

**UNIVERSITY OF CALIFORNIA PARIS**  
**PROGRAM IN FRENCH AND EUROPEAN STUDIES**



**ACADEMIC HANDBOOK**

**FALL 2013**

**Paris Study Center**  
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## PROGRAM OVERVIEW

The Program in French and European Studies is the creation of faculty and administrators at the University of California. It is designed to immerse students in several dimensions of French culture and life. The program is intended as a rewarding experience abroad, and it is also a gateway for some students who may choose to extend their stay in France for a second semester in Paris at Sciences Po or at the University of Bordeaux.

Students who are considering extending for the second semester should indicate their intentions at the time of application to the Fall Program through EAP to ensure they procure the appropriate visa. Students will then have the opportunity to decline or confirm the extension about mid-way through the Fall Program in Paris.

## Program Calendar

UC CENTER PROGRAM IN FRENCH AND EUROPEAN STUDIES	Date
<b>Official EAP Start Date</b>	<b>Monday, August 19, 2013</b>
Orientations	Tues-Thursday, August 20 - 22
Language Practicum	Friday Aug 23 – Friday, Sept 6
Deadline to choose P/NP option for Practicum course	Monday, September 2, 2013
<b>Fall Semester</b>	<b>September 9 – December 14</b>
Week one	September 9 – September 13
Week two	September 16 – September 20
Week three	September 23 – September 27
Study Lists – through MyEAP	September 23 – September 26
Week four	September 30 – October 4
Week five	October 7 - October 11
Deadline to choose P/NP option for semester content course	Thursday, October 10
Week six	October 14 – October 18
Week seven-classes and <b>midterms</b>	October 21 – October 25
<b>No classes-Fall break</b>	October 28- November 1
Week eight	November 4 - November 8
Holiday – Armistice Day- No classes	Monday, November 11, 2013
Week nine exceptional makeup classes for Monday, Nov 11 <sup>th</sup> holiday	Friday, November 15
Week nine	November 12 – November 15
Week ten	November 18 – November 22
Week eleven	November 25 – November 29
Week twelve	December 2 – December 6
Week thirteen and <b>final exams</b>	<b>December 9 - December 13</b>
<b>Program ends – vacate program housing</b>	<b>Saturday, December 14, 2013</b>

## **French Language and Culture Practicum**

The program begins with an **11-day language and culture practicum** focusing on language learning, with special attention paid to the acquisition of practical skills for living in Paris. French language courses meet every day for three hours in the morning. The practicum also includes a series of **six afternoon excursions** that allow students to discover the city. The excursions, which generally last about three hours, are an integral part of the practicum and are mandatory course meetings.

The practicum is demanding. **Students should expect to be in the classroom or on a required excursion Monday through Friday, from three to six hours per day.** See below for information on UC Paris's practicum attendance policy.

The French language and culture practicum courses focus on listening comprehension, grammar, pronunciation, and vocabulary; they provide students with ample opportunities to practice reading, writing, and oral communication. At the end of the practicum students will have completed 4.5 UC quarter (3 semester) units of French.

Students are placed in their French language course based on two sets of criteria: 1) their previous study of the language and 2) the results of a French language assessment (completed electronically pre-departure). Students are expected to take their assessment seriously and to report their previous language experience accurately. **No changes in level may be made during the practicum. If either the student or the student's instructor feels that the student's level is superior or inferior to the placement level, the Academic Coordinator will meet with the student and the instructor towards the end of the practicum to determine if a change in level should be made for the fall semester. Once the fall semester has begun, no level changes can be made.**

### **PRACTICUM CLASS/EXCURSION GENERAL SCHEDULE \***

	<i>Days</i>	<i>Course Meetings</i>
Day 1	Friday, Aug 23 <sup>th</sup>	9:00am-12:00pm <i>French</i> 1:00pm-4:00pm <i>excursion 1</i>
Day 2	Monday, Aug 26 <sup>th</sup>	9:00am-12:00pm <i>French</i> 1:00pm-4:00pm <i>excursion 2</i>
Day 3	Tuesday, Aug 27 <sup>th</sup>	9:00am-12:00pm <i>French</i>
Day 4	Wednesday, Aug 28 <sup>th</sup>	9:00am-12:00pm <i>French</i> 1:00pm-4:00pm <i>excursion 3</i>
Day 5	Thursday, Aug 29 <sup>th</sup>	9:00am-12:00pm <i>French</i>
Day 6	Friday, Aug 30 <sup>th</sup>	9:00am-12:00pm <i>French</i> 1:00pm-4:00pm <i>excursion 4</i>
Day 7	Monday, Sept 2 <sup>nd</sup>	9:00am-12:00pm <i>French</i> 1:00pm-4:00pm <i>excursion 5</i>
Day 8	Tuesday, Sept 3 <sup>rd</sup>	9:00am-12:00pm <i>French</i>
Day 9	Wednesday, Sept 4 <sup>th</sup>	9:00am-12:00pm <i>French</i> 1:00pm-4:00pm <i>excursion 6</i>
Day 10	Thursday, Sept 5 <sup>th</sup>	9:00am-12:00pm <i>French</i>
Day 11	Friday, Sept 6 <sup>th</sup>	9:00am-12:00pm <i>French</i> <i>End of Practicum</i>

\*Please note: Due to scheduling constraints of certain excursions, students will be informed by their instructors if there are any exceptional changes to the above general schedule (e.g., a French class may need to meet in the afternoon session because a certain excursion will need to take place during the morning session). **Students should study their course-specific practicum syllabi carefully.**

## **Fall Semester Courses**

During the **13-week semester**, which follows the practicum, students take **one French language** and **two upper-division courses\*** in the social sciences and the humanities intended to provide windows into a wide variety of topics, such as French history, identity, visual culture, literature, politics and economics in relation to a broader European civilization, and to the United States.

\*Graduating seniors may request a third upper-division content course at time of registration if they need a third content course to satisfy graduation requirements. These requests will be granted on a space-available basis. **Important: If a student's request for a third content course is granted, the student will be required to carry the load throughout the semester.** No drops will be allowed after students have received confirmation that they have been assigned a third content course.

Registration for upper-division content courses takes place pre-departure. Students receive an electronic message prompting them to register on the UC Paris website's registration page. **Students are strongly encouraged to study the course syllabi carefully when making their selections.** During registration, they will indicate their first four choices on the registration form. Since class space is limited, courses are assigned on a first-come, first-served basis. While every effort is made to grant students their first two choices, students may be assigned a third or fourth choice based on availability. Students receive their course assignments during on-site academic orientation. Due to the unique nature of the program (faculty is hired and course materials are ordered based on enrollments), **adding or dropping courses is not an option.** There is no "shopping" period.

The fall semester **French language courses meet three days per week for ninety-minute class sessions.** At the end of the fall semester students will have completed 6.0 UC quarter (4 semester) units of French language.

The **upper-division content courses meet either once or twice a week for a total of three hours.** At the end of the semester students will have completed 5.0 UC quarter (3.33 semester) units for each content course.

All courses use the city of Paris as an extension of the classroom in the form of site visits to important **museums, historical monuments, and the like.** Site visits are an integral part of students' coursework and are required course meetings.

Language and content courses are demanding. **Students should expect to be in the classroom or on a required visit Monday through Thursday,\*\* from one and a half to six hours per day.** See below for information on UC Paris's fall semester attendance policy.

**\*\*Special circumstances may result in an exceptional course meeting on a Friday.** Students should, therefore, consult their course syllabi for any special Friday course meetings before making any travel plans.

# SEMESTER COURSE SCHEDULE\*

UC Paris Center Fall 2013 Semester Weekly Schedule				
	Monday	Tuesday	Wednesday	Thursday
09:00	Fr Language Courses 9h00-10h30		Fr Language Courses - Wed Sections* 9h00-10h30	
10:00	Fr Language Courses 9h00-10h30		Fr Language Courses 9h00-10h30	
11:00	Under French Eyes Prof. Dufoix 10h45 - 14h15  (includes 1/2 hour break)	Parisian Voices in Lit Prof. Viers-Andronico 10h45 - 12h15	French Art 1715-1914 Prof. Boicos 10h45 - 12h15	Parisian Voices in Lit Prof. Viers-Andronico 10h45 - 12h15
12:00		Site Visits		
13:00	Paris Jazz Prof. Roubertie Soliman 14h30 - 16h00	Theater in France Prof. Bishop 12h30 - 14h00	Paris Jazz Prof. Roubertie Soliman 12h30 - 14h00	French Art Hist of Paris Group A 13h30-15h00
14:00		Theater in France Prof. Bishop 12h30 - 14h00		
15:00	Media in France & the EU Prof. Toker 16h45-18h15	European Integration Prof. Habibi 15h00 - 16h30	Media in France & the EU Prof. Toker 16h45-18h15	French Art Hist of Paris Group B 15h30-17h00
16:00		Paris Still Life Prof. Ozga 14h00 - 17h00		
17:00				
18:00				
			*Fr Language Courses Tuesday Sections: Prof. Benedetto Prof. Clémence Prof. Du Parc Prof. Fontu	*Fr Language Courses Wednesday Sections: Prof. Bras Prof. El Khoury Prof. Mercey Prof. Petitjean Prof. Sansone-Barès

\*Please note: Due to scheduling constraints of certain visits/activities, students will be informed by their instructors if there are any exceptional changes to the above general schedule (e.g., a content course or a French language course may have a visit that needs to take place in the evening; the evening course meeting will replace a regular course meeting). **Students should study their course-specific syllabi carefully.**

## ATTENDANCE POLICY

In the practicum and fall semester, students are required to attend all language and upper-division courses.

There is a **strict attendance policy** in place at the UC Paris Study Center by which students must abide. Students are expected to attend classes and participate actively in their education through their coursework at UC Paris. **It is, therefore, the student's responsibility to attend all classes, arrive punctually, and participate actively and respectfully in class activities and discussions.**

In general, any absence from class is interpreted as a sign that a student is not living up to his/her UC obligations. Excessive absences will lower course grades and may lead to academic probation or dismissal from the program. Class attendance is taken at the beginning of each course and names of absent students are forwarded to the Academic Coordinator.

That being said, students do have a "safety net" during the fall semester for exceptional circumstances. See the chart below for detailed information:

<p><b>Practicum</b>  <b>During the 11-day practicum, students are required to attend all language course meetings</b> (including course related site visits and excursions). If a student does not attend any course meetings (including required visits and excursions) <b>for any reason</b> (illness, travel delays, or similar exceptional circumstances), then 1/3 of a letter grade (approx. 3%) will be deducted from the student's final grade for each absence for the practicum. <b>Please note: three tardies (10 minutes late to class) equal one absence. Students arriving more than 20 minutes late to a course meeting will be counted as absent.</b></p>	<p>For example, a student is 10 minutes late to his/her language course on three occasions and does not attend one course meeting during <b>the practicum. The student's final grade before the reduction for the three tardies and the absence is an A-.</b> After the reduction of 1/3 of a letter grade for the tardies, from A- to B+, and the reduction of 1/3 of a letter grade for the absence, <b>the student's final grade becomes a B.</b></p>
<p><b>Fall Semester</b>  <u>French language courses:</u> Students are allowed <b>only 2 course absences for any reason</b> (illness, travel delays, or similar exceptional circumstances). <b>There are no exceptions to this rule.</b> If a student misses more than 2 course meetings (including required visits and excursions), then 1/3 of a letter grade (approx. 3%) will be deducted from the student's final grade for each excessive absence from that course. <b>Please note: three tardies (10 minutes late to class) equal one course absence. Students arriving more than 20 minutes late to a course meeting will be counted as absent.</b></p>	<p>For example, a student is late to a French language course on three occasions and does not attend three course meetings. The first two <b>course absences are allowed. The student's final grade in that course before the reduction for the three tardies and the third absence is a B+.</b> After the reduction of 1/3 of a letter grade for the tardies, from a B+ to a B, and the reduction of 1/3 of a letter grade for the third absence <b>the student's final grade becomes a B-.</b></p>
<p><u>Upper-division content courses that meet twice per week:</u> Students are allowed <b>only 2 course absences for any reason</b> (illness, travel delays, or similar exceptional circumstances). <b>There are no exceptions to this rule.</b> If a student misses more than 2 course meetings (including required visits and excursions), then 1/3 of a letter grade (approx. 3%) will be deducted from the student's final grade for each excessive absence from that course. <b>Please note: three tardies (10 minutes late to class) equal one course absence. Students arriving more than 20 minutes late to a course meeting will be counted as absent.</b></p>	<p>See example for fall semester French language courses.</p>
<p><u>Upper-division content courses that meet once per week:</u> Students are allowed <b>only 1 course absence for any reason</b> (illness, travel delays, or similar exceptional circumstances). <b>There are no exceptions to this rule.</b> If a student misses more than 1 course meeting (including required visits and excursions), then 2/3 of a letter grade (approx. 6%) will be deducted from the student's final grade for each excessive absence from that course. <b>Please note: three tardies (10 minutes late to class) equal one course absence. Students arriving more than 20 minutes late to a course meeting will be counted as absent.</b></p>	<p>For example, a student does not attend two course meetings. The first course absence is <b>allowed. The student's final grade in that course before the reduction for the second absence is an A.</b> After the reduction for the excessive absence, from an A to a B+, <b>the student's final grade becomes a B+.</b></p>

## **PARTICIPATION**

Additionally, **any and all absences and tardies will affect students' participation grades** in their classes. Participation comprises a significant percentage of the total grade in all courses, and to participate, students must be present from the start to the end of class.

**Students should refer to their course syllabi for their instructors' policies on** what constitutes participation beyond attendance and punctuality.

**No MAKE-UPS for missed work:** if a student is absent on a day when there is some form of assessment (quiz, written or oral exam, test, etc.), there will be no make-up quizzes or exams given.

**Students should refer to their course syllabi for their instructors' policies on late homework or assignments.**

## **TRAVEL AND ATTENDANCE**

Students planning to travel during their stay can avoid absences by planning the timing of their departures (no skipping out early) and returns carefully (students should avoid reserving the last flight or train to get them back to Paris).

## **MIDTERM EXAMS, FINAL EXAMS AND TRAVEL**

The seventh week of the semester, from October 21 to 24, will be devoted to **midterm exams**. We will schedule exams so that students have no more than two exams in one day. These exams cannot be changed to accommodate the wishes of individual students. Students who wish to travel during fall break must, therefore, make arrangements for leaving Paris at a time that does not conflict with their scheduled midterm exams.

The final week of the semester, from December 9 to 12, will be devoted to **final exams**. We will schedule exams so that students have no more than two exams in one day. These exams cannot be changed to accommodate the wishes of individual students. Students must therefore make arrangements for leaving Paris on or after Friday, December 13. Program end date is Saturday, December 14, at which time all students leave their housing.

## **ACADEMIC INFORMATION**

### COURSES AND UNITS

French Language and Culture Practicum                      4.5 UC quarter (3 semester) units

Semester Program in French and European Studies

Language course	6.0 UC quarter (4 semester) units
Upper-division content course 1	5.0 UC quarter (3.33 semester) units
Upper-division content course 2	5.0 UC quarter (3.33 semester) units

Students will complete a total of 20.5 UC quarter (13.66 semester) units for the combined practicum/semester program.

Note: Graduating seniors granted a third upper-division content course will complete a total of 25.5 UC quarter (16.99 semester) units.

### ADD/DROP

Adding or dropping courses is not an option for the UC Paris Program.

### STUDY LISTS

During the first few weeks of the fall semester, students will be asked to complete and submit their study lists through MyEAP. This is the list of courses that will be used to transfer units and grades to **students'** home campuses.

Students are responsible for completing their study lists in a timely fashion, by the deadline indicated on their Program Calendar. The UC Paris Center Administrator will remind students of the study list deadline and can assist them with the process. **All units earned in the program will transfer to UC. Students' home campuses and their major/minor departments will determine how courses fulfill specific requirements.**

### PASS/NOPASS

Students may elect to take a limited number of their total program units on a P/NP basis. Therefore, students have the choice to take either their practicum French language course or one of their upper-division semester content courses on a P/NP basis. **NB: Fall Semester French language courses must be taken for a letter grade, per UCEAP policy.**

Students are advised to consult with their campus advisors, as P/NP grading cannot be used for major, minor, or GE requirements on most UC campuses.

### FRENCH LANGUAGE COURSE EQUIVALENCIES\*

UC Paris Course	Equivalency on UC Quarter Campuses	Equivalency on UC Semester Campuses	Continuing Students : Enrollment Advice for Next Term
PCC FR12 (Sections A,B,C)	Quarters 1-2	Semester 1	Quarter 3 / Semester 2
PCC FR13 (Sections A,B,C)	Quarters 2-3	Semester 2	Quarter 4 / Semester 3
PCC FR14 (Sections A,B,C)	Quarters 3-4	Semester 3	Quarter 5 / Semester 4
PCC FR15 (Sections A,B,C)	Quarters 4-5	Semester 3-4	Quarter 6 / Semester students – please consult with Academic Coordinator for enrollment advice
PCC FR16 (Sections A,B,C)	Quarters 5-6	Semester 4	Please consult with the Academic Coordinator for campus-specific enrollment advice

\*Please note: Equivalencies are approximate. One to one equivalencies are not possible for a number of reasons (e.g., quarter vs. semester campuses, varying texts and areas of concentration of home campus language departments/programs, etc.). The above equivalencies are not to be considered definitive prescriptions but rather as helpful suggestions.

Upon successful completion of their French language courses, students should, therefore, be prepared to advance to the next appropriate level on their UC home campuses. Students with questions or concerns about French language levels should see the Academic Coordinator.

### GRADES

Students should allow up to ninety days after the end of the program for their grades to appear on their transcripts. For more information on grade reporting, please visit

[http://www.eap.ucop.edu/Documents/guidebooks/1314/UGSA\\_academic.pdf](http://www.eap.ucop.edu/Documents/guidebooks/1314/UGSA_academic.pdf)

### **Grading scale**

Instructors in both language and upper-division content courses will use the following grading scale:

A+	97-100	C	74-76
A	94-96	C-	70-73
A-	90-93	D+	67-69
B+	87-89	D	64-66
B	84-86	D-	60-63
B-	80-83	F	59 and below
C+	77-79		



Students should refer to course syllabi for grading criteria on individual assignments and should consult with their instructors for clarification on how quizzes, tests, exams, presentations, participation, and other coursework will be evaluated.

### TEXTBOOKS AND READERS

**Students'** fees include payment for the course materials they use in connection with their classes, so there is no need to purchase any books or readers in advance. French language books are distributed for the practicum during orientation. Books and readers for semester courses are distributed towards the end of the practicum. Students may wish to bring a few paper notebooks and school supplies. French notebooks are edited in a different format than the one to which students in the states are accustomed, and they are also often more expensive.

### BEHAVIOR IN CLASS AND AT THE STUDY CENTER/ACCENT

No food or drinks are allowed in class except for bottled water. Cell phones and all other electronic devices must be switched off in class and during site visits/excursions. Students should check with their instructors for their policies on computer use in class.

### UCEAP ACADEMIC CONDUCT POLICY

UCEAP Students are expected to follow University of California rules and regulations on academic misconduct. As enrolled UC students abroad, EAP Participants should understand and subscribe to the principles of academic integrity and must be willing to bear individual responsibility for their work while studying abroad. The UCEAP Academic Conduct Policy may be reviewed online at [http://www.eap.ucop.edu/Documents/guidebooks/1314/UGSA\\_policies.pdf](http://www.eap.ucop.edu/Documents/guidebooks/1314/UGSA_policies.pdf).

### ACADEMIC OVERSIGHT AND COORDINATION

For information on courses, French language levels, grades, and academic matters, contact the Academic Coordinator:  
Carole Viers-Andronico, Ph.D.  
UC Paris Study Center  
[carole.viers@accentintl.com](mailto:carole.viers@accentintl.com)

### UC CENTER ADMINISTRATION

For information on all UC-related paperwork, petitions, health insurance, and physical and mental health matters, contact the Center Administrator:  
Shelby Ocaña  
UC Paris Study Center  
[center@ucparis.fr](mailto:center@ucparis.fr)