Business Russian RUSS 331 01 online

Course syllabus

Instructor: Meglena Z. Miltcheva (Professor Maggie)

Course pre-requisites: RUSS 202 or placement
Business Russian RUSS 331 01 online

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Final grade breakdown
Grading scale

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Course goals: This course is aimed at students who are interested in doing business in Russia and need an up-to-date, structured approach to a more advanced level of discourse.

The course provides the linguistic tools for performing many typical business functions in actual business contexts with a focus on Russian business language, enhanced by cultural material and selected readings; social/political/cultural issues as they differ in Russia will also be examined. Readings and discussions are in Russian.

Instructor contact information

1. Office: LONG 428
2. Phone: 843.953.1995
3. Email: mitchestam@cofc.edu
4. Office hours:
   - in person: MW 12:00 - 12:30; TR 9:30 - 10:30;
   - online: W 3:00-4:00 PM in the OAKS chat room for RUSS 331


Both the textbook and workbook are provided in OAKS in pdf format.

Required technology

Hardware:

1. Computer with high-speed internet (required)
2. Webcam, external speakers (optional)

Software: Firefox (recommended browser), Adobe Reader, Adobe Flash Player, Quicktime, Google Docs account.

Technical issues: If you have problems related to the course, please contact me immediately. If you have technical problems, please contact the Student Computing Support Desk at 843.953.5457 or email studentcomputingsupport@cofc.edu

**Delivery format and attendance**

This course will be delivered asynchronously and entirely online. The asynchronous online format allows you the flexibility to complete coursework over the internet. You must have access to a computer with high-speed internet throughout the course.

Computer failure/unavailability does not constitute an excuse for not completing assignments by the due date.

The class will be administered through OAKS, the College’s learning management system. (Log on to MyCharleston and then click the OAKS icon at the upper right; then click on RUSS 331 01.) You should check in there as well as your email at least three days a week. Owing to the nature of course delivery, you do not need to be present in a classroom. However, you are responsible for reading and viewing all the assigned materials and must adhere to deadlines.

**Statement on possible College-wide closings due to inclement weather**

If the College of Charleston closes and members of the community are evacuated due to inclement weather, students are responsible for taking course materials with them in order to continue with course assignments consistent with instructions provided by faculty. In cases of extended periods of institution-wide closure where students have relocated, instructors may articulate a plan that allows for supplemental academic engagement despite these circumstances.

**Your rights and responsibilities**

You have the right to:

- a competent education/instruction
- be treated fairly
- question content and process

You are responsible for:

- your own actions
• learning
• respectful treatment of classmates and professor

Communication and etiquette

E-mail is for questions, concerns, or scheduling meetings in the chat room outside of regularly scheduled office hours. To receive a reply, your e-mail must follow these guidelines:

1. It must be sent from your C of C account.
2. There must be a subject heading which gives me some idea of the nature of the message (e.g., “consultation”, “test question”).
3. You must sign off your message with your complete name.

My expectations

• I expect you to check the course site on OAKS and your e-mail at least 3 days per week to stay current with course work and so that you will be aware of any changes or developments in the schedule.
• I will respond to your e-mail messages within 36 hours, frequently much sooner.
• I expect you to contact me by email and/or voicemail if you are having problems with the course or encounter an emergency that interferes with your course work.
• I expect you to complete the reading and course activities on time.
• If you have questions about assignments or the course content, please post them to the “Course Lounge” topic in the OAKS discussion board. If you can answer another student’s question, go ahead. I will check the discussion on a regular basis to help with problems and answer questions, too.

Academic integrity

I enforce without exception the College of Charleston’s Honor System and Classroom Code of Conduct as provided in the Student Handbook. By choosing to enroll in this course, you indicate that you understand the Honor Code and are going to abide by it. If you are not certain about the definition of plagiarism, ask me. Any student found in violation of the Honor Code will automatically receive an “F” for this course regardless of previous performance therein.

Disabilities
If there is a student in the class who has a documented disability and has been approved to receive accommodations through SNAP Services, please feel free to discuss this with me either by phone or email.

**Religious accommodations**

The College of Charleston acknowledges that religious practices differ from tradition to tradition and that the demands of religious observance in some traditions may cause conflicts with student schedules. The College supports the concept of “reasonable accommodation for religious observance” in regard to class attendance, and the scheduling of examinations and other academic work requirements, unless the accommodation would create an undue hardship on the College. Examples include: rescheduling of an exam or giving a make-up exam for the student in question; altering the time of a student’s presentation; allowing extra-credit assignments to substitute for missed class work or arranging for an increased flexibility in assignment dates. **Regardless of any accommodation that may be granted, students are responsible for satisfying all academic objectives, requirements and prerequisites as defined by the instructor and by the College.**

**Department mission statement**

The Department of German and Russian Studies seeks to provide students with a broad range of courses, degree programs, study abroad opportunities and internships to develop proficiency and cultural literacy in German and Russian. The department’s mission is to prepare all students for success as professionals and for life-long critical engagement as global citizens through the study of language, literature and media as an integral part of the liberal arts education.

**Extra credit**

An extra credit assignment can be any one of the following (each potentially adding up to 5 points to your lowest test grade for each half of the semester):

1. Writing a book or film review (on a Russian film/book) in Russian (up to two reviews per student)
2. Attending Russian club meetings/co-sponsored events (both on- and off-campus; three events minimum)

If you are planning on turning in extra credit, keep in mind that I will not be accepting any extra credit assignments after the last day of classes (Monday, December 2, 2019).
Final grade breakdown

1. Average of the module/theme tests—30%
2. Final project—30% **Note:** you must attempt the end of semester proficiency assessment quiz at least once in order to unlock the final project Dropbox. You will not be graded on the proficiency assessment quiz!
3. Homework—10% **Note:** you must attempt the start of semester proficiency assessment quiz at least once in order to unlock the homework Dropboxes. You will not be graded on the proficiency assessment quiz!
4. Vocab quizzes—10% **Note:** you must complete one attempt of the syllabus quiz in order to take the vocab quizzes. You will not be graded on the syllabus quiz!
5. Discussion participation—10%
6. Collaboration and Team building—5%
7. End-of-module compositions—5%

Grading scale

A 96–100  A–91–95  B+87–90  B 83–86
B–80–82  C+76–79  C 73–75  C–70–72
D+68–69  D 66–67  D– 64–65  F <64

As they say in the military, no plan survives first contact, so I will be mindful of any unforeseen circumstances which require that we adjust due dates and other deadlines.
**RUSS 331 FALL 2019**

Course schedule

The days are not assigned dates for a reason: since this is an online exclusively course, you don’t have to be “present” in class at any given time. Rather, think of the days as the amount of times you have to log in order to complete all course assignments.

<table>
<thead>
<tr>
<th>Day</th>
<th>To do</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day 2</td>
<td>View/read Grammar: Watch the voice thread on active and passive constructions; read Grammar on p. 10 in the textbook. Access VT from the Course Home page (right-hand side). Complete HW.</td>
</tr>
<tr>
<td>Day 4</td>
<td>View/read Grammar: Watch the video on the Genitive case for attribution. Watch this video on the Accusative case for direct object. Диалоги: Read the dialogues on pp. 14 and 15 in the textbook. Complete HW.</td>
</tr>
<tr>
<td>Day 5</td>
<td>Навыки: Read this article on how to find a business partner. Post to Навыки. Поиск делового партнёра in Discussion for Тема 1.</td>
</tr>
<tr>
<td>Day 6</td>
<td>Учебная ситуация: Read the text on pp. 16-17 in the textbook.</td>
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<tr>
<td>Day</td>
<td>To do</td>
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<tr>
<td>Day 7</td>
<td>Take the test on Тема 1.</td>
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| Тема 2. Путешествия  
*September 12 - October 3* |                                                      |
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<tbody>
<tr>
<td>Day</td>
<td>To do</td>
</tr>
<tr>
<td>Day 1</td>
<td>View/read introduction of new vocabulary. Study vocabulary. Prepare for vocab quiz. Post to Путешествия in Discussion for Тема 2.</td>
</tr>
<tr>
<td>Day 3</td>
<td>Тексты: Read the two short texts on p. 22 in the textbook. Post to Тексты &quot;Путешествие вокруг света&quot; и &quot;Альпийизм&quot; in Discussion for Тема 2. Complete HW. <strong>End of module composition:</strong> complete ex. B on p. 23 in the textbook: put together a story about your travels (real or imaginary) and create a VoiceThread. You get to work on this until the end of the module.</td>
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<tr>
<td>Day 4</td>
<td>Навыки: read the text Планирование досуга on p. 23 in the textbook. Complete HW.</td>
</tr>
<tr>
<td>Day 5</td>
<td>Диалоги: Listen to the dialogues (А, Б) on p. 25 in the textbook. Complete HW.</td>
</tr>
<tr>
<td>Day 6</td>
<td>Учебная ситуация: Read the text on pp. 26-27 in the textbook.</td>
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<tr>
<td>Day</td>
<td>To do</td>
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<tr>
<td>Day 1</td>
<td>View/read introduction of new vocabulary. Study vocabulary. Prepare for vocab quiz. Post to Приём делового партнёра in Discussion for Тема 3.</td>
</tr>
<tr>
<td>Day 3</td>
<td>Диалоги: Read the 3 dialogues on p. 32 in the textbook. Complete HW.</td>
</tr>
<tr>
<td>Day 4</td>
<td>Навыки: Review the rules of etiquette and appropriate expressions on p. 33 in the textbook. Complete HW.</td>
</tr>
<tr>
<td>Day 5</td>
<td>Текст: Read the text on p. 34 in the textbook. Post to Российский стиль ведения переговоров in Discussion for Тема 3.</td>
</tr>
<tr>
<td>Day 6</td>
<td>Учебная ситуация: Read the text on p. 36 in the textbook. <strong>End of module composition:</strong> complete your version of a program for the 2-day visit of Mikhail based on the suggestions on p. 37 in the textbook. Create a VoiceThread presentation in which you narrate your program. Your partner will then email me a brief summary in Russian of what they found out about your plans for the visit.</td>
</tr>
<tr>
<td>Day</td>
<td>To do</td>
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<tr>
<td>Day 2</td>
<td>View/read Grammar: Watch <a href="#">this video on reflexive verbs</a>. Textbook pages: 39-40. Watch <a href="#">this video on Себя</a>. Watch <a href="#">this video on друг друга</a>. Complete HW. Post to Грамматика in the Discussion for Тема 4.</td>
</tr>
<tr>
<td>Day 3</td>
<td>Текст: Read the text on p. 41 in the textbook. Post to Новости инноваций in the Discussion for Тема 4.</td>
</tr>
<tr>
<td>Day 4</td>
<td>Навыки: Read the rules and conventions about writing a business letter on pp. 42-43 in the textbook. Complete HW.</td>
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<tr>
<td>Day 5</td>
<td>Диалоги: Read the dialogue on p. 17 in the workbook.</td>
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<tr>
<td>Day 6</td>
<td>Учебная ситуация: Read the text on pp. 44-45 in the textbook. <strong>End of module composition:</strong> With your partner, and based on the competition entries on p. 45, decide on a concept for a &quot;future-car&quot;. Follow the checklist on p. 44 to put together a pitch for the judges of the competition and put together a VT. Study for the test Тема 4. Complete Финальный проект.</td>
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<tr>
<td>Day 7</td>
<td>Take the test on Тема 4. Study for the final exam.</td>
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</table>