



Languages
Programs, Courses and University Regulations
2017-2018

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This publication provides guidance to prospects, applicants, students, faculty and staff.

1 . McGill University reserves the right to mak

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For the latest updates on programs and course offerings, please visit our website:
www.mcgill.ca/continuingstudies/about-scs/academic-as/language-and-intercultural-communication

2 English Language Programs

The School of Continuing Studies' Language and Intercultural Communication unit offers high-quality English language instruction to meet the needs of a wide-ranging clientele such as professionals, international students, incoming McGill students, and new Montrealers. The Language and Intercultural Communication unit's part-time and full-time programs help learners achieve competence in both oral and written English, and lead to the McGill Certificate of Proficiency. Using stimulating and effective teaching methods as well as the latest technology, the Language and Intercultural Communication unit's dynamic teaching team helps learners improve their English as quickly and as efficiently as possible, opening doors to new professional, academic, and cultural opportunities in Quebec and beyond.

2.1 Academic, Cultural, and Professional Development Opportunities

The School of Continuing Studies Language and Intercultural Communication unit offers enriching second-language instruction for:

- international students;
- business professionals;
- elementary and high school teachers;
- college and university professors;
- individuals transferred to Montreal;
- recent immigrants;
- incoming McGill students;
- other School of Continuing Studies learners.

For more information:

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2.2 Certificate of Proficiency – English for Professional Communication Overview

This 30-credit part-time program is aimed at the community at large, including the employees of McGill University.

2.2.1 Certificate (Cert.) Proficiency - English for Professional Communication (30 credits)

This award-winning part-time certificate program has been designed to enable students to master English oral and written linguistic and communication skills necessary to function effectively in a professional anglophone environment.

The program is the equivalent of one year of full-time university studies, requires the completion of ten 3-credit courses, and starts at the low-intermediate level (courses CEEN 211 and CEEN 212). Students with a basic or an elementary knowledge of English will need to complete non-credit prerequisite courses before entering the program. The overall program structure is divided into two modules:

- 1) The Non-Credit Module comprises three prerequisite courses (one at the basic level and two at the elementary level) of 60 hours each.
- 2) The Credit Module consists of ten 3-credit courses of 39 hours each. It includes courses at the 200, 300, and 400 levels.

The program is offered three times a year: in Fall and Winter for a period of 12 weeks (Non-Credit Module) and 13 0 0 1 1dp3the 200, a Spfore Tm(els.)Tj1 0 0 4 0 08

The level of this certificate corresponds to the Advanced Level recognized by the American Council on the Teaching of Foreign Languages (ACTFL).

Prerequisite Courses - Non-Credit Module

| | | |
|----------|------|----------------------|
| CEGL 102 | (11) | Basic English |
| CEGL 104 | (11) | Elementary English 1 |
| CEGL 106 | (11) | Elementary English 2 |

Required Courses (30 credits)

| | | |
|----------|-----|--|
| CEEN 211 | (3) | Functional English Grammar/Writing 1 |
| CEEN 212 | (3) | English Communication Practice 1 |
| CEEN 221 | (3) | Functional English Grammar/Writing 2 |
| CEEN 222 | (3) | English Communication Practice 2 |
| CEEN 331 | (3) | Functional English Grammar/Writing 3 |
| CEEN 332 | (3) | English Communication Practice 3 |
| CEEN 411 | (3) | English Grammar and Writing Techniques |
| CEEN 412 | (3) | English Oral Communication Techniques |
| CEEN 421 | (3) | English Written Communication Contexts |
| CEEN 422 | (3) | English Oral Communication Contexts |

Complementary Courses

| | | |
|----------|-----|---|
| CEEN 301 | (3) | English Grammar in Context |
| CEEN 401 | (3) | English Vocabulary in Context |
| CEEN 402 | (3) | English Communication and Cultural Patterns |
| CEEN 403 | (3) | Strategic Communication in English |

Notes:

* 1 Students who begin their studies with courses CEEN 221/CEEN 222 and who would like to be admitted to the Certificate of Proficiency – English for Professional Communication must take two complementary courses (CEEN 301 or CEEN 401 or CEEN 402 or CEEN 403), or equivalent courses as approved by the Language and Intercultural Communication unit, to satisfy the requirements of the program. These courses may be taken as part of the advanced module of the program. For more information, please contact the Language and Intercultural Communication unit.

* 2 Students who begin their studies with courses CEEN 331/CEEN 332 and who would like to be admitted to the Certificate of Proficiency – English for Professional Communication must take four complementary courses (CEEN 301 and CEEN 401 and CEEN 402 and CEEN 403), or equivalent courses as approved by the Language and Intercultural Communication unit, to satisfy the requirements of the program. These courses may be taken as part of the advanced module of the program. For more information, please contact the Language and Intercultural Communication unit.

* 3 Students who begin their studies with courses CEEN 411/CEEN 412 are not eligible for admission to the Certificate of Proficiency – English for Professional Communication. However, these students may register as "Special Students" and may be eligible to receive the McGill Attestation of Proficiency in English if they successfully complete all four (4) courses of the Advanced module (CEEN 411, CEEN 412, CEEN 421, and CEEN 422) with a minimum grade of B- (65%).

2.2.2 Certificate of Proficiency – English for Professional Communication: Academic Regulations

Admission Requirements

To be admitted to the Certificate of Proficiency – English for Professional Communication

- Students must sit the Entrance Placement Test (EPT) and place into a level no higher than Intermediate High (CEEN 331/CEEN 332); see [section 2.2.3 Certificate of Proficiency – English for Professional Communication: Entrance Placement Test \(EPT\)](#) and www.mcgill.ca/continuingstudies/programs-and-courses/languages/english/certificate-proficiency-english-professional-communication for details.
- Students must be at least 18 years of age and hold a CEGEP diploma (DEC) or equivalent.
- Students 21 years of age and over who do not have the normal academic background for admission may be admitted as Mature students.
- Students between 18 and 21 years of age who do not have a CEGEP (DEC) diploma or equivalent may be accepted into a qualifying program to be determined by the Language and Intercultural Communication unit. Formal admission to the certificate program will normally follow upon satisfactory completion of the qualifying program.

- Students below 18 years of age without a CEGEP diploma (DEC) will not be admitted to a certificate program, nor will they be permitted to take courses.

Admission Procedures

For more information, please see [School of Continuing Studies Getting Started- Admission Requirements](#) : [Admission Procedures: Continuing Studies Undergraduate and Graduate Certificates and Diplomas](#)

All students seeking admission to the Certificate of Proficiency – English for Professional Communication must also submit their Entrance Placement Test (EPT) result. Students who are eligible for admission to the program are strongly advised to submit an Application for Admission within their first session of studies.

Residency Requirements and Advanced Standing

- Students are required to complete at least 70% of the program requirements at McGill University.
- Advanced Standing of up to nine (9) credits may be granted for successfully completed equivalent courses taken at the university level within the last five years.
- Students are permitted to be away from the program for three (3) consecutive sessions without reapplying and retaking the Entrance Placement Test.

Time Limits

The program must be completed within four years from the date of admission. Students may request in writing an extension of this time limit, which may be granted under special circumstances with the approval of the Director.

Academic Standing Requirement

A student who obtains a grade of C (55%) or more in a given course is considered to have passed the course and is awarded three (3) university credits. Nevertheless, according to internal program regulations, a student must obtain a grade of B- (65%) or more in each course to be permitted to register for the next level and to qualify for the Certificate of Proficiency – English for Professional Communication.

An attendance of 2/3 of all lectures is mandatory.

A maximum of two unsatisfactory grades per course/level is permitted in a Certificate of Proficiency program. A student who cannot pass to a higher level after two attempts must have the permission of the relevant program coordinator in order to have permission to remain in the program. Overall, a maximum of three unsatisfactory grades is permitted in any of the Certificate of Proficiency programs.

It is the student's responsibility to ensure that course and program requirements are met. Students who fail to meet these requirements will be denied permission to continue in the course/program.

In order to be eligible for graduation, students must complete all program requirements with a cumulative grade point average (CGPA) of at least 2.0, which will be computed over all courses (including supplemental and unsatisfactory grades) taken in the program.

Special Students

Students not wishing to be admitted to the program may register as a "Special Student" in a course, provided they have taken the Entrance Placement Test (EPT), or have completed the necessary prerequisites. Please consult [School of Continuing Studies Getting Started- Admission Requirements](#) : [Special Student Status](#) for further information pertaining to Special Students.

Special Students, although not formally admitted to the program, are expected to demonstrate seriousness of academic purpose, and are governed by the Academic Standing Requirements mentioned above.

2.2.3 Certificate of Proficiency – English for Professional Communication: Entrance Placement Test (EPT)

All new students are required to take an Entrance Placement Test (EPT) to assess their level of proficiency. The EPT is valid for a period of one (1) year from the test date. Students who do not register for a course within this time will be required to retake the EPT.

The EPT

For more information, please refer to our website: www.mcgill.ca/continuingstudies/about-scs/academic/lanuge-and-intecultural-communication

2.3 Intensive English Program: Certificate of Proficiency in English – Language and Culture Overview

The Certificate of Proficiency in English – Language and Culture is designed to offer thorough and integrated instruction in English as a Second/Foreign language over eight levels (elementary to advanced).

2.3.1 Certificate (Cert.) Proficiency - English Language and Culture (Intensive) (160 CEU)

The program includes specific objectives and learning strategies for each level in speaking, listening, writing, reading, and pronunciation. It also includes

Many students studying English as a Second Language succeed in reaching an adequate level of oral fluency. However, they experience some difficulty in developing solid written communication skills which require more time and effort. This imbalance in language acquisition is a handicap in the workplace, where effective writing is a critical aspect of success for both employees and employers. With the rise of globalization, telecommuting and digital communications, good writing skills have indeed become vital in the modern workplace.

All courses in this program are offered in an online learning format.

For more information:

Email: englishonlinescs@mcgill.ca

Website: www.mcgill.ca/continuingstudies/pggrams-and-courses/languges/online/written-english-workplace-communication

2.4.1 Certificate (Cert.) Proficiency in Written English - Workplace Communication (48 CEU)

The non-credit Certificate of Proficiency in Written English - W

3.1 Academic, Cultural, and Professional Development Opportunities

The School of Continuing Studies Language and Intercultural Communication unit offers enriching second-language instruction for:

- International students
- Business professionals
- Elementary and high school teachers
- College and university professors
- Individuals transferred to Montreal
- Recent immigrants
- Incoming McGill students
- Other School of Continuing Studies learners

For more information:

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3.2 Certificate of Proficiency – French for Professional Communication Overview

This 30-credit part-time program is aimed at the community at large, including the employees of McGill University.

3.2.1 Certificate (Cert.) Proficiency - French for Professional Communication (30 credits)

This award-winning part-time certificate program has been designed to enable students to master, in both oral and written French, the linguistic and communicative skills necessary to function effectively in a professional francophone environment.

The program is the equivalent of one year of full-time university studies, requires the completion of ten 3-credit courses, and starts at the low-intermediate level (courses CEFN 211 and CEFN 212). Students with a basic or an elementary knowledge of French will need to complete credit prerequisite courses before entering the program. Those credit courses won't be accepted as part of the Certificate. The ov

| | | |
|----------|-----|---------------------------------------|
| CEFN 221 | (3) | Functional French Grammar/Writing 2 |
| CEFN 222 | (3) | French Communication Practice 2 |
| CEFN 331 | (3) | Functional French Grammar/Writing 3 |
| CEFN 332 | (3) | French Communication Practice 3 |
| CEFN 411 | (3) | French Grammar/Writing Techniques |
| CEFN 412 | (3) | French Oral Communication Techniques |
| CEFN 421 | (3) | French Written Communication Contexts |
| CEFN 422 | (3) | French Oral Communication Contexts |

Complementary courses

| | | |
|----------|-----|------------------------------------|
| CEFN 401 | (3) | French Vocabulary in Context |
| CEFN 402 | (3) | Persuasive French in Communication |

Notes:

* 1 Students who begin their studies with courses CEFN 221/CEFN 222 and who would like to be admitted to the Certificate of Proficiency - French for Professional Communication must take two complementary courses (CEFN 401 and CEFN 402), or equivalent courses as approved by the Language and Intercultural Communication unit, to satisfy the requirements of the program. These courses may be taken as part of the advanced module of the program. For more information, please contact the Language and Intercultural Communication unit.

* 2 Students who begin their studies with courses CEFN 331/CEFN 332 and who would like to be admitted to the Certificate of Proficiency - French for Professional Communication must take up to two Comprehensive Challenge Exams which correspond to the previous level (CEFN 221/CEFN 222), and two complementary courses (CEFN 401 and CEFN 402), or equivalent courses as approved by the Language and Intercultural Communication unit, in order to satisfy the requirements of the program. These courses may be taken as part of the advanced module of the program. For more information, please contact the Language and Intercultural Communication unit.

* 3 Students who begin their studies with courses CEFN 411/CEFN 412 are not eligible for admission to the Certificate of Proficiency - French for Professional Communication. However, these students may register as Special Students and may be eligible to receive the McGill Attestation of Proficiency in French if they successfully complete all four (4) courses of the Advanced Module (CEFN 411, CEFN 412, CEFN 421, and CEFN 422) with a minimum grade of B- (65%).

3.2.2 Certificate of Proficiency – French for Professional Communication: Academic Regulations

Admission Requirements

To be admitted to the Certificate of Proficiency – French for Professional Communication

- Students must sit the Entrance Placement Test (EPT) and place into a level no higher than Intermediate high (CEFN 331/CEFN 332); see [section 3.2.3 Certificate of Proficiency – French for Professional Communication: Entrance Placement Test \(EPT\)](#)

The program must be completed within four years from the date of admission. Students may request in writing an extension of this time limit, which may be granted under special circumstances with the approval of the Director.

Academic Standing Requirements

A student who obtains a grade of C (55%) or more in a given course is considered to have passed the course and is awarded three (3) university credits. Nevertheless, according to internal program regulations, a student must obtain a grade of B- (65%) or more in each course to be permitted to register for the next level and to qualify for the Certificate of Proficiency – French for Professional Communication.

An attendance of 2/3 of all lectures is mandatory.

A maximum of two unsatisfactory grades per course/level is permitted in a Certificate of Proficiency program. A student who cannot pass to a higher level after two attempts must have the permission of the relev

Program Structure

Each of the courses below represents one "level" of the five levels of the program.

Required Courses

(100 CEU)

| | | |
|------------|------|-----------------------------------|
| CFRN 203* | (20) | Intensive French - Beginner |
| CFRN 323 | (20) | Intensive French - Elementary |
| CFRN 333 | (20) | Intensive French - Intermediate 1 |
| CFRN 343** | (20) | Intensive French - Intermediate 2 |
| CFRN 423 | (20) | Intensive French - Advanced |

Notes:

* CFRN 223 (20 CEU) Intensive French - Elementary Low

* CFRN 223 (20 CEU) must be taken if a mark between 55 and 64% is obtained for CFRN 203 OR may be taken in place of CFRN 203 with permission of the program Director.

** CFRN 355 (20 CEU) Intensive French - Intermediate High

** CFRN 355 (20 CEU) must be taken if a mark between 55 and 64% is obtained for CFRN 343 OR may be taken in place of CFRN 343 with permission of the program Director.

3.3.2 Intensive French Program: Certificate of Proficiency – French Language and Culture: Academic Regulations

3.3.2.1 Admission requirements

- Students must be at least 18 years old.
- Students must write a Placement Test to assess their level of proficiency. This test is valid for a maximum of one (1) year. After this period, students must retake the test.

3.3.2.2 Admission procedures

Students wishing to register in the Certificate of Proficiency in French Language and Culture (Intensive) must complete an application for admission (online), including:

- payment of the application fee (CAD\$81.93 – non-refundable and may be subject to change without notice) and tuition fees in Canadian funds by Visa/MasterCard, certified cheque, or money order payable to McGill University;
- proof of age (copy of passport or birth certificate). Applicants must be at least 18 years of age;
- payment of mandatory Blue Cross insurance for international students.

Admission to the program is on a first-come, first-served basis. This is a limited enrolment program. Students must attend class **before** the third day or forfeit their registration. To cancel a session, the Client Services Office must receive a written request **before** the end of the third day of class. The student will be refunded the remaining tuition and medical insurance fees minus a cancellation charge of CAD\$200 (subject to change without notice).

For information on the term dates, please refer to

www.mcgill.ca/continuingstudies/programs-and-courses/languages/french/certificate-of-proficiency-french-language-and-culture/session-dates

3.3.2.3 Academic Standing Requirements

A student who obtains a grade of C (55%) or more in a given course is considered to have passed the course. Nevertheless, according to 8 260.9pp1 0 0 1 115.5

3.3.2.4 Requirements of Eligibility for the McGill Certificate of Proficiency – French Language and Culture (Intensive)

- Students must complete both CFRN 343 and CFRN 423 courses of the program and receive

and pragmatic competency needed in workplace conte

