



Arts and Sciences Curriculum Committee
College of Arts and Sciences
The Ohio State University

May 22, 2019

Dear Colleagues:

I am writing to express my support for our department's proposal for the creation of a new certificate, "Essential Skills for Travel and Business in Russia." This new program will advance our departmental mission by offering flexible opportunities to students outside the College of Arts and Sciences, on our branch campuses, as well as to the general public to gain essential Russian language skills and everyday cultural competency. Considering that Russia has asserted itself as an important global political and economic power, and has a rich history and culture, essential knowledge about the country's language and cultural customs will contribute to a wide range of students' career aspirations, as well as to professionals already in the work force and tourists.

Please do not hesitate to contact me if you have any questions.

Sincerely,

Yana Hashamova
Professor and Chair

(SAMPLE ADVISING SHEET)

COLLEGE OF ARTS AND SCIENCES
THE OHIO STATE UNIVERSITY

Essential Skills for Travel and Business in Russia

1. Required Information

- Certificate Type: Type 1a and 1b, stand-alone post-high school undergraduate certificate and embedded certificate.
- Methods of delivery: can be 1) wholly on-line, or 2) mixture of online and in-person.
- Implementation date: Spring 2020
- Academic unit responsible for administering the certificate program: DSEELC

2. Rationale

- Describe the rationale/purpose of the certificate. STEM/Business majors are frequently asked to operate in a global environment as firms expand their markets. Understanding the culture and business practices of other countries can make the students (engineers, businessmen, travelers) more competitive and sought after. Increasingly, companies see the need for employees with language and culture skills. Finishing this program will certify a basic level of competence enabling the applicant to satisfy communicative needs in everyday areas of social and business communication.
- A likely source of student demand for the proposed certificate (with one or two examples): A likely source of student demand will come from: a) general public who travels to Russian for tourism and business, and need basic skills to communicate, b) Ohio State students with Business, Natural Science, Engineering, and Public Affairs majors with professional interest in Russian (or other countries where Russian is spoken), c) complementary course of study open to students from any undergraduate degree, d) students who want to achieve basic proficiency in Russian whose home institution does not offer Russian courses.
- *Upon completion of the academic certificate in Essential Russian for Travel and Business, learners will be better prepared to: 1) utilize basic competence in the Russian language and culture to satisfy minimal communicative needs in a limited number of everyday situations, and 2) satisfy basic communicative needs in everyday business and cultural encounters.*

3. Relationship to Other Programs / Benchmarking

- Identify any overlaps with other programs or departments within the university. Append letters of concurrence or objection from related units. – None.
- Indicate whether this certificate or a similar certificate was submitted for approval previously. Explain at what stage and why that proposal was not approved or was withdrawn. – No.
- Identify similar programs at other universities in Ohio or in the United States and their levels of success: 1) Russian Studies Certificate Program at Ohio University (https://catalogs.ohio.edu/preview_program.php?catoid=39&poid=10277&returnto=2399)

2) Russian Language and Culture Certificate Program at Princeton

(<https://slavic.princeton.edu/undergraduate-program/russian-language-and-culture-certificate-program>)

The proposed certificate is going to be different in a way that students can do all the courses in the on-line mode and it is intended for those with no previous knowledge of Russian. The above certificates are intended for those who already have basic Russian skills and can only be taken at the respective institutions.

4. Student Enrollment

- Indicate the number of students you anticipate will choose to pursue this certificate. – 10-20 students.

5. Curricular Requirements

- The minimum number of credits required for completion of the certificate – 12 credit hours.
- Indicate the number of semesters expected to complete the certificate. Confirm that courses are offered frequently enough and have the capacity to meet this expectation. – The number of semesters: two. The courses are offered frequently enough to meet this expectation.
- If applicable, describe existing facilities, equipment, and off-campus field experience and clinical sites to be used. Indicate how the use of these facilities, equipment, etc., will impact other existing programs. N/A
- For interdisciplinary certificates, describe the way in which advising and other student support will be provided. N/A.
- If applicable, describe additional university resources (including advisors and libraries) that will be required for the new certificate. N/A.
- Provide the following in appendices.
 - ASC advising sheet for proposed certificate.
 - Semester-by-semester sample program.
 - A list of the courses (department, title, credit hours, description) which constitute the requirements and other components of the certificate. Identify prerequisite courses where relevant. Indicate which courses are currently offered and which will be new. When the new course requests are submitted through curriculum.osu.edu, indicate that those course requests are being submitted as part of a new certificate proposal. As much as possible, the curriculum committees will review the course requests in conjunction with the certificate proposal.

(SAMPLE CERTIFICATE COMPLETION SHEET)

COLLEGE OF ARTS AND SCIENCES

ESSENTIAL SKILLS FOR TRAVEL AND BUSINESS IN RUSSIA

STUDENT NAME: _____

STUDENT OSU EMAIL: _____

CERTIFICATE ADVISOR NAME: _____

REQUIRED CORE COURSES (12-13 HOURS)

Course (Hours)	Course Grade	Term Completed
Russian 1101.01 (.51, .61) (4 Credits)		
Russian 1102.01 (.51, .61) (4 Credits)		
Russian Culture 2335 (.01, .99) (3 Credits)		
Russian 2200 (1-2 Credits)		

SUBSTITUTIONS APPROVED: _____

CERTIFICATE ADVISOR SIGNATURE _____

DATE _____

(SAMPLE ADVISING SHEET)

COLLEGE OF ARTS AND SCIENCES
THE OHIO STATE UNIVERSITY

ESSENTIAL SKILLS FOR TRAVEL AND BUSINESS IN RUSSIA

Coordinating Advisor: Andy Spencer, 355 Hagerty Hall
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spencer.4@osu.edu

The 12-13 credit hour Essential Skills for Travel and Business in Russia Certificate provides students with the minimal communicative skills to satisfy basic needs in a limited number of everyday travel and business situations.

Required core courses (12 credits):

- **Russian 1101.01/.51/.61:** Introduction to Russian (Elementary Level 1) (4 cr/hr)
- **Russian 1102.01/.51/.61:** Introduction to Russian (Elementary Level 2) (4 cr/hr)
- **Magnificence, Mayhem, and Mafia: Russian Culture - Russian 2335.01/.99:** Russian culture from its foundations to the 21st century through analysis of literature, film, music, visual arts, beliefs, and customs. Taught in English (3cr/hr)
- **Russian Language and Culture for Travel and Business – Russian 2200** Over view of Russian every-day cultural etiquette, as well as Russian business culture, and essential phrases and vocabulary to travel in Russia and navigate day-to-day cultural and business matters (1-2 cr/hr)

Essential Skills for Travel and Business in Russia
Certificate program guidelines

The following guidelines govern the Essential Skills for Travel and Business in Russia Certificate. Required for certificate: Yes.

Credit hours required: Minimum of 12 credits.

Overlap with a major

- The certificate must be in a different subject than the major.
- Max 50% overlap with major program courses.

Grades required

- Minimum C- for a course to be listed on the certificate.
- Minimum 2.00 cumulative point-hour ratio required for the certificate.

X193 credits: Not permitted.

Filing the certificate program form: The certificate program form must be filed at least by the time the graduation application is submitted to a college/school counselor.

Changing the certificate: Once the certificate program is filed in the college office, any changes must be approved by the College of Arts and Sciences Coordinating Advisor.