

Ministry of Science and Higher Education of the Russian Federation
 Federal State Budgetary Educational Institution of Higher Education
Perm National Research Polytechnic University



APPROVED BY

Pro-rector for Academic Affairs

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ACADEMIC COURSE WORKING PROGRAM

Academic course: Language courses
 (Name)

Form of education: Full-time studies
 (Full-time /full-time – correspondence/correspondence)

Level of higher education: Bachelor's program
 (Bachelor's program/specialist program/
 Master's program)

Workload in hours (in credits): 216 (6)
 (Hours (CU))

Training program (degree): 21.03.01 Oil and Gas Engineering
 (Code and denomination of degree)

Direction: Oil and Gas Engineering
 (Title of curriculum)

1. GENERAL PROVISIONS

1.1. GOALS AND OBJECTIVES OF THE COURSE

The goal of the course is to master the necessary and sufficient level of Russian as a foreign language and communicative competence to meet social communication needs in various areas of communal, educational and cognitive knowledge, sociocultural and general professional activities in cooperation with foreign language speakers, as well as for further self-education.

1.2. PRESCRIBED OBJECTS OF THE COURSE

The vocabulary of a general and general professional foreign language within the scope of the curriculum topics; basic norms for the use of the vocabulary and word-building patterns, basic phonetic phenomena, grammatical forms and constructions, providing oral and written communication in a foreign language; speech, including ethical formulas of oral and written communication typical for a foreign language culture; the main information resources (types of dictionaries, e.g. electronic and information search systems); the main features of the culture and traditions of the countries whose language is being studied.

1.3. STARTING CONDITIONS

Requirements for the results of mastering a basic foreign language course in the principal general secondary education curriculum, namely:

1) development of the communicative, foreign-language competence necessary for successful socialization and self-fulfilment as a tool of intercultural communication in the modern multicultural world;

2) knowledge of the sociocultural specificities of the country/countries of the target language and the ability to develop their speech and non-language behaviour in a manner appropriate to this specificity; the ability to distinguish between the common and the different in cultures of the home country and the country/countries of the target language;

3) attainment of a foreign language threshold level proficiency allowing graduates to communicate in oral and written forms, both with native speakers of the foreign language and with representatives of other countries who use the target language as a medium of communication;

4) developed skill to use a foreign language as a means of obtaining information from foreign-language sources for educational and self-study purposes.

2. PLANNED RESULTS OF THE COURSE TRAINING

Competence	Indicator's Index	Planned Results of the Course Training (to know, to be able, to master)	Indicator of Attaining Competence which the planned results of training are correlated with	Means of Assessment
1	2	3	4	5
GC-4	IA-1.GC-4	To know general and general professional lexical minimum sufficient for oral and written communication in the target language, within the curriculum topics; basic norms for the use of the vocabulary and word-building patterns, basic phonetic phenomena, grammatical forms and constructions, providing oral and written communication in a foreign language; the main information resources in foreign languages and principles of working with them;); the main features of the culture and traditions of the countries whose language is being studied.	Knows the general lexical minimum of the Russian language and target language, the basic thesaurus of academic subjects (history and philosophy) in Russian; knows the literary norm and peculiarities of the business functional style, the requirements for oral and written forms of business communication in Russian and the target language.	Discussion
GC-4	IA-2.GC-4	To be able to analyse, compare, summarize and evaluate information (facts, events, phenomena, opinions) in the target language; to logically, argumentatively and clearly express their thoughts orally and in written form in the foreign language studied in situations of interpersonal and general professional communication.	Is able to analyse, compare, summarize and evaluate information (facts, events, phenomena, opinions) in the target language; logically, argumentatively and clearly express their thoughts orally and in written form in the foreign language studied in situations of interpersonal and general professional communication.	Grading credit
GC-4	IA-3.GC-4	To master the lexical minimum of a general and general professional nature in the target language; basic rules of grammar and phonetics of the target language; all types of foreign-language speech activity (speaking, listening, reading, writing); skills to prepare and give an oral report (e.g. presentation) in a foreign language within the scope of the curriculum topics; basic skills in fragmentary	Has mastered the skills of oral and written business communication in Russian and the target language; public speech skills; skills to prepare and give oral and written reports; business speech etiquette skills; basic business terminology in Russian and target language.	Grading credit

1	2	3	4	5
		translation of texts from a foreign language into Russian; skills to work independently with foreign language material using reference and training literature, information search systems, electronic dictionaries.		
GC-5	IA-1.GC-5	To know the main features of the culture and traditions of the countries whose language is being studied; speech including etiquette formulas of oral and written communication typical for foreign-language culture.	Knows the main philosophical bases of the analysis and the socio-historical context of the formation of society cultural diversity (ethnocultural and confessional characteristics), the fundamentals of intercultural communication ethics.	Discussion
GC-5	IA-2.GC-5	To be able to carry out intercultural dialogue in the general and general professional spheres of communication in the target language.	Is able during the process of interaction to take into account the historical condition and ontological basis of the intercultural diversity of Russian society (ethnocultural and confessional characteristics); to carry out intercultural dialogue with representatives of different cultures; to demonstrate intercultural tolerance as an ethical standard of conduct in society	Credit
GC-5	AI-3GC-5	To master intercultural communication skills that ensure the adequacy of social and professional contacts in the target language.	Has mastered the experience in the evaluation of cultural phenomena, skills of intercultural communication in a professional environment, taking into account ethical norms, historical conditions and ontological grounds of ethnocultural and confessional characteristics of interaction participants.	Grading credit

3. FULL TIME AND FORMS OF ACADEMIC WORK

Form of academic work	Hours in all	Distribution in hours according to semesters	
		Number of semester	
		1	2
1. Holding classes (including results monitoring) in the form:	90	45	45
1.1. Contact classwork, including:			
– lectures (L)			
– laboratory work (LW)			
– practice, seminars and/or other seminar-type work (PW)	82	41	41
– control of self-work (CSW)	8	4	4
– test			
1.2. Students' self-work (SSW)	126	63	63
2. Interim/midterm assessment			
Exam			
Grading test	9		9
Test credit	9	9	
Course Project (CP)			
Course Work (CW)			
Workload in hours	216	108	108

4. COURSE OUTLINE

Course units with brief contents	Full time of classroom activity in hours according to the forms			Full time of extracurricular work in hours according to the forms
	L	LW	PW	SSW
	1	2	3	4
1st semester				
Privacy.	0	0	8	12
Acquaintance and networking. Autobiography. Free time and hobbies, time management. Maintenance of personal correspondence. Product: summary, personal e-mails.				
Area of the region.	0	0	12	18
Perm and Perm Krai: industry, culture, natural resources. Leading employers. My hometown. Cities of the world and their cultural diversity. Travel and tourism. Product: Presentation of the city.				
Educational sphere.	0	0	21	33
The system of higher vocational education in the countries of the target language. Russian and foreign technical universities. University campus. PNRPU, faculties and departments. Product: Faculty/Chair presentation				
Total with regard to 1 st semester	0	0	41	63

1	2	3	4	5
2nd semester				
Environmental and health issues.	0	0	8	12
Environment and ecology. Environmental problems and their causes. Healthy lifestyle. Sport, sport events. Product: report preparation and presentation / essay writing.				
Life and activities of scientists.	0	0	16	22
Outstanding scientists. Scientific discoveries, inventions. Scientific prizes. Current trends in science, engineering and technologies. Product: glossary of general scientific vocabulary.				
Professional activity.	0	0	17	29
Choice of profession, professional career. Role of the foreign language in professional activity. Information and communication technologies. Product: glossary of general professional vocabulary for training program.				
Total with regard to 2 nd semester	0	0	41	63
Total with regard to the course	0	0	82	126

Topics of exemplary practical work

№	Topic of practical (seminars) work
1	Acquaintance and networking. Autobiography.
2	Free time and hobbies, time management. Maintenance of personal correspondence.
3	Perm and Perm Krai: industry, culture, natural resources. Leading employers of Perm and Perm Krai.
4	My hometown.
5	Cities of the world and their cultural diversity. Travel and tourism.
6	The system of higher vocational education in the countries of the target language.
7	Russian and foreign technical universities. University campus.
8	PNRPU, faculties and departments.
9	Environment and ecology. Environmental problems and their causes.
10	Healthy lifestyle.
11	Sport, international sport events.
12	Outstanding scientists. Scientific discoveries, inventions. Scientific prizes.
13	Current trends in science, engineering and technologies.
14	Choice of profession, professional career.
15	Role of the foreign language in professional activity.
16	Information and communication technologies.

5. ORGANIZATIONAL AND PEDAGOGICAL CONDITIONS

5.1. EDUCATIONAL TECHNOLOGIES USED FOR COMPETENCES FORMATION

Practical classes are held by realization of the method based on active training: problem areas are determined, groups are formed. The following aims are pursued in the process of practical education: use of definite disciplines knowledge

and creative methods in solving problems and decision-making; students' skill-building of teamwork, interpersonal communication and development of leadership skills; consolidation of the basic theoretical knowledge.

Group discussions, role-playing games, training sessions, and analysis of situations and simulation models are used in academic studies.

5.2. STUDENTS' MANUAL FOR THE COURSE STUDY

Learning the course, it is advisable for students to implement the following recommendations:

1. Learning of the discipline should be done systematically.
2. After learning one of the course units with the help of the text-book or lecture notes it is recommended to reproduce the basic terms, definitions, notions of the unit from memory.
3. Special attention should be paid to the reports on practical studies and individual complex tasks for self-work.
4. The topics list for individual study is given by the teacher at the lectures. The teacher also provides students with literary sources (first of all, new ones in the periodical scientific literature) for a more detailed understanding of the issues presented at the lectures.

6. LIST OF TEACHING MATERIALS AND INFORMATION SUPPLY FOR STUDENTS' SELF WORK IN THE DISCIPLINE

6.1. PAPER-BASED COURSEWARE

№	Bibliographic entry (author, title, mode of publication, place, publishing house, year of publication, number of pages)	Number of copies in the library
1	2	3
1. Basic literature		
1	Khavronina S. A. Russkij yazyk v uprazhneniyah : uchebnoe posobie dlya vuzov / S. A. Khavronina, A. I. Shirochenskaya. – M.: Rus. yaz. kursy, 2017.	59
2. Additional literature		
2.1. Educational and scientific literature		
1	ZHivem i uchimsya v Rossii : uchebnoe posobie po russkomu yazyku dlya inostrannyh uchashchihsya (I uroven') / T. I. Kapitonova [i dr.]. – St-Petersburg: Zlatoust, 2019.	100
2	Petrova G. M. Russkij yazyk v tekhnicheskome vuze : uchebnoe posobie dlya inostrannyh uchashchihsya / G. M. Petrova. – M.: Rus. yaz. Kursy, 2011.	15
3	Esmantova T. L. Russkij yazyk: 5 elementov : diagnosticheskie testy / T. L. Esmantova. – St-Petersburg: Zlatoust, 2014.	30
4	Khavronina S. A. Russkij yazyk: kratkij leksiko-grammaticheskij kurs dlya nachinayushchih : uchebnoe izdanie / S. A. Khavronina, L. A. Harlamova. – M.: Rus. yaz. kursy, 2017.	30

1	2	3
2.2. Periodical literature		
	Not used	
2.3. Standardized and Technical literature		
	Not used	
3. Students' manual in mastering discipline		
	Not used	
4. Teaching and learning materials for students' self-work		
	Not used	

6.2. ELECTRONIC COURSEWARE

Kind of literature	Name of training tool	Reference to information resource	Accessibility of EBN (Internet/ local net; authorized/ free access)
Additional literature	Kazakova O.A. Professii i lyudi. Posobie po russkomu yazyku kak inostrannomu: uchebnoe posobie / T.B. Frik, O.A. Kazakova. Tomsk: TPU, 2014.	http://elib.pstu.ru/Record/RUBC79320	local net
Additional literature	Ivanova I.S. Leksiko-grammaticheskie testy dlya studentov, izuchayushchih russkij yazyk kak inostrannyj (bazovyj uroven') : uchebnoe posobie / A.M. Tovt, E.A. Nivina, S.A. Il'ina, I.S. Ivanova. Tambov: TSTU, EBS ASV, 2015.	http://elib.pstu.ru/Record/RUBC81431	local net

6.3. LICENSE AND FREE DISTRIBUTED SOFTWARE USED IN THE COURSE EDUCATIONAL PROCESS

Type of Software	Software branding
Operating systems	MS Windows XP (Azure Dev Tools for Teaching till 27.02.2022)
Office applications	Microsoft Office Professional 2007. licence 42661567
Office applications	My Office Standard, a registry of do-mestic software, license is required to be purchased.
General purpose application software	Dr.Web Enterprise Security Suite, 3000 licence, PNRPU RCI 2017

6.4. MODERN PROFESSIONAL DATA BASES AND INQUIRY SYSTEMS USED IN THE COURSE EDUCATIONAL PROCESS

Branding	Reference to information resource
Scopus Database	https://www.scopus.com/
Scientific Library of Perm National Polytechnic Research University	http://lib.pstu.ru/
Lan' Electronic library system	https://eJanbook.com/
IPR books Electronic library system	http://www.iprbookshop.ru/
Information resources of Consultant+ web	http://www.consultant.ru/

7. LOGISTICS OF THE COURSE EDUCATIONAL PROCESS

Type of classes	Name of the necessary basic equipment	Number of units
Practicals	Laptop computer	1
Practicals	Multimedia Projector or TV	1

8. FUND OF THE COURSE EVALUATING TOOLS

Described in a separate document

Ministry of Science and Higher Education of the Russian Federation
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FUND OF ESTIMATING TOOLS

For students' midterm assessment in the discipline
Language courses
Supplement to the Academic Course Working Program

Training program: 21.03.01 Oil and gas engineering

Direction (specialization) of educational program: Oil and Gas Engineering

Graduate qualification Bachelor's degree

Graduate academic department: Oil and Gas Technology

Form of study: Full-time

Year (-s): 1

Semester (-s): 1-2

Workload:

in credits: 6 CU

in hours: 216 h

The form of midterm assessment: Test: 1 semester
Grading test: 2 semester

Fund of estimating tools for midterm assessment of students' learning the subject "Language courses" is the part (supplement) to the academic course working program. Fund of estimating tools for midterm assessment of students' learning the discipline has been developed in accordance with the general part of the fund of estimating tools for midterm assessment of the basic educational program which determines the system of the midterm assessment results and criteria of putting marks. Fund of estimating tools for midterm assessment of students learning the subject determines the forms and procedures of monitoring results and midterm assessment of the subject leaning by the students.

1. LIST OF CONTROLLED RESULTS OF LEARNING THE DISCIPLINE, OBJECTS OF ASSESSMENT AND FORMS OF CONTROL

According to the Academic Course Working Program (ACWP), mastering course content is planned during two semesters (the 1st- 2nd semesters of the curriculum) and is divided into two educational modules. Classroom practicals, as well as students' self-work are provided for every module. In the frames of mastering course content, such components of competences as *to know, to be able, to master* pointed out in the ACWP are formed. These competencies act as the controlled results of learning the discipline "Business Foreign Language" (Table 1.1).

Monitoring of the acquired knowledge, abilities and skills level is made in the frames of continuous assessment, progress check and formative assessment in the process of studying theoretical material, reports on practical tasks, grading credit, and examination. Types of control are given in Table 1.1.

Table 1.1 – List of controlled results of learning the discipline

Controlled results of learning the discipline (KAS)	Type of control					
	Continuous assessment		Progress check		Final control	
	D	PT	T	CW	Grading credit	Exam
1	2	3	4	5	6	7
Acquired knowledge						
K.1 To know a basic level of vocabulary, both general and professional, sufficient for oral and written communication within the scope of the curriculum topics; basic norms for the use of the vocabulary and word-building patterns, basic phonetic phenomena, grammatical forms and constructions, providing oral and written communication in a foreign language; speech, including ethical formulas of oral and written communication typical for a foreign language culture; the main	C		T		T	T

1	2	3	4	5	6	7
information resources (types of dictionaries, e.g. electronic and information search systems); the main features of the culture and traditions of the countries whose language is being studied.						
Acquired abilities						
A.1 To be able – <i>in speaking</i> to carry out a dialogue taking into account norms of speech etiquette, ask and answer questions; to make an oral speech (with presentation) within the scope of the curriculum topics; <i>in listening</i> – listen to and understand the subject matter of simple, authentic, popular and professional texts, and highlight relevant or requested information; <i>in reading</i> – to understand the subject matter of simple, authentic, popular and professional texts, and highlight relevant or requested information; <i>in writing</i> – to write personal letters including e-letters, fill out forms and templates; <i>in translation</i> – to carry out fragmented translations of popular scientific texts and general professional texts from a foreign language into Russian using reference literature and dictionaries.		PT		CW	CT	CT
Mastered skills						
S.1 To master a basic level of vocabulary, both general and professional in the target language; the basic rules of grammar and phonetics of the target language; skills of all foreign-language speech activities (speaking, listening, reading, writing); the skills to prepare and present an oral speech (with a presentation) within the scope of the curriculum topics in the target language, basic skills to carry out fragmented translations of texts from a foreign language into Russian; skills of independent work with foreign language material using reference and training literature, information search engines, electronic dictionaries.				CW	CT	CT

D – topic discussion; *T* – test, *PT* – practical task; *T/CW* – progress check (control work); *CT* – complex task of grading test.

A final assessment of the learned discipline results is the midterm assessment which is made in the form of examination taking into consideration the results of continuous assessment and progress check.

2. TYPES OF CONTROL, STANDARD CONTROL TASKS AND SCALES OF LEARNING RESULTS ASSESSMENT

Continuous assessment of the academic performance is aimed at maximum effectiveness of the educational process, at monitoring students' specified competencies formation process, at increase of learning motivation and provides the assessment of mastering the discipline. In accordance with the regulations concerning the continuous assessment of the academic performance and midterm assessment of students taught by the educational programs of Higher education – programs of the Bachelor's Course, Specialists' and Master's Course the next types of students' academic performance continuous assessment and its periodicity is stipulated in PNRPU:

- acceptance test, check of the student's original preparedness and their correspondence with the demands for the given discipline learning;
- continuous assessment of mastering the material (the level of mastering the component "to know" defined by the competence) at every group lesson and monitoring lessons attendance;
- interim and progress check of students' mastering the components "to know" and "to be able" of the defined competences by computer-based or template testing, control discussions, control works (individual home tasks).

Discipline progress check is conducted the next week after learning the discipline module, while the interim control is made at every monitoring during the discipline module study;

- interim assessment, one-time summarizing the current students' performance at least once a semester in all disciplines for every training program (specialty), course, group;
- retained knowledge control.

2.1. CONTINUOUS ASSESSMENT

Continuous assessment is made in the form of discussion on every topic. According to the four-point system the results of assessment are put into the teachers' note-book and are considered in the form of an integral mark in the process of the midterm assessment.

2.1.1 Standard discussion questions:

- *What types of dictionaries do you know?*
- *How is a passive verb formed in the present time?*
- *Name the holidays celebrated in the country of the target language.*

2.1.2 Standard practical tasks:

- *Complete the letter using the translation of the words in parentheses.*
- *Read the text and answer the questions.*

2.2. PROGRESS CHECK

For the complex assessment of the acquired knowledge, abilities and skills (Table 1.1) progress check is carried out in the form of control work (after learning every discipline module).

2.2.1. Standard tasks of the CW

- *Describe any modern invention (imagine 3 pros and cons).*
- *Read the text and choose the most appropriate title.*
- *Based on the text, write in which area of science the following scientists have worked.*

Standard scale and criteria of estimating progress control work results are given in the general part of FET of educational program.

2.3. MIDTERM ASSESSMENT (FINAL CONTROL)

Admission for midterm assessment is made according to the results of the continuous assessment and progress check. Preconditions for admittance are successful presentation of all practical tasks and a positive integral mark with respect to the results of continuous assessment and progress check.

According to ACWP, midterm assessment is made in the form of a credit and a grading credit. The credit and the grading credit are conducted in oral and written form using cards. Every card includes a test task aimed at the control of the acquired knowledge, one control work and one complex task aimed at the control of mastered abilities, and acquired skills of all declared competences.

The card is formed in such a way that the included questions and practical tasks could estimate the level of maturity of all declared competences. A form of examination card is given in the general part of FET of the educational program.

2.3.1 Standard control work task for a credit

Compose the text by inserting paragraphs (1-5) in a logical sequence. Read the received text and select the most appropriate title. Select one correct answer from the four suggested based on what is mentioned or implied in the text.

A complete list of questions and practical tasks in the form of an approved set of examination cards is kept at the graduate academic department.

2.3.2. Scales of exam assessment of educational achievements

Evaluation of discipline achievements in the form of maturity level of the components *to know, to be able, to master* of the declared competences is made according to the four-point assessment scale by means of a sample control during the examination.

Standard scale and assessment criteria for learning results in the examination for components *to know, to be able and to master* are given in the general part of FET of the educational program.

3. ASSESSMENT CRITERIA FOR COMPONENTS AND COMPETENCES MATURITY LEVEL

3.1. ASSESSMENT OF COMPETENCES COMPONENTS MATURITY LEVEL

While estimating the level of competences maturity by selective control in the process of examination it is considered that *the mark obtained for the component of the examined competence is combined with the corresponding component of all competences formed in the frames of the given academic course.*

Standard scale and assessment criteria for components and competences level of maturity are given in the general part of FET of the educational program.

3.2. ASSESSMENT OF MATURITY LEVEL OF ALL COMPETENCES

General assessment of maturity level of all competences is made by aggregation of marks obtained by the student for each component of the formed competences taking into account the results of continuous assessment and progress check in the form of an integral mark according to the four-point scale. All control results are put into the assessment sheet by the teacher according to the results of midterm attestation.

The form of the assessment sheet and requirements for its completion are given in the general part of FET of the educational program.

While making the final assessment of the midterm attestation in the form of an exam standard criteria given in the general part of FET of the educational program are used.

Appendix 1.

Standard complex tasks for testing acquired skills and abilities

Task № __.

Learning outcomes to check: *a1; s1*

Task. Write a letter back to a student partner.

Complex task evaluation criteria

The mark "five" is given, if the student fully and accurately conveys the contents of the source text in a foreign language, observing all lexical, grammatical, spelling, punctuation and stylistic rules.

The mark "four" is given if the student has fairly fully and accurately transferred the content of the original text in a foreign language, mainly observing lexical, grammatical, spelling, punctuation and stylistic rules.

The mark "three" is given if the student has fragmentally and not quite accurately transferred the content of the original text in a foreign language, has made several linguistic and speech mistakes.

The mark "two" is given if the student has not been able to transmit the content of the original text in a foreign language, and has made many linguistic and speech mistakes.