GUIDELINES ON PREPARING WRITTEN MATERIALS FOR FRENCH COURSES

As a general rule, <u>in all French Department courses, no outside help whatsoever should be received in preparing work to be handed in.</u> This means that students should not have their papers or exercises corrected or proofread by others, because it is the quality of their own written French which is of interest to the professor and which is the basis on which a grade is to be given. Likewise, oral exercises should be prepared individually. You may want to work with another student in listening to tapes (or to texts/exercises on a web site), but you should do any exercises based on them by yourself unless your professor tells you otherwise.

In certain instances, the professor may ask that several students work together on a paper, project, exercise, or presentation. In such case, be sure to follow the guidelines the professor provides.

TUTORS
If your instructor should recommend a tutor, or if you yourself should feel that you could benefit from the help of a tutor, such help is available: the Center for Teaching/Learning/Research, Library 205A, x3131, makes available a list of approved tutors in French. <u>IN ANY EVENT, YOU MUST DISCUSS WITH YOUR INSTRUCTOR WHAT SHOULD BE THE NATURE OF THE HELP YOU RECEIVE</u>. And any work you hand in that has benefited from the assistance of a tutor should carry an indication that a tutor has helped you with it.

DICTIONARIES
Of course, one element of outside help is recommended: a good dictionary. The Department recommends two English/French hardbound dictionaries, Larousse and Collins/Robert. For those of you in lower-level courses or on lower budgets, we suggest the Bantam New College French/English Dictionary (in paperback). All these dictionaries are available at the College bookstore. A good reference grammar, and a verb manual (for instance Bescherelle's *L'Art de conjuguer*) will be invaluable.

SPELLCHECKERS
Microsoft Word is equipped with a French spellchecker. Please, **USE IT**.

HONOR CODE
<u>When submitting any written work in courses in the French Department, you are asked to indicate whether that work is your own as follows</u>:

"Ceci est mon travail personnel"

and <u>SIGN</u>

(In addition, as stated above, you should mention it if a tutor has helped you with your work)