

## Term Information

Effective Term Spring 2020

## 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 2200  
Course Title Russian Language and Culture for Travel and Business  
Transcript Abbreviation Russian Travel  
Course Description During this course students will gain a general knowledge of Russian every-day cultural etiquette, as well as Russian business culture. Students who do not have previous knowledge of the language are encouraged to register for two credit hours, which will cover both essential phrases and vocabulary to travel in Russia and day-to-day cultural and business matters.  
Semester Credit Hours/Units Variable: Min 1 Max 2

## Offering Information

Length Of Course 14 Week, 12 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 No  
Course Components Lecture  
Grade Roster Component Lecture  
Credit Available by Exam No  
Admission Condition Course No  
Off Campus Never  
Campus of Offering Columbus

## Prerequisites and Exclusions

Prerequisites/Corequisites  
Exclusions  
Electronically Enforced No

## Cross-Listings

Cross-Listings

## Subject/CIP Code

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

## Requirement/Elective Designation

The course is an elective (for this or other units) or is a service course for other units

## Course Details

### Course goals or learning objectives/outcomes

- Students will learn culturally appropriate behaviors, and have attained the knowledge and confidence to travel to Russia, stay in and navigate around a large city, and be familiar with business and socio-cultural normalcies.
- Students will learn survival phrases for travel and business in Russia.

### Content Topic List

- Preparing to go to Russia (basic country info, government structure, documents, what to pack)
- Getting around in Russian cities
- "The Russian Soul," Other Russian Customs, Traditions, and Superstitions

### Sought Concurrence

No

## Attachments

- Russian 2200 Peterson.pdf: ASC Tech Review

*(Other Supporting Documentation. Owner: Peterson,Derek)*

- Russian 2200 Syllabus.docx

*(Syllabus. Owner: Peterson,Derek)*

## Comments

- This course is to be considered as part of Essential Skills for Travel and Business in Russia certificate proposal (also submitted June 3, 2019). *(by Peterson,Derek on 06/03/2019 01:47 PM)*

## Workflow Information

Status	User(s)	Date/Time	Step
Submitted	Peterson,Derek	06/03/2019 01:55 PM	Submitted for Approval
Approved	Peterson,Derek	06/03/2019 01:55 PM	Unit Approval
Approved	Heysel,Garett Robert	06/05/2019 09:40 PM	College Approval
Pending Approval	Nolen,Dawn Vankeerbergen,Bernadette Chantal Oldroyd,Shelby Quinn Hanlin,Deborah Kay Jenkins,Mary Ellen Bigler	06/05/2019 09:40 PM	ASCCAO Approval

Department of Slavic and East European Languages and Cultures  
The Ohio State University  
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**Russian 2200**  
**RUSSIAN LANGUAGE AND CULTURE FOR TRAVEL AND BUSINESS**  
**Departmental Syllabus and Student Information**  
**Spring Semester 2020**  
**(Lecture, 1-2 cr./hr.)**

Instructor:  
E-mail:  
Office hours (conducted via CarmenConnect):  
Office:

Welcome to Russian Language and Culture for Travel and Business (Russian 2200)! During this course students will gain a general knowledge of Russian every-day cultural etiquette, as well as Russian business culture. This course is conducted in English for one-credit hour. Students who take it for two credit hours will learn the alphabet and a limited number of important survival and business-centered phrases in Russian.

Students who do not have previous knowledge of the language are encouraged to register for two credit hours, which will cover both essential phrases and vocabulary to travel in Russia and day-to-day cultural and business matters. Students who completed Russian 1103 (or are at a relatively similar level) can register for one credit hour, though they are welcome to register for two credits of more practice before travel.

**Audio, video, and reading materials:**

There will be no required textbooks for this class. All course materials will be posted or linked on Carmen throughout the semester.

**Objectives (for one credit hour):**

At the end of this course, students will learn culturally appropriate behaviors, and have attained the knowledge and confidence to travel to Russia, stay in and navigate around a large city, and be familiar with business and socio-cultural normalcies.

**Objectives (for two credit hours):**

In addition to the learning objectives outlined above, students will learn survival phrases for travel and business in Russia. Topics include preparing to travel, arriving in Russia, getting around cities, patronizing hotels and restaurants, meeting with Russian (business) contacts, attending various events.

There are no prerequisites for this course.

## 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](mailto: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

- 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>.

## Grading (for one credit hour):

This course will contain the following graded components. Each unit runs for two calendar weeks.

- **Unit content checks – 60%.** Student are expected to understand key points of the unit in order to prepare themselves for their travels to Russia. Content checks will consist of multiple choice, fill in the blank, and/or short answer questions. All content checks will be completed on the course Carmen page.
- **Short essay to compare two cultures – 40%.** Students can select the topic covered in the course or may select their own topic with consultation with the instructor. The length of the essay should be between 1 and 2 pages.

### Grading (for two credit hours):

- **Unit content checks – 50%.** Student are expected to understand key points of the unit in order to prepare themselves for their travels to Russia. Content checks will consist of multiple choice, fill in the blank, and/or short answer questions. All content checks will be completed on the course Carmen page.
- **Short essay to compare two cultures – 30%.** Students can select the topic covered in the course or may select their own topic with consultation with the instructor. The length of the essay should be between 1 and 2 pages.
- **Final exam consisting of a monologue recording on Carmen – 20%.** Students will record and submit a polished 30-second to 1-minute monologue based on a unit theme or a topic of their choice in consultation with the instructor.

### Late assignments

Each online assignment will be timed and assigned a due date and time, and it is a student's responsibility to schedule all work accordingly in order not to miss important class deadlines.

### Grading scheme:

At the end of the semester your final percentage will determine your final grade, as follows:

93 - 100	<b>A</b>	80 - 82	<b>B-</b>	67 - 69	<b>D+</b>
90 - 92	<b>A-</b>	77 - 79	<b>C+</b>	63 - 66	<b>D</b>
87 - 89	<b>B+</b>	73 - 76	<b>C</b>	60-62	<b>D-</b>
83 - 86	<b>B</b>	70 - 72	<b>C-</b>	59 and below	<b>E</b>

### 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 most assignments, you can generally expect feedback within **2 days**.

#### E-mail

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

## **Student participation requirements**

Because this is a distance-education course, your attendance is based on your online activity and participation. The following is a summary of everyone's expected participation:

- **Logging in: AT LEAST TWICE PER WEEK**  
Be sure you are logging in to the course in Carmen each week, including weeks with holidays or weeks with minimal online course activity. (During most weeks you will probably log in many times.) If you have a situation that might cause you to miss an entire week of class, discuss it with me *as soon as possible*.
- **Office hours and live sessions: OPTIONAL OR FLEXIBLE**  
All live, scheduled events for the course, including my office hours, are optional. For live presentations, I will provide a recording that you can watch later. If you are required to discuss an assignment with me, please contact me at the beginning of the week if you need a time outside my scheduled office hours.

## **Other Course Policies**

### **Academic integrity policy**

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/>.

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

### **Disability Services**

**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 immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with Student Life Disability Services. 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](mailto:slds@osu.edu); 614-292-3307; [slds.osu.edu](http://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 (Canvas) accessibility
- Streaming audio and video
- Synchronous course tools

## 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.

## COURSE SCHEDULE:

**Note:** “A” content and assignments are for the students registered for one credit hour. “A” and “B” are for students registered for two credit hours.

### Unit 1 (January 6-19): Preparing to go to Russia (basic country info, government structure, documents, what to pack)

<p><b>A.</b> During this unit you will learn to prepare for and complete the following goals:</p> <ul style="list-style-type: none"><li>• Become familiarized with important geographical, historical, and cultural facts about Russia</li><li>• Learn about the Russian diplomatic presence in the USA and apply for a Russian visa</li></ul>
<p><b>B.</b> You will learn some letters:</p> <ul style="list-style-type: none"><li>• Tables I and II</li></ul>
<p>Unit 1 Assignments:</p> <ul style="list-style-type: none"><li>• <b>A:</b> Online quiz on basic Russian geography, culture, and visa application process</li><li>• <b>B:</b> Be able to recognize the letters from Tables I and II, know how to pronounce them and be able to read the words with these letters.</li></ul>

### Unit 2 (January 20-February 2): What to wear, where to stay, what to eat in Russia (business situations)

<p><b>A.</b> During this unit you will learn to prepare for and complete the following goals:</p> <ul style="list-style-type: none"><li>• Coordinate clothing for the social, office and business events</li><li>• Coordinate clothing for winter and inclement weather</li><li>• Show respect for “shoeless” environments</li></ul>
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<p><b>B.</b> You will also learn some letters:</p> <ul style="list-style-type: none"> <li>• Tables III and IV</li> </ul>
<p>Unit 2 Assignments:</p> <ul style="list-style-type: none"> <li>• <b>A:</b> Online quiz on Russian clothing culture</li> <li>• <b>B:</b> Be able to recognize the letters from Tables III and IV, know how to pronounce them and be able to read the words with these letters.</li> </ul>

### Unit 3 (February 3-16): Getting around in Russian cities

<p><b>A.</b> During this unit you will learn to prepare for and complete the following goals:</p> <ul style="list-style-type: none"> <li>• Arrive and depart through customs and border control points</li> <li>• How to navigate from the airport or train station to the city center</li> <li>• How to purchase a ticket for public transportation</li> <li>• Understand the public transportation system (bus, trolleybus, tram, metro, etc.)</li> <li>• How to ride an intercity train</li> </ul>
<p><b>B.</b> You will also learn some letters:</p> <ul style="list-style-type: none"> <li>• Tables V and VI</li> </ul>
<p>Unit 3 Assignments:</p> <ul style="list-style-type: none"> <li>• <b>A:</b> Quiz on Russian urban public transit</li> <li>• <b>B:</b> Be able to recognize the letters from Tables V and VI, know how to pronounce them and be able to read the words with these letters.</li> </ul>

### Unit 4 (February 17-March 1): Meeting People in Official and Business Environments

<p><b>A.</b> During this unit you will learn to prepare for and complete the following goals:</p> <ul style="list-style-type: none"> <li>• Understand and adapt to Russian every day and business customs, including punctuality, introductions, conversation, and decision-making protocol</li> <li>• Respect social and business etiquette</li> <li>• How to establish ongoing contacts</li> </ul>
<p><b>B.</b> You will also learn phrases for the following situations:</p> <ul style="list-style-type: none"> <li>• Introducing yourself, asking for simple directions from Table VII.</li> </ul>
<p>Unit 4 Assignments:</p> <ul style="list-style-type: none"> <li>• <b>A:</b> Quiz on the logistics of a meeting with a people in different environments.</li> <li>• <b>B:</b> Be able to read/pronounce phrases from Table VII.</li> </ul>

### Unit 5 (March 2-March 22): Additional Social Situations

<p><b>A.</b> During this unit you will learn to prepare for and complete the following goals:</p> <ul style="list-style-type: none"> <li>• Pay a social visit and/or attend a party</li> <li>• Travel to a dacha and the banya</li> <li>• Attend a <i>korporativ</i></li> <li>• Navigate or politely avoid Russian drinking customs</li> </ul>
<p><b>B.</b> You will also learn phrases for the following situations:</p> <ul style="list-style-type: none"> <li>• Useful airport and hotel.</li> </ul>
<p>Unit 5 Assignments:</p>



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| <ul style="list-style-type: none"><li>• <b>A:</b> Quiz on dacha and banya etiquette</li><li>• <b>B:</b> Be able to read and pronounce phrases from Table VIII.</li></ul> |
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**Unit 6: (March 23-April 5) “The Russian Soul,” Other Russian Customs, Traditions, and Superstitions**

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| <p><b>A.</b> During this unit you will learn to prepare for and complete the following goals:</p> <ul style="list-style-type: none"><li>• Learn about Russia’s major holidays</li><li>• Learn how to give an appropriate gift on a variety of occasions</li><li>• Learn and avoid behaviors associated with Russian superstitions and conceptions of bad manners</li></ul> |
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| <p><b>B.</b> You will also learn phrases for the following situations:</p> <ul style="list-style-type: none"><li>• Basic phrases for going shopping and sightseeing.</li></ul> |
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Unit 6 Assignments:
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| <ul style="list-style-type: none"><li>• <b>A:</b> Quiz on Russia holidays and bad manners.</li><li>• <b>B:</b> Be able to read and pronounce phrases from Table IX.</li></ul> |
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**Unit 7 (April 6-19): Russian Food**

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| <p><b>A.</b> During this unit you will learn some general facts about Russian cuisine and complete the following goals:</p> <ul style="list-style-type: none"><li>• Learn about traditions of eating at home and out</li><li>• Learn about types of restaurants.</li></ul> |
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| <p><b>B.</b> You will also learn phrases for the following situations:</p> <ul style="list-style-type: none"><li>• Useful restaurant phrases, some names of Russian foods and drinks.</li></ul> |
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Unit 7 Assignment:
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| <ul style="list-style-type: none"><li>• <b>A:</b> Quiz on Russia Russian cuisine.</li><li>• <b>B:</b> Be able to read and pronounce phrases from Table X.</li></ul> |
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**Final Week of Semester:**

**Final short essay due for students registered for 1 credit hour.**

**Final short essay and recording due for students registered for 2 credit hours.**

## Arts and Sciences Distance Learning Course Component Technical Review Checklist

**Course:** Russian 2200

**Instructor:** TBD

**Summary:** RUSSIAN LANGUAGE AND CULTURE FOR TRAVEL AND BUSINESS

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			<ul style="list-style-type: none"> <li>Carmen</li> <li>Carmen Connect</li> <li>Carmen Wiki</li> </ul>
6.2 Course tools promote learner engagement and active learning.	X			Carmen wiki for collaboration.
6.3 Technologies required in the course are readily obtainable.	X			All available either for free or by OSU site license.
6.4 The course technologies are current.	X			Technologies are web based and updated regularly.
6.5 Links are provided to privacy policies for all external tools required in the course.	X			No third party tools are used.
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 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			No third party tools are used.
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

				<p>embedded multimedia facilitates ease of use. All other multimedia resources facilitate ease of use by being available through a standard web browser</p>
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**Reviewer Information**

- Date reviewed: 6/3/19
- Reviewed by: Ian Anderson

**Notes:**

<sup>a</sup>The 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](mailto:slds@osu.edu); [slds.osu.edu](http://slds.osu.edu).

<sup>b</sup>Add 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>

<sup>c</sup>Add 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.