

Term Information

Effective Term Autumn 2019

General Information

Course Bulletin Listing/Subject Area Russian
Fiscal Unit/Academic Org Slavic/East European Lang&Cul - D0593
College/Academic Group Arts and Sciences
Level/Career Undergraduate
Course Number/Catalog 2104.61
Course Title Intermediate Russian II (Self-paced/individualized Distance Learning)
Transcript Abbreviation Int Russ 2
Course Description Increasing functional ability in speaking, listening, reading, and writing practice, vocabulary-building; new grammar structures; start developing higher-level language skills in Russian.
Semester Credit Hours/Units Variable: Min 1 Max 4

Offering Information

Length Of Course 14 Week, 12 Week, 8 Week, 7 Week, 6 Week, 4 Week
Flexibly Scheduled Course Never
Does any section of this course have a distance education component? Yes
Is any section of the course offered 100% at a distance
Grading Basis Letter Grade
Repeatable Yes
Allow Multiple Enrollments in Term Yes
Max Credit Hours/Units Allowed 4
Max Completions Allowed 4
Course Components Independent Study
Grade Roster Component Independent Study
Credit Available by Exam Yes
Exam Type Departmental Exams
Admission Condition Course No
Off Campus Never
Campus of Offering Columbus

Prerequisites and Exclusions

Prerequisites/Corequisites 1103.01 or 4 credits of 1103.51
Exclusions Not open to students with credit for 2104.01 or 4 credit hours of 2104.51
Electronically Enforced Yes

Cross-Listings

Cross-Listings

Subject/CIP Code

Subject/CIP Code	16.0402
Subsidy Level	Baccalaureate Course
Intended Rank	Sophomore, Junior, Senior

Requirement/Elective Designation

Required for this unit's degrees, majors, and/or minors

Course Details

Course goals or learning objectives/outcomes

- Handle wide range of communicative tasks, social situations, and topics of personal and general interest
Increased ability to communicate in longer utterances and complex sentences
Show evidence of increased spontaneity and fluency

Content Topic List

- Russian vocabulary (intermediate level)
Meeting new people and conducting polite conversation
Making and discussing plans and travel arrangements in detail
Using public transportation
Giving and getting detailed directions
- Discussing in detail leisure activities
Extending and accepting invitations
Stating and reacting to opinions in a variety of situations (e.g., discussion of cultural differences)
Giving and taking advice in a variety of situations
- Reading complex texts (narration and description)
Reading strategies (skimming, scanning, guessing meaning, using cognates, reading for gist, summarizing)
Understanding conversations and recorded messages
Russian cultural norms
Guesting etiquette

Sought Concurrence

No

Attachments

- Russian 2104.99 asc tech review.docx: ASC Tech Review
(Other Supporting Documentation. Owner: Peterson,Derek)
- Russian 2104.61_Sep20.docx
(Syllabus. Owner: Peterson,Derek)
- Curriculum Maps Russian Major November 1.docx: Curriculum Map
(Other Supporting Documentation. Owner: Peterson,Derek)
- Russian 2104.51 syllabus.docx: In-person Syllabus
(Syllabus. Owner: Peterson,Derek)

Comments

- -Not sure why this course was advanced. Per our email exchange, please remove GE assessment plan, uncheck GE, and remove any references to GE on any documents--since this is not a GE course.
-Subsidy level is baccalaureate.
-Any reason why this is marked as a recitation? *(by Vankeerbergen,Bernadette Chantal on 08/13/2018 08:34 AM)*

COURSE REQUEST
2104.61 - Status: PENDING

Last Updated: Heysel,Garett Robert
11/08/2018

Workflow Information

Status	User(s)	Date/Time	Step
Submitted	Peterson,Derek	08/07/2018 10:52 AM	Submitted for Approval
Approved	Stepanova,Larysa	08/07/2018 11:17 AM	Unit Approval
Approved	Heysel,Garett Robert	08/10/2018 06:59 PM	College Approval
Revision Requested	Vankeerbergen,Bernadette Chantal	08/13/2018 08:34 AM	ASCCAO Approval
Submitted	Peterson,Derek	11/06/2018 03:13 PM	Submitted for Approval
Approved	Peterson,Derek	11/06/2018 03:13 PM	Unit Approval
Approved	Heysel,Garett Robert	11/08/2018 07:03 PM	College Approval
Pending Approval	Nolen,Dawn Vankeerbergen,Bernadette Chantal Oldroyd,Shelby Quinn Hanlin,Deborah Kay Jenkins,Mary Ellen Bigler	11/08/2018 07:03 PM	ASCCAO Approval

RUSSIAN 2104.61 INTERMEDIATE RUSSIAN II (SELF- PACED/INDIVIDUALIZED DISTANCE LEARNING)

1-4 credit hours, online independent study

Instructor

Instructor:

Email address:

Phone number: xxx-xxx-xxxx

Office hours: TBD

Course description

Welcome to Russian 2104.61, an online version of Self-Paced Russian 2104.51! In this course you will learn the basic skills necessary for communication in Russian (speaking, listening, reading, and writing). By the end of this course, you will be able to carry on basic conversations in Russian on many topics from your daily life. You will be able to write notes and simple letters to Russian friends or keep a journal in Russian. You will also have the skills to read basic texts. In addition to becoming a proficient speaker of Russian, we hope that you will become a skilled language learner and develop a curiosity about and love for Slavic cultures.

Course learning outcomes

The goal of courses in this category is to develop your skills in communication across ethnic, cultural, ideological, and national boundaries, and help you develop an appreciation of other cultures and patterns of thought. Expected Learning Outcomes are the following: students will employ communicative skills (e.g. speaking, listening, reading, and/or writing) in a language other than their native language; students will describe and analyze the cultural contexts and manifestations of the peoples who speak the language that they are studying; students will compare and contrast the cultures and communities of the language that they are studying with their own.

Course materials

Required

Голоса: A Basic Course in Russian, Book 2 (5th edition) along with an accompanying subscription to MyRussianLab. This book is available at the Barnes and Noble, 1598 N High St, (614) 247-2000, <http://ohiostate.bncollege.com>; or directly through Pearson's <http://www.myrussianlab.com/student-registration/index.html>. To be able to use this resource you will need to enter the course ID number which is (to be provided by instructor). In this course, we will complete the following chapters: Chapter 1, Chapter 2, and Chapter 3.

Optional materials

English-Russian, Russian-English Dictionary by Kenneth Katzner.

Other fees or requirements

You will take the tests via Proctorio, (<https://resourcecenter.odee.osu.edu/carmencanvas/installing-proctorio>)

There is no fee to have your exams proctored on the Columbus campus. Ohio State is a member of the Consortium of College Testing Centers where you will need to pay a fee. Some Ohio State regional campuses also require a fee for exam proctoring.

Course technology

For help with your password, university e-mail, Carmen, or any other technology issues, questions, or requests, contact the OSU IT Service Desk. Standard support hours are available at <https://ocio.osu.edu/help/hours>, and support for urgent issues is available 24x7.

- **Self-Service and Chat support:** <http://ocio.osu.edu/selfservice>
- **Phone:** 614-688-HELP (4357)
- **Email:** 8help@osu.edu
- **TDD:** 614-688-8743

Baseline technical skills necessary for online courses

- Basic computer and web-browsing skills
- Navigating Carmen

Technology skills necessary for this specific course

- CarmenConnect text, audio, and video chat
- Collaborating in CarmenWiki
- Recording a slide presentation with audio narration
- Recording, editing, and uploading video

Necessary equipment/software

- Computer: current Mac (OS X) or PC (Windows 7+) with high-speed internet connection
- Webcam: built-in or external webcam, fully installed
- Microphone: built-in laptop or tablet mic or external microphone

Necessary software

- [Microsoft Office 365 ProPlus](#) All Ohio State students are now eligible for free Microsoft Office 365 ProPlus through Microsoft's Student Advantage program. Each student can install Office on five PCs or Macs, five tablets (Windows, iPad® and Android™) and five phones.
 - Students are able to access Word, Excel, PowerPoint, Outlook and other programs, depending on platform. Users will also receive 1 TB of OneDrive for Business storage.
 - Office 365 is installed within your BuckeyeMail account. Full instructions for downloading and installation can be found <https://ocio.osu.edu/kb04733>.
 - Google Chrome.
 - Proctorio Chrome Extension.

Pearson MyRussianLab Privacy Policy

- Please visit the [Pearson website](#) to view the privacy policy for the MyRussianLab system.

Pearson Student Support

- If you encounter issues with MyRussianLab and need assistance from Pearson MyLab, you can visit their [Student Support webpage](#)

Proctorio Student Support

Proctorio is the platform for written exams in Russian 2104.61. If you encounter issues, Proctorio provides 27/7 help via phone and chat. **Phone: (866)-948-9087.**

Grading and faculty response

Grades

In this course, you will cover four chapters, each chapter weighted at 25% of the grade for the entire course. Within each chapter, the grade distribution is as follows:

- Homework: pass/fail
- Conversation session: pass/fail
- Oral exam: 15%
- Listening test: 15%

- Written test: 70%

Late assignments

There are deadlines for each textbook chapter that you need to complete. The calendars with the deadlines are posted on Carmen.

Important: the posted deadlines are the last days on which the last test for the chapter may be taken. Please keep in mind that before you can do that, you must have met online with your instructor for a homework check (and it must be considered passed) and a conversation session (must be considered passed). More information on the homework check and conversation session can be found on page 7. Also keep in mind that you will be taking an oral, a listening, and a writing test for each chapter and that retakes might be necessary, so plan accordingly.

If you complete a chapter before the posted deadline, 3 percentage points will be added to your overall chapter score. If you miss a deadline, 3 percentage points will be subtracted from your overall chapter score every day until the chapter is complete.

Grading scale

93–100: A
 90–92.9: A-
 87–89.9: B+
 83–86.9: B
 80–82.9: B-
 77–79.9: C+
 73–76.9: C
 70–72.9: C-
 67–69.9: D+
 60–66.9: D
 Below 60: E

Please, note the 80% rule in the TEST section.

Credit Hours

The amount of work that you complete in your course depends on the number of credit hours that you are taking. Each credit hour corresponds to a given amount of work. Please consult this chart to see how much work you will complete for each credit hour you take.

Work Required per Credit Hour	Chapter(s)/Unit(s)
1 Credit Hour	Chapter 1 (first half)

2 Credit Hour	Chapter 1 (second half)
3 Credit Hour	Chapter 2
4 Credit Hour	Chapter 3

Faculty feedback and response time

I am providing the following list to give you an idea of my intended availability throughout the course. (Remember that you can call **614-688-HELP** at any time if you have a technical problem.)

Grading and feedback

For large weekly assignments, you can generally expect feedback within **7 days**.

E-mail

I will reply to e-mails within **24 hours on school days**.

Discussion board

I will check and reply to messages in the discussion boards every **24 hours on school days**.

Activities and Exercises

Textbook activities

Answer keys to all textbook exercises will be posted for you on Carmen. Please make sure you use them to correct your homework. Some exercises will be more open ended and you will be asked either to write a short paragraph or an essay or you will be asked to practice speaking on a given topic. You will then go over these activities with your instructor.

You will also be completing one to three cursive writing exercise for each chapter (apart from the Alphabet chapter which focuses heavily on cursive writing skills and will involve a lot more handwriting practice exercises). You will need to scan/make a picture of the exercise and submit it via Carmen 24 hours before the appointment.

Online activities

Most of the online activities will be focused on grammar and vocabulary practice. The required minimum score for those activities is 95%. You will see your score after you complete an activity and click "Submit". If the score is below a 95%, please close the window with the activity, review grammar/vocabulary as necessary, and complete the activity again. You can do this multiple times. Only the score for your last try will remain in the system and will be visible to your instructors.

Some of the online activities will be more open-ended and personalized. You will go over those with your instructor.

Access to online activities (and the online version of the textbook)

Once you purchase access to MyRussianLab that contains all the online exercises for the course (<http://mylabs.px.pearsoned.com/Pegasus/frmLogin.aspx?s=3>), the vendor will give you a login and a password. You will also need the course ID that you can find in this syllabus and that can be requested from your instructor.

Tests

Once you have completed a homework check and a conversation session, you can take the tests for the chapter on Carmen on Proctorio. There is a written test (that includes listening comprehension, reading, vocabulary, and grammar) and an oral test. They can be taken in any order.

The Department relies on a mastery-based approach for on-line language courses. This means that we require our students to score at least 80% for each test (oral and written) per chapter. If you score below an 80%, you would be required to retake the test. Two retakes are allowed; i.e. you can take each test up to three times total. Each time you will be given a different test variant (A, B, or C). If you fail the test on your third take on any of the tests, this will result in an “E” for the entire course.

There is no penalty for the first retake. But if you are doing a second retake (Variant C) you will lose points: 1% for the oral test, and 3% for the written test.

Oral test

To take the oral test, you need to schedule an on-line appointment with an instructor. You will then be given a prompt and asked to have a conversation with your instructor on a given topic.

The oral test constitutes 15% of your score for the chapter. The passing score for the oral test is 12%. If your score is below 12%, this is considered a ‘fail’. In that case you would be required to retake the oral test.

You cannot re-take a test on the same day. There are three variants of each regular unit test (i.e. – Oral Variant A, B, C; Listening Variant A, B, C, Written Variant A, B, C). If you fail all three variants of a test, you will receive an “E” for the course.

Written test

To take the written test, you do not need to schedule an appointment with your instructor. All exams will be taken through Proctorio.

To learn how to setup exam on Proctorio go [here](#).

The written test (including the reading portion) constitutes 85% of your score for the chapter. The passing score for the writing test is 68%. If your score is below 68%, this is considered a ‘fail’. In that case you would be required to retake the writing test.

There are three variants of each regular unit test (i.e. – Oral Variant A, B, C; Listening Variant A, B, C, Written Variant A, B, C). If you fail all three variants of a test, you will receive an “E” for the course. You will have 60 minutes to complete the exam. All written exams will be on Carmen.

Instructors will grade your test within two business days and will post your grade on Carmen. It is your responsibility to check the grade and come to retake the test should you fail it the first time. A retake cannot be requested sooner than 24 hours after the previous take.

Completion of a Chapter

After you have taken and passed all three tests, you may start working on the next chapter. Until you complete all the tests for a chapter, no work will be accepted for the next chapter.

Student participation requirements

This online course is based on our individualized instruction (self-paced courses). This means that while we provide deadlines for the completion of each chapter, it is your responsibility to decide at what pace you will be moving through the course within those deadlines.

The recommendation is that you divide up the work evenly for every day of every week that you will be working on a certain chapter and spend approximately 2 hours a day doing your work.

Frequent logins into the system are not a sign of progress, completed work is.

Office hours:

- All office hours are optional. Office hours will be conducted through CarmenConnect. The instructor will post a link to the CarmenConnect meeting room at the beginning of the course.
- **Homework check is required once per chapter.** However, scheduling additional sessions as you are working your way through each chapter is highly recommended.
- To schedule an online meeting, please go to www.osuui.org, log in with your last name.# and the last four digits of your BuckID (the shorter one). During the homework check session, you will go over your homework with your instructor. The instructor will make corrections and provide explanations as needed. If large sections of the homework are missing, you might be asked to complete those first and come back for another homework check session. The same applies if the instructor thinks that the quality of the completed homework is not good enough. You may not proceed onto the next stages towards the completion of a chapter, until the homework has been checked by your instructor.
- Next step after the homework check is the on-line conversation session. **Conversation session is required once per chapter.** However, scheduling additional sessions as you are working your way through each chapter is highly recommended.
- During this session, you will work through different activities with your instructor. All these activities will involve speaking. You will be given prompts (e.g. pictures) and/or

asked questions. Most of the conversation practice will be in the form of dialogues. If your instructor believes that you need more practice, he or she might ask you to prepare more and schedule another conversation session. You may not proceed to taking any of the tests until you get a 'pass' on the conversation session.

Other course policies

Student Services at OSU

For more information about the student academic services offered on the OSU main campus, please visit <http://advising.osu.edu/welcome.shtml>

Other services can be found at the Student Academic Services building on Lane avenue. Please visit <http://ssc.osu.edu/> for information on walk in times, contact information, and the financial aid/document uploader.

Extras

Credit by exam:

If you are new to OSU this semester and have studied Russian elsewhere, you may qualify for transfer credit or credit by examination. See your instructor immediately, for this opportunity may be lost to you after you have taken your first Russian course at OSU.

Study in Russia:

It is not too early for you to start thinking about study abroad in Russia. No matter what your major is, this can be an irreplaceable educational experience for you. Ask about it.

Thinking of Majoring or Minor in Russian?

A Russian major or minor can be very useful for your future career, particularly when combined with a degree in education, business, math, or science. Students who complete Russian 2104 are just a few courses shy of earning a Russian minor. Please contact Dr. Jennifer Suchland (suchland.15@osu.edu) for more information on major and minor programs in Russian.

Extra-Curricular Activities:

Students of Russian at Ohio State may take advantage of a wealth of extra-curricular activities sponsored by the Department and by other units at Ohio State, including lectures, informal conversation gatherings (Russian Table), films, Russian news broadcasts, parties and more. You may receive up to three points of extra credit added to each test/exam grade. Extra-curricular activities will be announced in class, but we also encourage you to sign up for the Slavic Center Monday e-mail list at csees@osu.edu that provides a comprehensive list of all Slavic related events at OSU and beyond.

Statement on Academic Misconduct

It is the responsibility of the Committee on Academic Misconduct to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term “academic misconduct” includes all forms of student academic misconduct wherever committed; illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. Instructors shall report all instances of alleged academic misconduct to the committee (Faculty Rule 3335-5-487). For additional information, see the Code of Student Conduct <http://studentlife.osu.edu/csc/>.

Policies for this online course

Proctoring of Formal Quizzes and Exams

Throughout the semester you will be asked to complete formal assessments via the University’s learning management system, Carmen. Before you will be allowed to use Proctorio, you will be required to read and agree to the terms and conditions during a brief Carmen “survey” titled “Using Proctorio in Russian 2104.61.”

Overview of Proctorio: Proctorio is an online proctoring software utilized by Ohio State University to administer online assessments. It is designed to track 20 types of suspicious behavior so that you can be sure that your exam was proctored fairly and impartially. Once you complete each quiz/exam, your instructor will automatically be sent a suspicion report for his/her review. The report will indicate any abnormal behavior detected during the exam; abnormal behaviors include but are not limited to obstruction of any portion of your face, communication with someone on and/or off screen, activation of the copy and paste, print, and/or screen capture feature, and use of other electronic devices.

Terms and conditions for using Proctorio in Russian 2104.61: In order to use the online proctoring software to complete course quizzes and exams, you ***must*** abide by the following requirements. **If at any point during a quiz/exam you choose to violate the terms listed below, a zero will be awarded for the assessment. If we suspect that a student has committed academic misconduct in this course, we are obligated by University Rules to report my suspicions to the Committee on Academic Misconduct (COAM).** If COAM determines that you have violated the University’s *Code of Student Conduct* (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the University.

If you have any questions about the above policy or what constitutes academic misconduct in this course, please contact me.

Other sources of information on academic misconduct (integrity) to which you can refer include:

- The Committee on Academic Misconduct web pages ([COAM Home](#))
- *Ten Suggestions for Preserving Academic Integrity* ([Ten Suggestions](#))
- *Eight Cardinal Rules of Academic Integrity* (www.northwestern.edu/uacc/8cards.htm)

Review the following requirements for using Proctorio to complete course quizzes and exams. If you have any questions or concerns, contact your instructor.

A student using Proctorio to complete a quiz and/or exam in Russian 2104.61 must:

- keep his/her *entire* face visible during exam
- keep his/her eyes towards screen
- take the exam alone in a private room/space
- turn off all sources of external sound such as but not limited to radio, tv, phones, etc.
- remove all phones, laptops, tablets, and/or other electronic devices from view
- remove all external resources (e.g., books, websites, notes, etc.)
- avoid the use of features such as copy and paste, screen capture, and print

NOTE: You must be 18 or older to use Proctorio. If you are under the age of 18 please notify your instructor *by the end of week 2* of the semester so that alternative accommodations may be arranged.

Tests: You must complete all tests yourself, without any external help or communication.

Copyright disclaimer

The materials used in connection with this course may be subject to copyright protection and are only for the use of students officially enrolled in the course for the educational purposes associated with the course. Copyright law must be considered before copying, retaining, or disseminating materials outside of the course.

Statement on Title IX

Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories (e.g., race). If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleix.osu.edu> or by contacting the Ohio State Title IX Coordinator, Kellie Brennan, at titleix@osu.edu

Accessibility accommodations for students with disabilities

The University strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please let me know via email immediately so that we can privately discuss options. You are also welcome to register with Student Life Disability Services to establish reasonable accommodations. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be

implemented in a timely fashion. SLDS contact information: slds@osu.edu; 614-292- 3307; slds.osu.edu; 098 Baker Hall, 113 W. 12th Avenue.

Accessibility of course technology

This online course requires use of Carmen (Ohio State's learning management system) and other online communication and multimedia tools. If you need additional services to use these technologies, please request accommodations with your instructor.

- [Carmen accessibility](#)
- Streaming audio and video
- Synchronous course tools
- [Pearson Support](#)

If Proctorio is not available, you can take the unit test at one of the testing centers on Newark, Mansfield, or Columbus campuses. Please contact Stepanova.1@osu.edu ASAP if you will need to set up a proctoring service. Please note that a fee will be required for proctoring your test.

Your mental health!

A recent American College Health Survey found stress, sleep problems, anxiety, depression, interpersonal concerns, death of a significant other and alcohol use among the top ten health impediments to academic performance. Students experiencing personal problems or situational crises during the quarter are encouraged to contact the OSU Counseling and Consultation Services (614-292-5766) for assistance, support and advocacy. This service is free and confidential.

Course schedule (tentative)

Week*	Dates*	Topics, Readings, Assignments, Deadlines
1	January 8	Orientation*
10	September 15	Contract Week

* Students should set up a video-appointment with I.I. Supervisor to go over course policies. I.I. Supervisor will contact all enrolled students the week before classes begin.

Contract Week

• During this week (and only during this week), you may make changes to your contract (adjusting the number of credit hours). In order to do so:

- Make an appointment to change credit hours (only during this week)
- Download, fill out and print the completed Credit Contract Form.
https://cllc.osu.edu/sites/cllc.osu.edu/files/ii_adjustto2022_2.pdf
- If you want to drop the course you must do so through your college advisor. You cannot drop the course by simply dropping to 0 credits on the contract adjustment form. Dropping an entire course will result in the Grade of “W” for the course in most cases. (Even if you are enrolled in two courses, if you drop all the credits for one of the courses, you will receive a “W” in most cases.)
- The number of credits for which you are registered at the end of contract week is binding. Failure to sign a contract may cause problems at the end of the semester; an incorrect registration may prevent the instructor from assigning a grade.

RUSSIAN 2104.51 INTERMEDIATE RUSSIAN II (SELF- PACED LEARNING)

1-4 credit hours, independent study

Instructor

Instructor:

Email address:

Phone number: xxx-xxx-xxxx

Office hours: TBD

Course description

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Grading and faculty response

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 60–66.9: D
 Below 60: E

Please, note the 80% rule in the TEST section.

Credit Hours

The amount of work that you complete in your course depends on the number of credit hours that you are taking. Each credit hour corresponds to a given amount of work. Please consult this chart to see how much work you will complete for each credit hour you take.

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1 Credit Hour	Chapter 1 (first half)
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4 Credit Hours	Chapter 3

Activities and Exercises

Textbook activities

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either to write a short paragraph or an essay or you will be asked to practice speaking on a given topic. You will then go over these activities with your instructor.

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Some of the online activities will be more open-ended and personalized. You will go over those with your instructor.

Access to online activities (and the online version of the textbook)

Once you purchase access to MyRussianLab that contains all the online exercises for the course (<http://mylabs.px.pearsoned.com/Pegasus/frmLogin.aspx?s=3>), the vendor will give you a login and a password. You will also need the course ID that you can find in this syllabus and that can be requested from your instructor.

Tests

Once you have completed a homework check and a conversation session, you can take the tests for the chapter. There is a written test (that includes listening comprehension, reading, vocabulary, and grammar) and an oral test. They can be taken in any order.

The Department relies on a mastery-based approach for on-line language courses. This means that we require our students to score at least 80% for each test (oral and written) per chapter. If you score below an 80%, you would be required to retake the test. Two retakes are allowed; i.e. you can take each test up to three times total. Each time you will be given a different test variant (A, B, or C). If you fail the test on your third take on any of the tests, this will result in an “E” for the entire course.

There is no penalty for the first retake. But if you are doing a second retake (Variant C) you will lose points: 1% for the oral test, and 3% for the written test.

Oral test

To take the oral test, you need to schedule an appointment with an instructor. You will then be given a prompt and asked to have a conversation with your instructor on a given topic.

The oral test constitutes 15% of your score for the chapter. The passing score for the oral test is 12%. If your score is below 12%, this is considered a ‘fail’. In that case you would be required to retake the oral test.

You cannot re-take a test on the same day. There are three variants of each regular unit test (i.e. – Oral Variant A, B, C; Listening Variant A, B, C, Written Variant A, B, C). If you fail all three variants of a test, you will receive an “E” for the course.

Written test

To take the written test, you do not need to schedule an appointment with your instructor. All exams will be taken through the individualized instruction center in Hagerty Hall 120.

The written test (including the reading portion) constitutes 85% of your score for the chapter. The passing score for the writing test is 68%. If your score is below 68%, this is considered a ‘fail’. In that case you would be required to retake the writing test.

There are three variants of each regular unit test (i.e. – Oral Variant A, B, C; Listening Variant A, B, C, Written Variant A, B, C). If you fail all three variants of a test, you will receive an “E” for the course. You will have 60 minutes to complete the exam. All written exams will be on Carmen.

Instructors will grade your test within two business days and will post your grade on Carmen. It is your responsibility to check the grade and come to retake the test should you fail it the first time. A retake cannot be requested sooner than 24 hours after the previous take.

Completion of a Chapter

After you have taken and passed all three tests, you may start working on the next chapter. Until you complete all the tests for a chapter, no work will be accepted for the next chapter.

Student participation requirements

This online course is based on our individualized instruction (self-paced courses). This means that while we provide deadlines for the completion of each chapter, it is your responsibility to decide at what pace you will be moving through the course within those deadlines.

The recommendation is that you divide up the work evenly for every day of every week that you will be working on a certain chapter and spend approximately 2 hours a day doing your work.

Frequent logins into the system are not a sign of progress, completed work is.

- **Office hours:** Students are encouraged to make any additional appointments ahead of coming to the offices in 120. Please reference the schedule outside of the Slavic office for instructor availability.
- **Homework check is required once per chapter.** However, scheduling additional sessions as you are working your way through each chapter is highly recommended.
- To schedule a meeting, please go to www.osuui.org , log in with your last name.# and the last four digits of your BuckID (the shorter one). During the homework check session, you will go over your homework with your instructor. The instructor will make corrections and

provide explanations as needed. If large sections of the homework are missing, you might be asked to complete those first and come back for another homework check session. The same applies if the instructor thinks that the quality of the completed homework is not good enough. You may not proceed onto the next stages towards the completion of a chapter, until the homework has been checked by your instructor.

- Next step after the homework check is the conversation session. **Conversation session is required once per chapter.** However, scheduling additional sessions as you are working your way through each chapter is highly recommended.
- During this session, you will work through different activities with your instructor. All these activities will involve speaking. You will be given prompts (e.g. pictures) and/or asked questions. Most of the conversation practice will be in the form of dialogues. If your instructor believes that you need more practice, he or she might ask you to prepare more and schedule another conversation session. You may not proceed to taking any of the tests until you get a 'pass' on the conversation session.

Other course policies

Student Services at OSU

For more information about the student academic services offered on the OSU main campus, please visit <http://advising.osu.edu/welcome.shtml>

Other services can be found at the Student Academic Services building on Lane avenue. Please visit <http://ssc.osu.edu/> for information on walk in times, contact information, and the financial aid/document uploader.

Extras

Credit by exam:

If you are new to OSU this semester and have studied Russian elsewhere, you may qualify for transfer credit or credit by examination. See your instructor immediately, for this opportunity may be lost to you after you have taken your first Russian course at OSU.

Study in Russia:

It is not too early for you to start thinking about study abroad in Russia. No matter what your major is, this can be an irreplaceable educational experience for you. Ask about it.

Thinking of Majoring or Minor in Russian?

A Russian major or minor can be very useful for your future career, particularly when combined with a degree in education, business, math, or science. Students who complete Russian 1103 are just a few courses shy of earning a Russian minor. Please contact Dr. Jennifer Suchland (suchland.15@osu.edu) for more information on major and minor programs in Russian.

Extra-Curricular Activities:

Students of Russian at Ohio State may take advantage of a wealth of extra-curricular activities sponsored by the Department and by other units at Ohio State, including lectures, informal conversation gatherings (Russian Table), films, Russian news broadcasts, parties and more. You may receive up to three points of extra credit added to each test/exam grade. Extra-curricular activities will be announced in class, but we also encourage you to sign up for the Slavic Center Monday e-mail list at csees@osu.edu that provides a comprehensive list of all Slavic related events at OSU and beyond.

Statement on Academic Misconduct

It is the responsibility of the Committee on Academic Misconduct to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term “academic misconduct” includes all forms of student academic misconduct wherever committed; illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. Instructors shall report all instances of alleged academic misconduct to the committee (Faculty Rule 3335-5-487). For additional information, see the Code of Student Conduct <http://studentlife.osu.edu/csc/>.

Policies for this online course

Tests: You must complete all tests yourself, without any external help or communication.

If I suspect that a student has committed academic misconduct in this course, I am obligated by University Rules to report my suspicions to the Committee on Academic Misconduct. If COAM determines that you have violated the University’s *Code of Student Conduct* (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the University.

If you have any questions about the above policy or what constitutes academic misconduct in this course, please contact me.

Other sources of information on academic misconduct (integrity) to which you can refer include:

- The Committee on Academic Misconduct web pages ([COAM Home](#))
- *Ten Suggestions for Preserving Academic Integrity* ([Ten Suggestions](#))
- *Eight Cardinal Rules of Academic Integrity* (www.northwestern.edu/uacc/8cards.htm)

Copyright disclaimer

The materials used in connection with this course may be subject to copyright protection and are only for the use of students officially enrolled in the course for the educational purposes associated with the course. Copyright law must be considered before copying, retaining, or disseminating materials outside of the course.

Statement on Title IX

Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories (e.g., race). If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleix.osu.edu> or by contacting the Ohio State Title IX Coordinator, Kellie Brennan, at titleix@osu.edu

Accessibility accommodations for students with disabilities

The University strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please let me know via email immediately so that we can privately discuss options. You are also welcome to register with Student Life Disability Services to establish reasonable accommodations. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. SLDS contact information: slds@osu.edu; 614-292- 3307; slds.osu.edu; 098 Baker Hall, 113 W. 12th Avenue.

Your mental health!

A recent American College Health Survey found stress, sleep problems, anxiety, depression, interpersonal concerns, death of a significant other and alcohol use among the top ten health impediments to academic performance. Students experiencing personal problems or situational crises during the quarter are encouraged to contact the OSU Counseling and Consultation Services (614-292-5766) for assistance, support and advocacy. This service is free and confidential.

Course schedule

Week*	Dates*	Topics, Readings, Assignments, Deadlines
1	August 21	Orientation*

10		Contract Week
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Contract Week

- During this week (and only during this week), you may make changes to your contract (adjusting the number of credit hours). In order to do so:
 - Make an appointment to change credit hours (only during this week)
 - Download, fill out and print the completed Credit Contract Form.
https://cllc.osu.edu/sites/cllc.osu.edu/files/ii_adjustto2022_2.pdf
 - If you want to drop the course you must do so through your college advisor. You cannot drop the course by simply dropping to 0 credits on the contract adjustment form. Dropping an entire course will result in the Grade of “W” for the course in most cases. (Even if you are enrolled in two courses, if you drop all the credits for one of the courses, you will receive a “W” in most cases.)
- The number of credits for which you are registered at the end of contract week is binding. Failure to sign a contract may cause problems at the end of the semester; an incorrect registration may prevent the instructor from assigning a grade.

Arts and Sciences Distance Learning Course Component Technical Review Checklist

Course: Russian 2104.99
Instructor: Stepanova
Summary: Elementary Russian

Standard - Course Technology	Yes	Yes with Revisions	No	Feedback/ Recomm.
6.1 The tools used in the course support the learning objectives and competencies.	X			Tools include: <ul style="list-style-type: none"> • Carmen • MyRussianLab • Carmen Connect
6.2 Course tools promote learner engagement and active learning.	X			Use of Carmen Wiki for collaborative projects, Carmen Connect for text, audio and Video chat including but not limited to use with instructor's office hours.
6.3 Technologies required in the course are readily obtainable.	X			All utilities are made available for free site license via OSU or by free registration on external site.
6.4 The course technologies are current.	X			All applications are web based and current.
6.5 Links are provided to privacy policies for all external tools required in the course.	X			MyRussianLab is the only external resource and a link to the privacy policy is provided.
Standard - Learner Support				
7.1 The course instructions articulate or link to a clear description of the technical support offered and how to access it.	X			Links to 8Help and support for MyRussianLab are provided.
7.2 Course instructions articulate or link to the institution's accessibility policies and services.	X			a
7.3 Course instructions articulate or link to an explanation of how the institution's academic support services and resources can help learners succeed in the course and how learners can obtain them.	X			b
7.4 Course instructions articulate or link to an explanation of how the institution's student services and resources can help learners succeed and how learners can obtain them.	X			c
Standard – Accessibility and Usability				
8.1 Course navigation facilitates ease of use.	X			Recommend using the Carmen Distance Learning "Master Course" template developed by ODEE and available in the Canvas Commons to provide student-users with a consistent user experience in terms of navigation and access to course content.
8.2 Information is provided about the accessibility of all technologies required in the course.	X			Links to internal services are provided and external tool accessibility policies are made readily available on the respective tool's website.
8.3 The course provides alternative means of access to course materials in formats that meet the needs of diverse learners.	X			Recommend that resources be developed to address any requests for alternative means of access to course materials.

8.4 The course design facilitates readability	X		Recommend using the Carmen Distance Learning "Master Course" template developed by ODEE and available in the Canvas Commons to provide student-users with a consistent user experience in terms of navigation and access to course content.
8.5 Course multimedia facilitate ease of use.	X		All assignments and activities that use the Carmen LMS with embedded multimedia facilitates ease of use. All other multimedia resources facilitate ease of use by being available through a standard web browser

Reviewer Information

- Date reviewed: 4/3/18
- Reviewed by: Ian Anderson

Notes: Very well put together and thorough syllabus. No changes other than adding a phone number in the contact info are recommended.

^aThe following statement about disability services (recommended 16 point font):
 Students with disabilities (including mental health, chronic or temporary medical conditions) that have been certified by the Office of Student Life Disability Services will be appropriately accommodated and should inform the instructor as soon as possible of their needs. The Office of Student Life Disability Services is located in 098 Baker Hall, 113 W. 12th Avenue; telephone 614- 292-3307, slds@osu.edu; slds.osu.edu.

^bAdd to the syllabus this link with an overview and contact information for the student academic services offered on the OSU main campus.
<http://advising.osu.edu/welcome.shtml>

^cAdd to the syllabus this link with an overview and contact information for student services offered on the OSU main campus. <http://ssc.osu.edu>. Also, consider including this link in the "Other Course Policies" section of the syllabus.

Curriculum Map for Russian Major

	Program Goals		
	Goal 1 Lang. Proficiency	Goal 2 Analytic Skills	Goal 3 Cult. Appreciation
Prerequisites			
Russian 1101	Novice Low/Mid	NA	Novice Low
Russian 1102	Novice Mid/High	NA	Novice Mid
Russian 1103	Novice High	NA	Novice High
Russian 1133	Intermediate Low	NA	Intermediate Low
Required Courses			
Russian 2104	Novice High/ Intermediate Low	NA	Novice High/Intermediate Low
Russian 2144	Intermediate Low/Mid	NA	Intermediate Mid
Russian 3101	Intermediate Low	NA	Intermediate Low
Russian 3102	Intermediate Mid	NA	Intermediate Med
Russian 4575	Intermediate High	Advanced	Advanced
Language Elective Courses			
Russian 3121/3122	Intermediate Low	NA	Intermediate High
Russian 4101/4102	Intermediate Low/Mid	NA	Advanced
Russian 4135	Novice/Intermediate	Intermediate	Novice
Russian 4136	Intermediate/Advanced	Advanced	Intermediate/Advanced
Russian 5101/5102	Intermediate High/Advanced Low	Advanced	Advanced
Literature, Culture, Linguistics Elective Courses			
Medren 2513	NA	Novice	Novice
Russian 2250	NA	Novice	Novice
Russian 2335	NA	Novice	Novice
Russian 2345	NA	Novice	Novice
Russian 3460	NA	Intermediate	Intermediate
Russian 3350	NA	Intermediate	Intermediate
Russian 3470	NA	Intermediate	Intermediate
Russian 4220/4221	NA	Advanced	Advanced
Russian 4600	Novice	Advanced	Advanced
Russian 5225	NA	Advanced	Advanced
Russian 5230	NA	Advanced	Advanced

Russian 5250 -(including all decimal suffixes)	NA	Advanced	Advanced
Russian 5460	NA	Advanced	Advanced
Russian 5530	Intermediate	Advanced	Advanced
Russian 5601	Advanced	Advanced	Advanced
Russian 5630	Intermediate/Advanced	Advanced	Advanced
Russian 5701	Advanced	Advanced	Advanced
Slavic 2330	NA	Novice	Novice
Slavic 2365	NA	Novice	Novice
Slavic 3360	NA	Intermediate	Intermediate
Slavic 3310	NA	Intermediate	Intermediate
Slavic 3333	NA	Intermediate	Intermediate
Slavic 3800	NA	Intermediate	Intermediate
Slavic 4520H	NA	Advanced	Advanced
Slavic 4560H	NA	Advanced	Advanced
Slavic 4260H	NA	Advanced	Advanced
Slavic 4597	NA	Advanced	Advanced
Slavic 5450	NA	Advanced	Advanced