DEPARTMENT OF MODERN LANGUAGES  
AND CULTURAL STUDIES  
https://uofa.ualberta.ca/modern-languages-and-cultural-studies

2019-2020  UKR 306: Business Ukrainian  
(Winter Term)

Instructor: Dr. Alla Nedashkivska  
Office: Arts and Convocation 316-c  
E-mail: alla.nedashkivska@ualberta.ca

Time: MWF 13:00-13:50  
Place: HC 2-41  
Office Hours: W 9:00-9:50  
or by appointment

Course Website: e-class  
Facebook: Study Ukrainian  
https://www.facebook.com/UCLLP/  
personal website:  
https://uofa.ualberta.ca/arts/about/people-collection/alla-nedashkivska

Bachelor of Arts / Major in Modern Languages and Cultural Studies:  
https://www.ualberta.ca/modern-languages-and-cultural-studies/undergraduate-program-information/prospective-undergraduate-students

Course Prerequisite:  UKR 212 or consent of department  
It is your responsibility as a student to ensure that you have the appropriate prerequisites for the course.

Course-based Ethics Approval in place regarding all research projects that involve human testing, questionnaires, etc.?  
☐ Yes  x No, not needed

Community Service Learning component  
☐ Required  ☐ Optional  x 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 (please specify)  
x NA

Course Description, Objectives, Expected Learning Outcomes and Course format:  
Business Ukrainian Course is a language course for professional communication, in which students develop a rudimentary working
knowledge of modern Ukrainian for the professional world. Emphasis is on communication and official writing practices with attention to gaining professional and socio-cultural competence in Ukrainian. The use of authentic cultural materials 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 Nedashkovska. 2016. Вікно у світ бізнесу: ділова українська мова [Ukrainian for Professional Business Communication] [businessukrainian.com]. (no purchase necessary 😊)

SUGGESTED MATERIALS
(a) Andrij Hornjatkevyc, Ukrainian Reference Grammar
To obtain more information about this digital publication, visit: http://www.arts.ualberta.ca/~ukraina/NewMultiMediaSite/PressRelease.html
(b) 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

Course Fees
☐ Yes x No

Important Dates: See Academic Schedule in current Calendar
First Day of Class: January 6, 2020
Add/Delete Date: January 17, 2020
50% Withdrawal Date: February 5, 2020
Winter Term Reading Week: February 18-21, 2020
Withdrawal Date: April 1, 2020
Last Day of Class: April 8, 2020

Date of Deferred Final Exam (if applicable): Please consult the following site: https://calendar.ualberta.ca/content.php?catoid=6&navoid=806#Examinations_(Exams)
Deferred Final Examination: For information on how to apply for a deferred exam see “I Missed my Final Exam, Now What?”

Grade Distribution (see “Explanatory Notes”):
The FINAL GRADE will be calculated on the following basis:
Class participation (including news reports) 15%
Homework (Jan 6 – Apr 8, 2020) 10%
Two tests (Feb 12, Apr 3, 2020) 25%
One Short project presentation (dates to be announced for each student) 15%
One creative project (dates to be announced in class) 15%
Final project draft sharing (Apr 6/8, 2020) 5%
Final project: portfolio (due April 13, 2020) 15%

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:

Class participation and News Reports:
✓ Students should be prepared for class and engage in class discussion as much as possible. Occasionally, students will be asked to do brief news reports, 2-3 min on a specific topic related to business/economics/trade/politics (this could also include art, music, tourism etc.)

Presentations and Projects:

Creative project: 5 min + 3 min discussion
✓ “Show and tell”: Students will produce a short creative project that relates to business: could be a cartoon, or an ad, or could be a video clip that you produce, or other creative idea (we can brainstorm about these in class).

Topic presentation: 5 min + 3 min discussion
Presentations: include presentation of new vocabulary (prior to your presentation), presentation of material, questions for discussion (an interesting discussion!)

This could be:
✓ 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;
✓ any other relevant topic

Final project sharing: in class
✓ discussion of your final project draft with your classmates.
Final project: Portfolio
✓ prepare a portfolio for yourself or someone (imaginary person) who is going to Ukraine in order to conduct business (this should include 4 different documents (approx. 1 double-spaced page each): resume, cover letter, samples of business letters etc.);

Required Notes:
Policy about course outlines can be found in the Evaluation Procedures and Grading System of the University Calendar.

Student Responsibilities:

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 and avoid any behaviour that 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.

All students should consult the Academic Integrity website. If you have any questions, ask your instructor.

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.

Language and Translation Courses:
Students involved in language courses and translation courses should be aware that the use of on-line translation to complete assignments constitutes a form of cheating as the student’s own understanding and work is therefore not reflected. Also, students in language 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 Behaviour.

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.

**Sexual Violence Policy:**

It is the policy of the University of Alberta that sexual violence committed by any member of the University community is prohibited and constitutes misconduct. Resources and more information can be found at [https://www.ualberta.ca/campus-life/sexual-violence](https://www.ualberta.ca/campus-life/sexual-violence)

**Territorial Statement:**

“The University of Alberta acknowledges that we are located on Treaty 6 territory, and respects the histories, languages, and cultures of the First Nations, Métis, Inuit, and all First Peoples of Canada, whose presence continues to enrich our vibrant community.” *(from* the beginning of the Calendar).

**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.

Deferral of term work is a privilege and not a right; there is no guarantee that a deferral will be granted. Misrepresentation of facts to gain a deferral is a serious breach of the Code of Student Behaviour.
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).

Disclaimer:
Any typographical errors in this syllabus are subject to change and will be announced in class and posted on eClass. The date of the final examination is set by the Registrar and takes precedence over the final examination date reported in this syllabus.

Student Resources:
The best all-purpose website for student services is: https://www.ualberta.ca/current-students.

Accessibility Resources: (1 – 80 SUB)
The University of Alberta is committed to creating work and learning communities that inspire and enable all people to reach their full potential. Accessibility Resources promotes an accessible, inclusive, and universally designed environment. For general information to register for services visit the Accessibility Resources webpage.

The Academic Success Centre: (1-80 SUB)
The Academic Success Centre offers a variety of workshops on effective study and exam strategies. There are in-person and online sessions available for a modest fee.

The Centre for Writers: (1-42 Assiniboia Hall)
The Centre for Writers offers free one-on-one writing support to students, faculty, and staff. Students can request consultation for a writing project at any stage of development. Instructors can request class visits and presentations.

Health and Wellness Support: There are many health and community services available to current students. For more information visit the Health and Wellness Support webpage.

Office of the Student Ombuds:
The **Office of the Student Ombuds** offers confidential interviews, advice and support to students facing academic, discipline, interpersonal and financial difficulties.

**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 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”

<table>
<thead>
<tr>
<th>Descriptor</th>
<th>Letter Grade</th>
<th>Grade Point Value</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Excellent.</strong></td>
<td>A+</td>
<td>4.0</td>
<td>97-100</td>
</tr>
<tr>
<td></td>
<td>A</td>
<td>4.0</td>
<td>93-96</td>
</tr>
<tr>
<td></td>
<td>A-</td>
<td>3.7</td>
<td>90-92</td>
</tr>
<tr>
<td><strong>Good.</strong></td>
<td>B+</td>
<td>3.3</td>
<td>87-89</td>
</tr>
<tr>
<td></td>
<td>B</td>
<td>3.0</td>
<td>83-86</td>
</tr>
<tr>
<td></td>
<td>B-</td>
<td>2.7</td>
<td>80-82</td>
</tr>
<tr>
<td><strong>Satisfactory.</strong></td>
<td>C+</td>
<td>2.3</td>
<td>77-79</td>
</tr>
<tr>
<td></td>
<td>C</td>
<td>2.0</td>
<td>73-76</td>
</tr>
<tr>
<td></td>
<td>C-</td>
<td>1.7</td>
<td>70-72</td>
</tr>
<tr>
<td><strong>Poor/Minimal Pass.</strong></td>
<td>D+</td>
<td>1.3</td>
<td>65-69</td>
</tr>
<tr>
<td></td>
<td>D</td>
<td>1.0</td>
<td>60-64</td>
</tr>
<tr>
<td><strong>Failure.</strong></td>
<td>F</td>
<td>0.0</td>
<td>0-59</td>
</tr>
</tbody>
</table>

**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.
If you would like to pursue:

Major in Modern Languages and Cultural Studies (focus on Ukrainian, Russian and/or Polish) OR

Minor in Ukrainian
(or Central and East European Studies)

For more information please contact
Undergraduate Academic Advisor, Slavic
Dr. Alla Nedashkivska at: alla.nedashkivska@ualberta.ca

For information about studying Ukrainian in Lviv, Ukraine, visit: https://www.ualberta.ca/international/go-abroad/programs/ualberta-ukrainian-through-its-living-culture-summer-program

STUDENTS WHO PERFORM WELL IN UKR 111-112 ARE ELIGIBLE FOR SEVERAL AWARDS

AWARDS
2-3 (two-three) at $300.00 Ukrainian Language Achievement Scholarship

sequence UKR 111-112 or sequence UKR 211-212: for up to three students in Ukrainian language course(s) with most noticeable achievements and progress in these classes -

and

UKR 306, or UKR 307, or UKR 308: two students with most noticeable achievements and progress in these classes

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

1 (one) at $700.00 The Ukrainian Catholic Women's League Prize is awarded to the student with the highest standing in UKR 111-112 (provided that student has taken a normal GPA [30 credits during the year] and has an otherwise satisfactory record)

3 (three) at $500.00 Helen Tkachenko Prize in Russian and/or Ukrainian Language is awarded annually to a student in Russian 111-112 (Beginners’ Russian) and/or Ukrainian 111-112 (Beginners’ Ukrainian I & II) with superior academic achievement. Recipients will be selected on the basis of academic standing. Preference will be given to students who do not have a substantial Russian or Ukrainian
language background and who plan to study Russian and/or Ukrainian language at the U of Alberta in the future and have a demonstrated financial need.

1 (one) at $300 Ukrainian Women's Association of Canada (Alberta Branch) Prize
Offered to a student of outstanding merit in the sequence UKR 211-212 or 307, 308 (formerly 303-304), 306 provided that the student's record is otherwise satisfactory.
Apply: By nomination from the Department of Modern Languages and Cultural Studies.

1 (one) at $500 Anna and Wasyl Pylypiuk Memorial Prize
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.

1 (one) at $750 Doris Schuh Prize in Ukrainian Studies
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 (summer 2020)
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

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

Copyright: Alla Nedashkovska, Faculty of Arts, University of Alberta 2019-2020