

DEPARTMENT OF MODERN LANGUAGES AND CULTURAL STUDIES  
200 ARTS BUILDING

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

**2017—2018 WINTER TERM**

**POLSH 407 B1 – Business Polish**

Instructor: Dr Waclaw M. Osadnik

Time: T R 3:30 – 4:50

Place: A 436

Office Hours: MW 11:00 – 12:00 (or by appointment), 437B Old Arts Building

Fax: 780-492-9106

E-mail: [wosadnik@ualberta.ca](mailto:wosadnik@ualberta.ca)

Course Website: TBA

**Prerequisites - Polish 211/212 or consent of the Department.**

**Text and teaching materials: W. Osadnik – O biznesie po polsku (manuscript of my textbook)**

*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:***

The main goal of Polish 407 is to teach students a specialist variant of the Polish language used in business. The course includes seminars devoted to the Polish culture and customs, business etiquette, the present economic situation in Poland, the problems of management, marketing and advertisement.

**The main topics of the business Polish language class are:**

- business etiquette and diplomatic protocol
- formalities and official documents (e.g. application forms, resumes, cover letters, job interviews, etc.)

- management and planning
- book-keeping, finances and taxes
- marketing, advertisement and negotiations
- bank and currency market
- borders and customs

**GRADE DISTRIBUTION:**

The **final grade** is determined as follows:

There will be **no final examination**. Students will be evaluated on the following work:

- **TERM WORK** (class participation, quizzes, written exercises, tests, etc. 25%
- **MID-TERM TEST** (written) 25%. (Feb 27, 2018)
- **SPECIAL PROJECT/PORTFOLIO** 25% (due April 3, 2018)
- **FINAL IN-CLASS TEST** 25% (April 10, 2018)

**ATTENTION:**

—**WRITTEN midterm test** (multiple choice) covers the following topics:

- business etiquette
- business and diplomatic protocol
- marketing and advertisement

—**FINAL in-class test** requires composition of CV, cover letter and completion of application forms for a job offer.

***Explanatory Notes on Portfolio:***

At the beginning of the course, four teams of three students each will be formed. Each team will be required to prepare a job portfolio. The project will consist of two parts: in the first part each team will research Poland's business environment, as well as the cultural-social, political-legal, economic environments, government fiscal and monetary policies, including job offers. Sources: daily newspapers, internet and media. The second part of the portfolio project will focus on application forms, agreements, resumes, interviews, terminology and phraseology of business Polish. A set of forms for portfolio would be distributed during the second week of classes.

***Required Notes:***

“Policy about course outlines can be found in the [Evaluation Procedures and Grading System](#) 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 [www.governance.ualberta.ca](http://www.governance.ualberta.ca)) 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 that is safe and free from discrimination and harassment. It does not tolerate behaviour that undermines that environment. The Department urges anyone who feels

that this policy 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 [Office of the Student Ombuds](#). Information about the [University of Alberta Discrimination and Harassment Policy and Procedures](#) is described in [UAPPOL](#).

#### ***Academic Honesty:***

All **students** should consult the information provided by the [Student Conduct & Accountability Office](#) 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 languages courses and translation courses** should be aware that on-line “translation engines” produce very dubious and unreliable “translations”.

**Students in language courses** should be aware, 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, digital or otherwise, 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. Student or instructor content, digital or otherwise, created and/or used within the context of the course 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).

#### ***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 Attendance and Examinations 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. Students are required to attend classes regularly. They should arrive prepared and on time. Many evaluation procedures will take place during regular class time and cannot be made up, except under exceptional circumstances. **Late arrival in class:** Inasmuch as the beginning of each class is extremely important, it is mandatory that students arrive in class on time. In the case of a 10 minutes tardiness (or less), attendance will be credited. Beyond the first ten minutes, tardiness will be treated as an absence.

Unexcused absences will affect the student’s grade. **In this course regular attendance is imperative, therefore students who miss more than five days of classes will seriously undermine their performance.**

**Policy for Late Assignments:**

Late assignments, including writing quizzes, will be allowed only in cases with valid reasons. Students who consult in advance with an instructor regarding contingencies that prevent the timely completion of an assignment may be granted an extension at the discretion of the instructor. Otherwise, assignments may be handed in one class-day after the stated deadline without penalty, with a 5%-per-class-day penalty assessed for each subsequent class-day of lateness.

**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 [Student Accessibility Services](#), contact their office immediately (1-80 SUB; Email [sasrec@ualberta.ca](mailto:sasrec@ualberta.ca); Email; phone 780-492-3381).

**Grading:**

Assessment of the individual course components may be in the form of numerical marks or letter grades. The final letter grade will be based on "a combination of absolute achievement and relative performance in a class" (University Calendar, [Evaluation Procedures and Grading System](#)). The University Grading Procedure mandates that "a student's level of achievement of the goals/outcomes of a course, their grade, and the descriptor of that grade must be aligned" (<https://policiesonline.ualberta.ca/>). The following guidelines have been adopted by the Department of Modern Languages and Cultural Studies:

**“MLCS Undergraduate Grading Scale”**

Descriptor	Letter Grade	Grade Point Value	%
<b>Excellent.</b> A+, A or A- is earned by work which is superior in content and form and demonstrates an exceptional grasp of the subject matter. The grade of A+ designates work that far exceeds course expectations. Grades in the A range are normally achieved by a small number of students.	A+	4.0	<b>97-100</b>
	A	4.0	<b>93-96</b>
	A-	3.7	<b>90-92</b>
<b>Good.</b> B+, B or B- is earned by work that demonstrates a thorough comprehension of the course material and a good command of relevant skills. Grades in the B range are normally achieved by the largest number of students.	B+	3.3	<b>87-89</b>
	B	3.0	<b>83-86</b>
	B-	2.7	<b>80-82</b>
<b>Satisfactory.</b> C+, C or C- is earned by work that demonstrates an adequate grasp of the course material and relevant skills. Grades in the C range designate work that has met the basic requirements of the course.	C+	2.3	<b>77-79</b>
	C	2.0	<b>73-76</b>
	C-	1.7	<b>70-72</b>
<b>Poor/Minimal Pass.</b> D+ or D is earned by work that demonstrates minimal familiarity with the course material. Grades in the D range generally indicate insufficient preparation for subsequent courses in the subject matter.	D+	1.3	<b>65-69</b>
	D	1.0	<b>60-64</b>
<b>Failure.</b>	F	0.0	<b>0-59</b>