

DEPARTMENT OF MODERN LANGUAGES
AND CULTURAL STUDIES

<https://uofa.ualberta.ca/modern-languages-and-cultural-studies>

2015-2016 UKR 406 B1 (Winter Term, 91725):

Business Ukrainian

Instructor: Dr. Alla Nedashkivska

Office: Arts 437-d

E-mail: alla.nedashkivska@ualberta.ca

Office Hours: W 12:00-12:50 or by appointment

Time: MWF 13:00-13:50

Place: T 1-5

Facebook: Study Ukrainian

<https://www.facebook.com/UCLLP/>

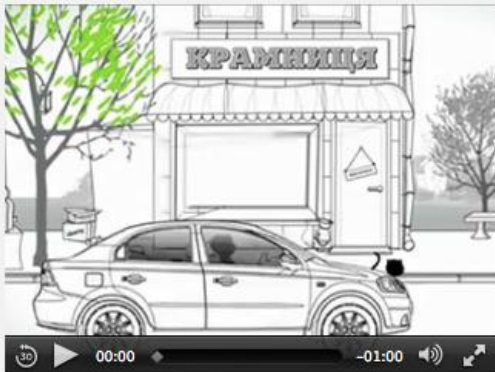
personal website:

<https://uofa.ualberta.ca/arts/about/people-collection/alla-nedashkivska>

Вступне відео

(б) Перегляньте рекламні ролики чотирьох страхових агентств.

(в) Обговоріть в загальному подані рекламні ролики. Після обговорення порівняйте реклами, звертаючи особливу увагу на послуги агентств. Для порівняння використовуйте вирази з Додатку «А»: А-2.



Course Prerequisites: UKR 304 (formerly 402), or consent of Department (UKR 406 may be taken concurrently with UKR 304).

Course-based Ethics Approval in place regarding all research projects that involve human testing, questionnaires, etc.?

Yes **No, not needed, no such projects approved**

Community Service Learning component

Required Optional None

Past or Representative Evaluative Course Material available

Exam registry – Students' Union

<http://www.su.ualberta.ca/services/infolink/exam/>

See explanations below

Document distributed in class

Other

NA

Additional mandatory Instructional fees (approved by Board of Governors)

Yes No

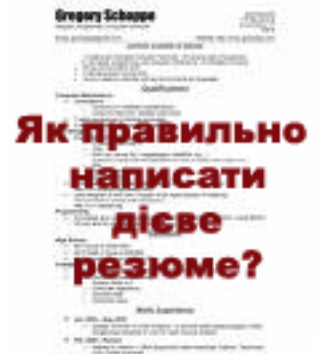
Course Description and Objectives:

Business Ukrainian Course develops a rudimentary working knowledge of the language for the purpose of business and professional contacts in Ukraine. This course uses authentic cultural materials of the professional world, which will assist students in improving their conversational and writing styles of Ukrainian. By the end of this course students will be able to: write a resume, a cover letter; engage in formal and professional correspondence; conduct a simulated job interview; 'open' a bank account in Ukraine; and discuss business etiquette in today's

Ukraine.

Texts:

Alla Nedashkivska. 2012. *Вікно у світ бізнесу: ділова українська мова* [Ukrainian for Professional Business Communication] [forthcoming]. Available to students via e-class (no purchase necessary ☺)



SUGGESTED MATERIALS

- (a) The following dictionary may be purchased from the Canadian Institute of Ukrainian Studies (460 Pembina Hall, University of Alberta, office hours: 8:00 am – 4:00 pm; phone 780 492 2904): **M. L. Podvezko and M.I. Balla, *English-Ukrainian Dictionary***. Bring your student ID card for a discount.
- (b) Alternately, the above dictionary may be purchased from the Ukrainian Bookstore in Edmonton, which also carries:
 * **C. H. Andrusyshen, *Ukrainian-English Dictionary***
 * **M. L. Podvezko, *Ukrainian-English Dictionary***
 You may select one of the above.
 The Ukrainian Bookstore is located at 10215 - 97 Street, and is open T-F 9:00-5:00, Sat. 9:00-4:00. For information, call 1-866-422-4255 or visit <http://www.ukrainianbookstore.com>
- (c) **Andrij Hornjatkevyc, *Ukrainian Reference Grammar***
 To obtain more information about this digital publication, visit: <http://www.arts.ualberta.ca/~ukraina/NewMultiMediaSite/PressRelease.html>
- (d) **Andrij Hornjatkevyc, *530 Ukrainian Verbs*** fully conjugated
 To obtain more information about this digital publication, visit: <http://www.arts.ualberta.ca/%7eukraina/NewMultiMediaSite/530HowToOrder.html>

Grade Distribution:

The FINAL GRADE will be calculated on the following basis:

Class participation/homework (Jan 4 – Apr 8 2016)	25%
Two tests (Feb 10, Apr 4, 2016)	25%
One Short project presentation (dates to be announced for each student)	15%
One news report (dates to be announced for each student)	10%
Final project presentation (Apr 6, 8 2016)	5%
Final project submit (April, 8 2016)	20%

Note: Every day each student will be assigned a grade (0%-100%) for class participation and oral preparation for class.

Written homework will be graded according to the same scale.

BONUS:

if you miss less than three classes, 1% will be added to your lowest test score



Explanatory Notes on Assignments:

Students are responsible for 2 presentations: one news presentation and one 'topic' presentation' (10 min + 5 min discussion) and a final project (10 min presentation + written)

Presentations: include presentation of new vocabulary (prior to your presentation), presentation of material, questions for discussion (an interesting discussion!)

Suggested topics/formats for your presentations:

News presentation:

News reports on a specific topic related to business/economics/trade/politics (this could also include art, music, tourism etc.)

--this could be based on an article (see the list of websites on the syllabus)

--video presentation (see your list of web sites)

Topic presentation:

--a report based on an interview with someone who conducted business in Ukraine;

--a presentation about some Ukrainian oligarch(s)/stock market/bank system/ shady economy etc.;

--a list of phrases that are necessary in order to conduct business in a specific domain (information could be obtained from various websites, see the syllabus); see also suggested topics for the final project.

Suggested topics/formats for the final project:

--if there is an issue that interests you (something that you found while preparing your presentations), you could elaborate it into a small research topic with your own position on the issue (5-6 double space pages);

--you could do a survey of Ukrainian web sites related to topics of business (this would be better in an electronic format with site samples); this type of project should include your analysis (including the discussion of language) of the sites (your portion of discussion should be at least 4-5 pages);

--you could produce a mini-dictionary of a specific domain of business (trade, media, etc.); (the list of entries should be at least 50 words, plus a discussion of these entries 2-3 pages);

-- you could interview a few people that have conducted business in Ukraine and discuss their answers (5-6 double space pages);

---prepare a portfolio for someone (imaginary person) who is going to Ukraine in order to conduct business (this should include at least 5 different documents (at least 1.5 pages each): resume, cover letter, samples of business letters etc.);

---prepare a business plan for your 'imaginary' business in Ukraine

--discuss differences between North American and Ukrainian business etiquette in a form of a 'pocket book' (a reference for someone who is going to Ukraine); (5-6 pages)

☛ **Students involved in language courses and translation courses** should be aware that on-line "translation engines" produce very dubious and unreliable "translations."

☛ **Students in languages courses** should be aware that, while seeking the advice of native or expert speakers is often helpful, **excessive editorial and creative help** in assignments is considered a form of "cheating" that violates the code of student conduct with dire consequences. An instructor or coordinator who is convinced that a student has handed in work

that he or she could not possibly reproduce without outside assistance is obliged, out of consideration of fairness to other students, to report the case to the Associate Dean of the Faculty.

☛ **Attendance, Absences, and Missed Grade Components:**

Regular attendance is essential for optimal performance in any course. In cases of potentially excusable absences due to illness or domestic affliction, notify your instructor by e-mail within two days.

Regarding absences that may be excusable and procedures for addressing course components missed as a result, consult sections 23.3(1)) <http://www.registrar.ualberta.ca/calendar/Regulations-and-Information/Academic-Regulation/23.3.html#23.3>) and 23.5.6

(<http://www.registrar.ualberta.ca/calendar/Regulations-and-Information/Academic-Regulation/23.5.html#23.5>) of the University Calendar. Be aware that unexcused absences will result in partial or total loss of the grade for the “attendance and participation” component(s) of a course, as well as for any assignments that are not handed-in or completed as a result.

In this course attendance will be taken at every class meeting. Unexcused absences will adversely affect the student’s grade.

Tardiness is counted as an unexcused absence.

Note: Every class each student will be assigned a grade (0%-100%) for class participation and oral preparation for class. Written homework will be graded according to the same scale.



☛ **Policy for Late Assignments:**

Students who consult in advance with an instructor regarding contingencies preventing the timely completion of an assignment may, at the discretion of the instructor, be granted an extension.

Otherwise, assignments may be handed in with a 5%-per-class- penalty assessed for each class of lateness for written homework assignments (over 2 classes of lateness homework will NOT be accepted).

Grading:

Marks for assignments, tests, and exams are given in percentages, to which letter grades are also assigned, according to the table below (“MLCS Grading Scale”). The percentage mark resulting from the entire term work and examination then produces the final letter grade for the course.

“MLCS Undergraduate Grading Scale”

Letter	%	Pts	Descriptor
A+	95-100%	4.0	Excellent: Superior performance showing understanding and knowledge of the subject matter far exceeding expectations.
A	90-94%	4.0	Excellent: Superior performance showing comprehensive understanding of subject matter.
A-	86-89%	3.7	Excellent: Clearly above average performance with complete knowledge of subject matter.
B+	82-85%	3.3	Good:

B	75-81%	3.0	Good: average performance with knowledge of subject matter generally complete.
B-	70-74%	2.7	Good
C+	66-69%	2.3	Satisfactory: Basic understanding of the subject matter
C	61-65%	2.0	Satisfactory
C-	58-60%	1.7	Satisfactory
D+	55-57%	1.3	Poor: Marginal performance; generally insufficient preparation for subsequent courses in the subject matter.
D	50-54%	1.0	Minimal Pass: Marginal performance; generally insufficient preparation for subsequent courses in the subject matter.
F	0-49%	0.0	Failure: Unsatisfactory performance or failure to meet course requirements.

N.B. Please remember that **25% of the final grade depends on attendance, preparation and active participation**. This margin is not an available option in heavily enrolled courses.

Consultations



Students are encouraged to consult with the instructor about any questions or problems with the course. Do not hesitate to ask your instructor for help as soon as there is a problem.



Required Notes:

“Policy about course outlines can be found in Section 23.4(2) of the University calendar.”

Academic Integrity:

“The University of Alberta is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the University in this respect. Students are particularly urged to familiarize themselves with the provisions of the Code of Student Behaviour (online at <http://www.governance.ualberta.ca/en/CodesofConductandResidenceCommunityStandards/CodeofStudentBehaviour.aspx>) and avoid any behaviour which could potentially result in suspicions of cheating, plagiarism, misrepresentation of facts and/or participation in an offence. Academic dishonesty is a serious offence and can result in suspension or expulsion from the University.”

Learning and Working Environment:

The Faculty of Arts is committed to ensuring all students; faculty and staff are able to study and work in an environment safe and free of discrimination and harassment. It does not tolerate behaviour that undermines that environment. The Department urges anyone who feels this policy has been or is being violated to:

- Discuss the matter with the person whose behaviour is causing concern; or
- If that discussion is unsatisfactory, or there is concern that direct discussion is inappropriate or threatening, discuss it with the Chair of the Department.
- For additional advice or assistance regarding this policy you may contact the student ombudservice (<http://www.ombudservice.ualberta.ca/>).
- Information about the University of Alberta Discrimination and Harassment Policy and Procedures is described in UAPPOL at <https://policiesonline.ualberta.ca/PoliciesProcedures/Pages/DispPol.aspx?PID=110>.

Academic Honesty:

All students should consult the information provided by the [Office of Judicial Affairs](#) regarding avoiding cheating and plagiarism in particular and academic dishonesty in general (see the [Academic Integrity Undergraduate Handbook](#) and [Information for Students](#)). If in doubt about what is permitted in this class, ask the instructor.

Students involved in language courses and translation courses should be aware that on-line “translation engines” produce very dubious and unreliable “translations.” **Students in languages courses** should be aware that, while seeking the advice of native or expert speakers is often helpful, **excessive editorial and creative help** in assignments is considered a form of “cheating” that violates the code of student conduct with dire consequences.

An instructor or coordinator who is convinced that a student has handed in work that he or she could not possibly reproduce without outside assistance is obliged, out of consideration of fairness to other students, to report the case to the Associate Dean of the Faculty. See the [Academic Discipline Process](#).

Recording of Lectures:

Audio or video recording of lectures, labs, seminars or any other teaching environment by students is allowed only with the prior written consent of the instructor or as a part of an approved accommodation plan. Recorded material is to be used solely for personal study, and is not to be used or distributed for any other purpose without prior written consent from the content author(s).

Student Accessibility Services:

If you have special needs that could affect your performance in this class, please let me know during the first week of the term so that appropriate arrangements can be made. If you are not already registered with Specialized Support & Disability Services, contact their office immediately (2-800 SUB; Email sasrec@ualberta.ca; Email; phone 780-492-3381; WEB www.sds.ualberta.ca).

If you would like to pursue:

Honors or Minor in Ukrainian (or Slavic and East European Studies),

Please contact your instructor for more information: alla.nedashkivska@ualberta.ca

You may also want to visit our Ukrainian Studies Hope Page: **Ukrainian Language and Literature Program:** <http://www.arts.ualberta.ca/~ukraina/Homepage.html>

For information about studying Ukrainian in Lviv, Ukraine, visit:
<http://www.arts.ualberta.ca/~ukraina/LvivCourse.html>



STUDENTS WHO PERFORM WELL IN UKR 406 (AND/OR OTHER UKRAINIAN COURSES) ARE ELIGIBLE FOR SEVERAL AWARDS.

The following four awards are adjudicated by the Department of Modern Languages and Cultural Studies and will appear on the student's transcript:

Ukrainian Women's Association of Canada (Alberta Branch) Prize

Value: \$300; Number: 1

Conditions: Offered to a student of outstanding merit in the sequence UKR 211-212 or 303-304 provided that the student's record is otherwise satisfactory.

Apply: By nomination from the Department of Modern Languages and Cultural Studies.

Anna and Wasyl Pylypiuk Memorial Prize

Value: \$500; Number: 1

Conditions: Awarded to an undergraduate student with superior academic achievement in any senior level Ukrainian Language, Linguistics, or Literature course. Preference will be given to an undergraduate student majoring in Ukrainian Culture, Language and Literature. Alternatively, this prize may be awarded on the basis of superior academic achievement to a student registered in a MA or PhD degree program with a focus in either Ukrainian Linguistics or Literature.

Apply: By nomination from the Department of Modern Languages and Cultural Studies

Doris Schuh Prize in Ukrainian Studies

Value: \$750, Number: 1

Conditions: Awarded to an Alberta resident with superior academic achievement entering third or fourth year of an undergraduate degree program, who has successfully completed a course or courses in the area of culture, history, language, and/or literature of the Ukraine. Recipient will be selected on the basis of academic achievement in these courses.

Apply: By nomination from the Department of Modern Languages and Cultural Studies

AND YOU MAY BE NOMINATED FOR THIS SCHOLARSHIP IF YOU REGISTER IN OUR SUMMER TRAVEL COURSE IN LVIV, UKRAINE

Ulean and Eudoxia Kushnirevs'ka-Tkachenko Travel Bursaries to be awarded annually as a travel bursary for undergraduate U of A students pursuing degree programs at the U of A in Russian and/or Ukrainian Studies. This award may be offered to a student registered in a minimum of 18 credits. It may be awarded to students registered in UKR 300 or 400, intersession courses held in L'viv, titled "Ukrainian through its Living Culture."

Apply: By nomination from the Department of Modern Languages and Cultural Studies

FOR MORE INFORMATION, PLEASE VISIT: **Summer Travel Course in L'viv, Ukraine:**

<http://www.arts.ualberta.ca/%7eukraina/LvivCourse.html>

THE FOLLOWING TWO PRIZES ARE ADJUDICATED BY THE CANADIAN INSTITUTE OF UKRAINIAN STUDIES AND WILL NOT APPEAR ON YOUR TRANSCRIPT. Please apply in writing to:

Canadian Institute of Ukrainian Studies, 450 Athabasca Hall, U of A, Edmonton, AB T6G 2E8

1 (one) prize at **\$500.00** — **Steven Kobrynsky Memorial Scholarship in the Ukrainian Language**. The scholarship will be offered biennially to an undergraduate student enrolled at the U of A who demonstrates outstanding achievement or proficiency in the Ukrainian language. Apply to the Canadian Institute of Ukrainian Studies, which administers the award. Complete application must be received by March 1. For more details, visit <http://www.ualberta.ca/CIUS/grants/kobrynsky-description.pdf>

1 (one) prize at **\$800.00** awarded by **the Ukrainian Canadian Professional and Business Club (Edmonton)**. Awarded annually to a full-time undergraduate student completing the third or fourth year in the Faculty of Education at the University of Alberta who has taken at least one course in language acquisition or teaching and at least one senior course in Ukrainian language or literature. One of the courses must have been completed during the current academic year. An overall grade point average of no less than 7.0 is required; academic standing and involvement in the Ukrainian community will be considered. Apply by March 1 to the Canadian Institute of Ukrainian Studies, which administers the award. For more details, visit <http://www.ualberta.ca/CIUS/grants/UCPB-description.pdf>

Ukrainian Studies.