

## FAQ ACADEMICS – 5 COURSES MINIMUM

### ACADEMIC WRITING

- How do I find out what section I'm in? [During Orientation week, in your Academic booklet; the sections will be posted in front of the Program Director's office as well](#)
- What criteria are used to place me in one or another section? [Your level of French based on previous academic experiences and your placement tests](#)
- Can I switch sections in Academic writing? [No, but if you have any issues, see the program Director](#)
- What is the purpose of Academic Writing? [You will learn key methodological tools that will help you in your French courses](#)

### CONTENT COURSES AT REID HALL

- How many can I take? [3 max \(not counting the AW & the Joint Seminars which count as a French University course\)](#)
- To whom do I return my course-pack if I don't take a class which I attended the first weeks? [To the Academic Advisers](#)
- Do I have to attend all course excursions, even if they take place on a Saturday? [Yes – Do not plan any trips before you know your exact schedule](#)
- If a Reid Hall academic excursion takes place at the same time as my French university class, what do I do? [Write to the appropriate Academic Adviser](#)
- Where are the syllabi? [On the Columbia Program website: \[columbiaprograms.fr\]\(http://columbiaprograms.fr\)](#)
- What do I do if there is a conflict of 5 minutes with a French University class? [You have to choose one or the other](#)
- What do I do if there is an interval of 15 minutes between a class at Reid Hall and a class in the French university? [It depends where the French University campus is located. Make sure you go to your campus before the beginning of classes in order to time yourself correctly](#)

### DIRECTED RESEARCH

- Who do I see for a directed research? [The Academic Adviser with whom you had an appointment during the Thursday of Orientation/ write a page about the topic you want to "research" and email it to her/him](#)
- What is the difference between directed research and a course? In terms of workload, contact with the prof., personal investment, etc.? [You work on a one-to-one basis with your Research Director, you learn about research methods and you get to analyze a topic more in depth; you work independently](#)
- What is the procedure? [Submit a topic to the Academic Adviser you individually met at Orientation. Weekly meetings with your Research Director, a 10 min graded oral presentation in French before your departure \(25% of your grade\), and writing a 25p paper maximum](#)
- Does a directed research count for my senior thesis? [All students must discuss this with their home school and/or home school major advisor](#)
- Can I write my directed research in English? [Yes, but then you most likely will not receive credit in your French Department at home. Check with your departmental advisors before you leave for Paris.](#)

### JOINT SEMINARS (COUNT ALSO AS A FRENCH UNIVERSITY COURSE)

- Who do I see if I want to enrol in a Joint Honors Seminar? [S  verine Martin-Hartenstein/ send her, in French, a one page "lettre de motivation"](#)
- What should I expect from my joint seminar? [You should expect to work closely with French students: you will have to present a final project in collaboration with your French study partner\(s\); you will have to be flexible about schedules \(some Joint seminars hold classes on Fridays and schedule excursions on Saturdays\) and be flexible about teachers \(guest speakers are frequently invited to discuss specific topics\). You have to be proactive. You'll have to attend the TD \(= discussion session\) concerning the Seminar](#)

## FRENCH UNIVERSITY

- What should I expect from my class at the French University? [To learn \(in\) a different academic style; to acquire a global learning experience at major European institutions with a rich intellectual and artistic history; to develop close reading skills along with methodical writing techniques on par with French academic standards](#)
- Where do I find the information about classes? [On the Columbia Program website : columbiaprograms.fr \(études à l'université/cours à Paris I, IV, VII\)](#)
- How many must I take? [1 minimum](#); how many can I take? [3 – up to 5](#)
- Who do I see in order to enroll in a Visual Art class? [Christine Babef](#)
- Who do I see in order to enroll in a Literature/Comp Lit course? [Séverine Martin-Hartenstein in September, then, Laurence Gallu](#)
- Who do I see in order to enroll in all other courses in the Humanities, Sciences & Social Sciences? [Cathy Collins and/or Séverine Martin and/or Enyi Koene](#)– These are divided amongst the different academic advisors. [Be sure to check the current list.](#)
- I'd like to visit a French university class, but it is in conflict with one of my Reid Hall classes, what do I do? [See your Academic Adviser](#)
- To whom do I give my French university course syllabus? [As soon as you receive it, schedule an appointment with the appropriate Academic Adviser in order to review it and determine your semester's coursework as well as the tutorial schedule](#)
- The professor did not hand out a syllabus. What do I do? [You create one yourself in coordination with the appropriate Academic Adviser and tutor – listing the work you have to do, the topics of each CM \(= lecture\) and TD \(= regular course\), the bibliography](#)
- Why do I have to fill out a time sheet (“emploi du temps”)? [So that the appropriate Academic Adviser can figure out when to schedule your appointments with the methodological and language tutors. To whom do I give it? To the appropriate Academic Adviser](#)
- What is a TD? [A regular class; actually it is the TD teacher who will assign you your work & grade you. Again, the French system is different from the American one: a TD teacher is not a TA.](#)

## ATTENDANCE AND EXTENSIONS

- I'm sick. Whom do I contact? [The Program Director](#)
- How many classes can I miss without an excused absence? [None. French University teachers don't seem to take attendance but students shouldn't be fooled, they do.](#)
- What is an excused absence? [An absence is excused for medical & religious reasons; also, an absence is excused when an excursion has been scheduled by one of your classes – but, inform the appropriate Academic Adviser](#)
- To whom do I send a request for an excused absence?
  - For Reid Hall courses? [To the Program Director](#)
  - For the French University? [To the appropriate Academic Adviser](#)

## FINAL REGISTRATION

- Whom do I see to fill out and sign my final registration form? [Laurence Gallu](#) and when? [check the academic calendar in the Academic Guide given the first day of Orientation, on the Columbia programs bulletin boards and on our website: columbiaprograms.fr](#)
- What is the procedure for pass/fail? [email approval to Laurence Gallu; if you're from UPenn, follow their regulations](#)
- Can I take a Reid Hall language course pass/fail? [No](#)
- Can I take a French university course pass/fail? [Yes](#)
- Can I take a Directed Research pass/fail? [No](#)

## ASSIGNMENTS

- Who can correct my assignments?
  - For French language questions? [Your language tutor; see Cathy Collins](#)
  - For the content and structure of an assignment in the French University? [Your methodological tutor; see the appropriate Academic Adviser](#)
- Can I have my Reid Hall language assignments corrected by the language tutor? [No](#)
- Can I have my Reid Hall language assignments corrected by my host family and/or my friends? [No](#)
- Can I turn in my assignments after the deadline because:
  - My computer broke down... does this constitute an excuse for handing a late assignment? [No because you have to back all your course work material on a USB key](#)
  - My relatives or friends came to town unexpectedly and I had to guide them around...? [No](#)
  - I was travelling and my train/plane came in late? [Yes, but only with a proof](#)
- When I have been allowed to turn in an assignment by e-mail to a professor, to whom do I send a copy?
  - For RH courses? [To the appropriate Academic Adviser](#)
  - For French University courses? [To the appropriate Academic Adviser](#)

- What do I do with my graded assignments? You keep them in a special file per course and give a copy to the appropriate Academic Adviser; keep them anyway since your home university will need proof of your work to give you credits for the class
- What do I do about assignments that I've turned in at the end of the semester and which haven't been returned to me because I've left France? Send a copy of them to the appropriate Academic Adviser and keep one in your files

#### **PROFESSORS**

- Do professors have office hours? No
- How do I contact a professor with questions I have about the course and when?
  - For RH courses? Before or after class; or, by email
  - For French University courses? Contact your appropriate Academic Adviser
- What is the reasonable delay for re-sending an e-mail to a professor who has not responded? 3/5 open days – know that French University teachers either do not answer right away or sometimes do not answer at all

#### **CREDIT FOR COURSES TAKEN IN PARIS?**

- Who decides the department in which I will receive credit for my courses at Reid Hall or in the French University? Your home university – stay in close contact with your home Academic Adviser and keep all documents (syllabus, bibliography, papers and exams you've written)
- Does any class taken in French count for credit in the French Department of my home university? No – for instance an Econ class taken in the French University will not automatically count in the French Dept of your home university