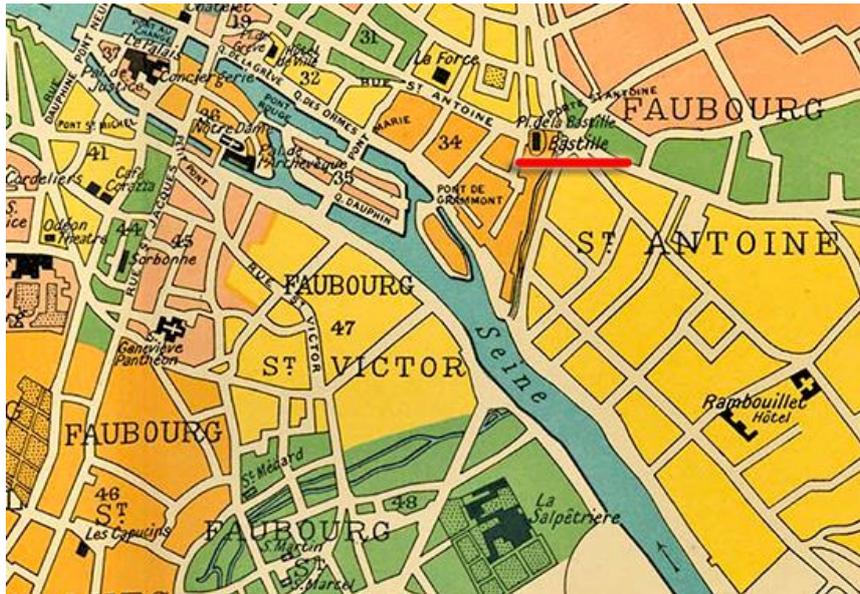


UNIVERSITY OF CALIFORNIA PARIS
PROGRAM IN FRENCH AND EUROPEAN STUDIES



ACADEMIC HANDBOOK

FALL 2016

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 or Lyon.

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
Official EAP Start Date	Monday, August 22, 2016
Orientations	Tues-Thursday, August 23 - 25
Language Practicum	Friday Aug 26 – Friday, Sept 9
Deadline to choose P/NP option for Practicum course	Monday, September 5
Fall Semester	September 12 – December 17
Week one	September 12 – September 16
Week two	September 19 – September 23
Excursion: Château of Versailles	Friday, September 23
Week three	September 26 – September 30
Study Lists due – through MyEAP	September 26 – September 30
Week four	October 3 – October 7
Week five	October 10 - October 14
Deadline to choose P/NP option for semester course	Thursday, October 13
Week six	October 17 – October 21
Week seven – classes and midterms	October 24 – October 28
No classes-Fall break	October 29 – November 6
Week eight classes	November 7 – November 11
Armistice Holiday	Friday, November 11
Week nine	November 14 – November 18
Week ten	November 21 – November 25
Week eleven	November 28 – December 2
Week twelve	December 5 – December 9
Week thirteen and final exams	December 12 - December 16
Program ends – vacate program housing	Saturday, December 17, 2016

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 a total of three hours per day. The practicum also includes a series of **six excursions** that allow students to discover both practical and cultural aspects of the city. The excursions, which generally last from two to 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 SCHEDULE

Students will receive their course-specific practicum class/excursion schedules during on-site academic orientation.

Fall Semester Courses

During the **13-week semester**, which follows the practicum, students take **one French language and two upper division content 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. Students also have the option of adding on a 2.0 UC quarter (1.33 semester) unit **Directed Study** course, which meets for a total of ten hours over the course of the semester.

*Graduating seniors may request a third 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 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 2016 semester **French language courses meet two days per week for two-hour class sessions with a series of three excursions (two to three hours each) that will take place at various points throughout the semester term.** At the end of the fall semester students will have completed 6.0 UC quarter (4 semester) units of French language.

The **content courses meet two days per week for one-and-a half-hour class sessions.** At the end of the semester students will have completed 5.0 UC quarter (3.33 semester) units for each content course.

The **Directed Study** course meets five times over the course of the semester for two-hour sessions, for a total of ten hours over the course of the semester.

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 two to five 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 2016 Semester Weekly Schedule**

	Monday	Tuesday	Wednesday	Thursday
9:00	Fr Language Courses FR13, FR16	Fr Language Courses FR12, FR15	Fr Language Courses FR13, FR16	Fr Language Courses FR12, FR15
10:00	9h00-11h00	9h00-11h00	9h00-11h00	9h00-11h00
11:00				
12:00	May '68 Ronnback 11h30-13h00	Parisian Voices in Lit Viers-Andronico 11h30-13h00	Media, Politics & Society Toker 11h30-13h00	May '68 Ronnback 11h30-13h00
13:00				
14:00	Media, Politics & Society Toker 14h-15h30	French Art 1715-1914 Boicos 13h30-15h00	Histories of Paris von Koeller 13h30-15h00	Parisian Voices in Lit Viers-Andronico 11h30-13h00
15:00				
16:00	Directed Study* Viers-Andronico	Unbound Boundaries Habibi 15h30-17h00	Faces of Cinema Brey 15h30-17h00	Faces of Cinema Brey 13h30-15h00
17:00				
18:00				

*Directed Study Course will meet 5 times throughout the course of the fall term

****Exceptional Circumstances**

Students should consult their course-specific syllabi for any exceptional course meetings

Exam periods

Midterms Period - Monday, October 24th through Friday, October 28th

Finals Period - Monday, December 12th through Friday, December 16th

*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). **Students should study their course-specific syllabi carefully for any exceptional or make-up sessions.**

MIDTERM WEEK AND FINAL EXAM WEEK SCHEDULES

Exam schedules for the midterm and final exam periods will be made available to students prior to exam weeks. Students should not plan any travel that would take them out of the city until they have received and consulted these schedules. No make-up exams will be given.

ATTENDANCE POLICY

In the practicum and fall semester, students are required to attend all language and content 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>Practicum During the 11-day practicum, students are required to attend all language course meetings (including course related site visits and excursions). If a student does not attend any course meetings (including required visits and excursions) for any reason (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. 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.</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 the practicum. The student's final grade before the reduction for the three tardies and the absence is an A-. 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, the student's final grade becomes a B.</p>
<p>Fall Semester French language courses: Students are allowed only 2 course absences for any reason (illness, travel delays, or similar exceptional circumstances). There are no exceptions to this rule. 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. 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.</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 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+. 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 the student's final grade becomes a B-.</p>
<p>Content courses: Students are allowed only 2 course absences for any reason (illness, travel delays, or similar exceptional circumstances). There are no exceptions to this rule. 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. 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.</p>	<p>See example for fall semester French language courses.</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).

EXAM PERIODS AND TRAVEL

The seventh week of the semester, from October 24 to 28, will be devoted to **review sessions and 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. No make-up exams will be given.

The final week of the semester, from December 12 to 16, will be devoted to **review sessions and 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 after Friday, December 16. No make-up exams will be given.** Program end date is Saturday, December 18, 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
Content course 1	5.0 UC quarter (3.33 semester) units
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.

Directed Study Option: Students who opt to add the Directed Study course to their academic experience will complete a total of 22.5 UC quarter (15 semester) units.

3rd Content Course: Graduating seniors granted a third 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.

TRANSFERING UNITS FOR CREDIT

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. **Students are advised to keep their graded work, as it may be requested to accompany a petition for fulfilling a requirement on the home campus.**

PASS/NO PASS

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 one of their program courses on a P/NP basis (i.e., French language practicum, French language semester, or one of their semester content courses). The Directed Study course, however, must be taken for a letter grade.

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 the UCEAP [website](#).

Grading scale

Instructors in both language and 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. Students are expected to behave in a respectful manner when interacting with instructors, administrators, and staff members, as well with their peers in class discussions.

POLICY ON ELECTRONIC DEVICES IN THE CLASSROOM

As a courtesy to your instructors and fellow students, you may not use cell phones, laptops, tablets, e-readers, or other electronic devices during class, even to check the time. You will be expected to turn off your cell phone and any other devices during class time. No recording (audio or visual) of class sessions will be permitted.

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://eap.ucop.edu/Documents/forms/academic_conduct_policy.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

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