  
TD compréhension, expression orale et intonation (from week 4 to week 9)  
  
TP phonétique (from week 4 to week 16). A booklet will be provided with exercises and a course plan.

### **Second Year, semester 3**

- **JGUB221 "Pratique de la langue orale et traduction"**  
TD compréhension orale & exposés

### **Second Year, semester 4**

- **JGUB224 " Grammaire, linguistique anglaise et pratique de la langue orale"**  
TD expression orale & exposés.

### **Third Year, semester 5**

- **JGUC221 "Pratique de la langue orale, sociolinguistique et traduction"**  
TD compréhension orale et restitution

### **Third Year, semester 6**

- **JGUC225 " Pratique de la langue orale, lexicologie et traduction"**  
TD expression orale

## **LEA classes**

### **('Business English', Langues Etrangères Appliquées)** **ORAL CURRICULUM**

#### Cours de première année uniquement :

S1 (JGUA911A) : compréhension écrite et débat oral.

- Compréhension écrite : format "classique" à partir d'articles de presse avec coup de projecteur sur le vocabulaire, comment faire un résumé et comment donner son avis.
- Ré-exploitation du même matériel sous forme de débat semi-formel la semaine suivante (travail en équipes 'pour' et 'contre' par ex "should junk food adverts be banned?").

S2 (JGUA921A) : compréhension orale et jeux de rôles.

- Compréhension orale : travail à partir de diverses sources
- Jeux de rôles : travail en groupe, les étudiants improvisent leur propre sketch à partir d'une situation (ex: "stuck in an elevator", "house share")

Niveau d'anglais et niveau de motivation: le niveau est en moyenne légèrement inférieur au niveau LLCE (mais supérieur aux non-spé). En revanche, le niveau de motivation est en général bon. Les LEA sont en règle générale enthousiastes et moins inhibés que les L1 LLCE. Un public agréable à enseigner donc.

## **Information for English Teachers of Transversal Modules in English**

Taught Modules: **JGEAEP 1 Year 1, Semester 1**

**JGEBEP 3 Year 2, Semester 1**

Welcome to teaching Transversals. This is a FAQ sheet covering the main questions you may have about your teaching with us.

Who's who in Polyglotte:

Head of Polyglotte: Bénédicte Reyssat ([benedicte.reyssat@univ-fcomte.fr](mailto:benedicte.reyssat@univ-fcomte.fr)) 0381665282

Secretary for Transversal Modules: Bernadette Debray ([bernadette.debray@univ-fcomte.fr](mailto:bernadette.debray@univ-fcomte.fr)) 0381665281

Head of Licence modules: Mina Aït'MBark ([mina.ait\\_mbark@univ-fcomte.fr](mailto:mina.ait_mbark@univ-fcomte.fr)) 0381665282

- ***First of all, what are Transversal classes ?***

Transversal classes are compulsory classes for all students in Humanities (except from English and LEA students) from 1st Year to Master2. It is compulsory for students to study at least one language during their studies.

- ***What kind of teaching am I expected to do?***

You will get a brochure with the canvass of what you are expected to teach. To give you an idea, the general theme is Student Mobility divided into North American and British student life in 1st and 2nd Year.

You will be expected to work on texts and videos mainly with questions and discussions that will enable your students to understand more and speak (hopefully) more confidently. An encouraging attitude is always better.

Usually, we take turns to provide a lesson plan for everyone, to be sent on Friday evening or Saturday morning to your fellow teachers (bearing in mind that some of us will have classes on Monday @ 8.00 am and need some preparation time)

- ***How are classes organised?***

Classes are 2 hour slots: you are asked to teach the full 2 hours (you can have a short break in the middle if you wish).

Student numbers vary from one group to another but you should not have less than 20 students and definitely not more than 30. If that happens, let me know as soon as possible (leave about 3 weeks for your group to 'settle') so we can do something about it.

- ***What about students attendance?***

You should take roll / the register at the beginning of each class. Students are allowed **3 unjustified absences**, if they have more than that, they will be entered as **Défaillant** which means that they will have to take exams in the 'deuxième session' / rattrapage in June. We will tell them this at the first class.

There might also be problems with lateness: if a student is systematically late without any justification, let them know that if it exceeds 15 minutes, they might be considered absent (you will know your students and will make a difference between the ones who just don't wake up and others who have transport problems for instance.

- ***What kind of exams are students taking in Transversals?***

Students in the first term of Transversal are assessed in 'contrôle continu' which means that they will get a mark for attendance/participation, another mark for a written summary that they will have to hand in mid-term and a 'final exam' which we will organise in the last week of term.

For this exam, which will take place from 6.00 to 8.00 pm to get a maximum of students, all the teachers will be needed to invigilate in the amphis so try and keep this in mind, that you will be needed at least two evenings that particular week (classes will not take place that week)

- ***Are all students in the 'contrôle continu' system?***

No, some of them are **DCC (Dispensé du Contrôle Continu)**: these students are supposed to attend lectures and classes but do not have to. They will sit for a different exam during the January exam session. You might have a couple of these students attending your classes on

and off (they are generally students in employment whose working hours clash with classes, or students taking two different degrees)

- ***What is the 'deuxième session d'examen' (aka rattrapage) and does it concern me?***

This is the resit exam session: these exams are for students who either failed their exam or were absent and considered 'défaillant'.

For our chargé-e-s de cours, this session does not concern you, for ATER and 'Lecteurs / Lectrices', you are supposed to be here to collect papers from the modules you taught during the Academic Year.

- ***Who organises the exam papers?***

**We do**, which means that **everyone is asked to contribute a paper** for each session and for each module.

The 'deuxième session' consists in a one-hour exam with a series of comprehension questions on the text and a (shortish) essay question on the topic studied during term. We will have another meeting together mid-term to decide together about who's doing what.

- ***What kind of rooms will I be teaching in?***

The classes takes place in 'traditional' rooms which should be equipped with a video projector and a computer (access to the internet is not guaranteed). If there is any problem about room equipment, let me know as soon as possible so you can teach in the best conditions.

Most classes will take place in Arsenal (which is the ex school of medicine / you will be given a map in the Accueil) but some will be on the Mégevand site.

- ***Where do I get keys to access classrooms?***

You will be given a 'pass' which should open all the rooms in Arsenal and Mégevand, but some rooms need different keys, you can get them from Christine in the Accueil (they are open 7.45-12.15 and 12.45-18.00 / 16.30 on Fridays)

Be careful to bring back the keys for colleagues who will need them during the day, if the Accueil is closed, put them in the letterbox.

- ***Will I need to make photocopies for my classes?***

No you shouldn't as we have already prepared the brochures with all the documents you will need for teaching but if you do, you will need to fill in a blue sheet which you can find in

the office. Let us know and we'll tell how to do it. Bear in mind that you need to give a week's notice to get your copies.

- ***Will I be needed for registration?***

Registration to the JGEAEP1 and JGEAEP3 modules will take place Wednesday, September 12<sup>th</sup> and Thursday, September 13<sup>th</sup> from 9.00-12.00 in the Amphi Donzelot. We will need some of you to be present to make sure that things run smoothly.

- ***What will happen in the first class?***

You will get a copy of the list of students enrolled in your group during registration (maximum class size: 30). If students who are not on the list wish to enroll, you can enroll them provided that you have less than 30 students.

If you can't enroll them, tell them to contact me ([mina.ait\\_mbark@univ-fcomte.fr](mailto:mina.ait_mbark@univ-fcomte.fr)), groups can be considered definite week 40 (3<sup>rd</sup> week of teaching).

- ***Do we have a deadline to correct exam papers?***

Yes indeed, you will be told about it. You should know that marks are all out of 20 in the French system (we have a marking scheme). For the first term, your deadline is the 'rentrée' in January, so ideally you should have corrected your allotted papers during the Christmas break.

You will have to come in and enter your students' mark manually in the Centre polyglotte. Bernadette Debray, our secretary, will provide all the lists and each teacher will have to use a different colour to enter their mark.

- ***What if we are sick or late?***

You should let Bernadette in the office (0381665281) know as soon as possible (she is in the office from 7.30 am most mornings) so that she can let your students know. If you are sick, you will need to get a medical certificate from your doctor for Personnel.

If you can't make a class, you should try to reschedule so that your students are not disadvantaged at the exam. To reschedule, you need to let Bernadette know, she will be the one who knows which room is available.



**Note:** French for Administrative Purposes (i.e. words and acronyms to (try and) find your way in the French administrative maze).

**Les inscriptions** Registration Time (Induction week) /the moment when students enroll in courses at the beginning of each term (i.e. September and January).

**Rattrapage (session de)** Resit exams, 2<sup>nd</sup> session exams

**Reprographie** Service where photocopies are made situated on the ground floor in rue Mégevand / buidling A / Brigitte Robert is the person in charge.

**Semestres** Terms

**TD** (travaux dirigés) Classes in small(ish) groups / Frequently used expression « 24 heures TD », the usual format for a course in the transversals.

**CM** (cours magistral) Lectures

**CR** (centre de responsabilité) Budget line. Especially used at the « reprographie ». Usually comes with a code (**802T**, for Transversals).

**Secteur LANSAD** Second language teaching such as ESL or EFL

**Apogée** The computer server dealing with timetables.

**ENT** Espace Numérique de Travail. Private university network. Includes Moodle, the university e-learning plaform.

**Code harpège** The code you need to have to access the network. Getting the code will activate your university email account. Also named « LDAP » for some obscure reason.

**WEVE** The timetable application programme

## FAQs...

### **Salary:**

Roughly 1,300 euros a month paid every month from September to August (on a 12-month basis; that is to say you will be paid during all the vacations). You may (strongly recommended for non-European lectors) ask for an advance when you arrive as you may not be paid until the 'carte de séjour' is ready. Ask the Personnel Office.

### **Timetable & contact hours:**

As far as your timetable and the amount of your teaching hours are concerned (you're supposed to teach 200 TD hours a year).

When planning your timetable for the section (ie all the 'oral' classes), we give you at least two days off a week (and one of them is either a Monday or a Friday) and we try to give you a timetable which is as compact as possible. However, more contact hours are added for non-specialist classes. It's very likely that we won't be able to give you your timetable before the beginning of September as we'll probably make adjustments until the end.

Timetables are available online, on the NTE. The programme is called WEVE.

**Holiday and vacation:** you will find the university year on <slhs.univ-fcomte.fr>. You're expected to be free and available during the examination times (January, May, June). However, your participation is usually limited to jurys for JGUC225 and JGUA226 (Semestres 6 and 2) and transversal examinations (in June). We try to tell you as soon as we know the exact dates of examination / invigilation so that you can make arrangements for your holidays accordingly. Your starting date is September 1<sup>st</sup> and I advise you to come to Besançon towards the end of August for flat-hunting (see last FAQ).

**Attendance :** Attendance is not compulsory. However, you have to keep a register of your students & classes (but don't take the roll call at the beginning of a class unless you want to make sure you know & can remember who they are) and, for modules where they have a « note de participation » (JGUB221 ; JGUC225, for instance) you have to be careful to write down as much as you can regarding their participation. If you can't remember their names, ask them to write them down on a piece of paper that they'll put in front of them. Some classes might be overbooked, in which case you have to make sure that students spread into the other TDs or TPs.

**Marks:** We mark students out of 20. A passmark is from 10 upwards. However, the marking scheme in France is VERY strict, and 8/20 or 9/20 are usually regarded as "average" marks. 12/20 is a good mark, 14/20 is a very good mark. We usually never give a mark above 15/20, unless the student is a native or near-native speaker. It is anyway always easier to bump up marks than to lower them. The average mark per group should be between 8 and 9/20. When students present an exposé, you have to be extremely careful and take as many notes as possible so that you can afterwards tell students what was wrong and also explain and justify

your mark as precisely as possible.

A student who is absent during a test (whether it is an examination you organize or an exposé they have to do) is considered as "défaillant" for the final module mark. Students, if they know they can't attend a test or present their exposé, should contact you so that you rearrange a date for them.

**Plagiarism** : when students present an exposé or a piece of work recorded at home, you have to be extra-careful and pay great attention to the content of the exposé. Please take some thorough notes or ask the student to give you his/her exposé notes so that you can search it on the Internet if you have any doubts about the quality of the language (ie native / idiomatic standard, no mistake etc). We keep warning students against plagiarism, but in spite of that we seem to have new waves of plagiarism every year.

**Acronyms** : there are two kinds of students (and of exams) : CC and DCC. CC stands for « Contrôle Continu », that is to say students who can attend classes and whose exams will take place during teaching hours. DCC stands for « Dispensé de Contrôle Continu », and this means students who work and who can't attend lessons. A special exam will be organised for them

**Photocopies**: if you need photocopies for your classes (whether oral classes for the 'section d'anglais' or for non-specialist classes), you have to use the blue sheet "Bon de commande reproduction". For the part entitled « Facturation », tick « UFR », « C :R : = 803 » if photocopies are for students of the 'section d'anglais', « CR= 802 » if you make the photocopies for non-specialist classes. « Nom du responsable de CR » = philippe laplace; « Destination » = tick « LLE » Do not use the photocopier in the "salle de séminaire". It is only there to help you when preparing class material (cut & paste & photocopy), not to make large quantities of photocopy.

**Contract**: you should sign your contract and your 'PV d'installation' as soon as you can in order to be paid as quickly as the 'Service financier' can. The person in charge of contracts and administrative things of that sort is Mme Marie-Ange Belot (<marie-ange.belot@univ-fcomte.fr>) from the 'Service du Personnel'. You will be paid on the basis of 12 months, from September to August.

**Accommodation in Besançon**: finding a small flat or a flat to share is usually not too difficult. It is however recommended to start as soon as you can, and if possible before September when all the students are back. It is hard to start apartment hunting if you aren't in France as most renters will want to see you before renting to you. You might have to take a hotel or lodge with friends when you first arrive. One of the best apartment-hunting websites is [www.leboncoin.fr](http://www.leboncoin.fr) which is sort of the French equivalent of Craigslist.

#### **Some useful URLs:**

- **about Besançon** <www.besac.com>

- **Flat / flatmate-hunting**

<www.besac.com>

<www.recherche-colocation.com>

<www.vivastreet.fr>

<[www.paruvendu.fr](http://www.paruvendu.fr)>

+ **Last year's lectrices** (Emily will also be part of the team this coming year). They may be able to tell you more about accommodation and you may be able to move into their flats:

Emily: [emily.miller@univ-fcomte.fr](mailto:emily.miller@univ-fcomte.fr)

Daniele: [danielle.boaler@univ-fcomte.fr](mailto:danielle.boaler@univ-fcomte.fr)

Jannike: [jannike.bergh@gmail.com](mailto:jannike.bergh@gmail.com)

Melissa: [melrosedouville@gmail.com](mailto:melrosedouville@gmail.com)

Rosalia: [rosalia.e.lee@gmail.com](mailto:rosalia.e.lee@gmail.com)