

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: Professional Foreign Language

(Name)

Form of education: Full

(Full-time /full-time - correspondence/correspondence)

Level of higher education: master's program

(Bachelor's program/specialist program/Master's program)

Workload in hours (in credits): 72(2)

(Hours (CU))

Training program (degree): 38.04.01 Economics

(Code and denomination of degree)

Direction: Oil and Gas Enterprise Economics and Management

(Title of curriculum)

1. General Provisions

1.1. Goals and Objectives of the Course

Improvement in the level of proficiency in a professional foreign language achieved at the previous level of education, and improvement in communication skills for effective communication in professional activities.

1.2. Studied Objects of the Course

International professional and academic interaction, scientific and vocational texts, scientific and professional terminology in a foreign language.

1.3. Starting Conditions

General and general professional lexical minimum sufficient for oral and written communication in the target language; basic norms for the use of the vocabulary and word-building patterns, grammatical forms and constructions, providing oral and written communication in a foreign language in domestic, business and general spheres; the ability to conduct dialogue and to communicate orally in a foreign language on a given subject; the skill to write letters, including e-mails, in a foreign language, filling out forms and templates; the skill to understand the basic content of simple, authentic, popular and professional texts in a foreign language, as well as to highlight relevant or requested information; the skill to perform fragmented translation of general professional texts from a foreign language for educational 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
GC-4	AI-1.GC-4	To know the types and means of modern communication technologies; application rules of modern communication technologies in the sphere of academic and professional interaction in the target language.	Knows the types and means of modern communication technologies; application rules of modern communication technologies in the sphere of academic and professional interaction in the target language.	Discussion
GC-4	AI-2.GC-4	To be able to establish professional and academic contacts as well as to take part in academic and professional discussions in a target language; to present scientific and professional results by analyzing and creating scientific and professional texts in a target language	Is able to use communication technologies to search, exchange and establish professional contacts; to present the results of scientific and professional activities in Russian and foreign languages; to participate in academic and professional discussions; analyze, create, edit and translate scientific and professionally-oriented texts.	Grading test
GC-4	AI-3.GC-4	To master the skills of academic and professional interaction in the target language; scientific and professional terminology of the target language.	Has mastered the skills of academic and professional interaction; scientific and professional terminology; skills in information search engines.	Grading test
GC-5	AI-1.GC-5	To know basic principles of organizing professional contacts in intercultural interaction in the target language.	Knows psychological foundations of social interaction aimed at solving professional problems; basic principles of business contacts organization; methods of preparation for negotiations, national, ethnocultural and religious particularities and folk population traditions; basic concepts of interaction of people in the organization, peculiarities of dyadic interaction, technology of leadership and team building.	Discussion
GC-5	AI-2.GC-5	To be able logically and in a well-argued manner to present professional information in intercultural interaction in the target language.	Is able to communicate intellectually and in an understandable manner professional information in intercultural interaction; to observe ethical standards and human rights; to analyze the characteristics of social interaction in the light of national, ethnocultural and religious particularities.	Grading test
GC-5	AI-3.GC-5	To master the skills to overcome communication barriers in intercultural	Has mastered the skills to organize productive interaction in a professional environment,	Grading test

		interaction in the target language.	taking into account national, ethnocultural and religious particularities; skills to overcome communication, educational, ethnic, religious and other barriers in intercultural interaction; the identification of cultural diversity in intercultural interaction.	
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3. Full time and forms of academic work

Form of academic work	Hours in all	Distribution in hours according to semesters
		Number of semester
		2
1. Holding classes (including results monitoring) in the form:	36	36
1.1. Contact classwork, including:		
- lectures (L)		
- laboratory work (LW)		
- practice, seminars and/or other seminar-type work (PW)	32	32
- control of self-work (SW)		
- control of self-work (CSW)		
- control of self-work (CSW)	4	4
- control work (CW)		
1.2. Students' self-work (SSW)	36	36
2. Intermediate attestation		
- Exam		
- Grading test		
- Test (Credit)	9	9
- Course Project (CP)		
- Course Work (CW)		
Workload in hours	72	72

4. Course contents

Name of the units with the course outline	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 st semester				
Academic interaction in the educational sphere	0	0	6	9
History, structure, scientific directions of the graduate department. Universities-partners of PNRPU. International master's programs, grant competitions.				
Academic interaction in the scientific sphere	0	0	10	9
Selection and review of foreign-language sources on the subject of the research. Professionally-oriented reading and translation of scientific texts. Specialized science journals, science conferences.				
Analytical work with professional information	0	0	8	9
Reading and analysis of professional texts. Annotation, reviewing and translation of professionally-oriented texts.				
Presentation of information	0	0	8	9
Preparation of a report and presentation on professionally-oriented topics. Interpretation and compilation of professional infographics				
Total with regard to the 1st-semester	0	0	32	36
Total with regard to semester				

Workload in hours

0

0

32

36

Topics of exemplary practicals

№ п.п.	Topic of practicals (seminars)
1	History, structure, scientific directions of the graduate department.
2	Universities-partners of PNRPU.
3	International master's programs, grant competitions.
4	Selection of foreign-language sources on the subject of the research.
5	Review of foreign-language sources on the subject of the research.
6	Specialized science journals, science conferences.
7	Professionally-oriented reading and translation of scientific texts.
8	Professionally-oriented reading and translation of scientific texts (continuation).
9	Reading and analysis of professional texts.
10	Annotation of professionally-oriented texts.
11	Reviewing professionally-oriented texts.
12	Translation of professionally-oriented texts.
13	Preparation of a report on professionally-oriented topics. Compilation of professional infographics
14	Preparation of a presentation on professionally-oriented topics.
15	Interpretation of professional infographics.
16	Compilation of professional infographics

5. Organizational and Pedagogical Conditions

5.1. Educational Technologies Used for Competences Formation

The following educational technologies are used in the course of practical studies:

- contextual learning technology: aims at forming a holistic model of future professional activities by bringing the content and process of educational activities as close as possible to professional activity conditions;
- modular learning technology - divides the content of the discipline into sufficiently autonomous sections (modules) integrated into the overall course;
- information and communication technologies - expand the scope of the educational process, making it more practical, intensifying the independent work of students and increasing their cognitive activity;
- the technology of learning in cooperation - implements the idea of mutual learning by exercising both individual and collective responsibility for solving educational tasks.

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 regularly and systematically.
2. Special attention should be paid to individual and practical tasks which provide effective classroom work.
3. Discipline is taught during the semester.
4. The topics list for individual study is given by the teacher. Performing individual tasks requires using the entire subject matter material and/or using additional information from other sources (e.g. from the Internet)

6. List of Teaching Materials and Information Supply for Students' Self work in the Discipline

6.1. Paper-based courseware

Sl.№	Bibliographic entry (author, title, mode of publication, place, publishing house, year of publication, number of pages)	Number of copies in the library
1. Basic literature		

1	Udina A.D. Nauka bez granits: Nauka, 2004. 207 p.	14
2. Additional literature		
2.1. Educational and scientific literature		
1	Grekoval O. K., Kuz'minova E. A. Obsuzhdaem, pishem dissertatsiyu i avtoreferat. M.: Flinta, Nauka, 2014. 294 p.	1
2	Strel'chuk E. N. Russkij yazyk i kul'tura rechi v inostrannoj auditorii: teoriya i praktika. M.: Flinta: Nauka, 2011. 126 p.	2
3	Starovojtova I.A. Vashe mnenie. M.: Flinta; Nauka, 2005. 288 p.	3
2.2. Standardized and Technical literature		
3. Students' manual in mastering discipline		
4. Teaching and learning materials for students' self-work		

6.2. Electronic Courseware

Kind of literature	Name of training tool	Reference to information resource	Accessibility of EBN (Internet/local net; authorized free access)
Basic literature	Vorob'ëv, V. V., Ovcharenko, A. YU. Uchebnik po russkomu yazyku. Obuchenie yazyku special'nosti. M.: RUDN, 2017.	URL: https://elib.pstu.ru/Record/iprbooks91087	authorized free access
Additional literature	Kurikova, N. V. Russkiy yazyk dlya inostrannyh uchashchihsya predmagisterskoj podgotovki. Ekonomicheskij profil'. Tomsk: TPU, 2017.	URL: https://elib.pstu.ru/Record/iprbooks84032	authorized free access

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. lic. 42661567
Office applications	My Office Standard, a registry of domestic 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 Databases and Inquiry Systems Used in the Course Educational Process

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

7. Logistics of the Course Educational Process

Type of classes	Name of the necessary basic equipment	Number of units
Practicals	Audio equipment	1
Practicals	Blackboard	1
Practicals	Laptop computer	1

8. Fund of the Course Evaluating Tools

Described in a separate document

FUND OF ESTIMATING TOOLS

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

Training program	38.04.01 Economics
Direction (specialization) of educational program	38.04.01.58 Oil and Gas Enterprise Economics and Management 38.04.01.61 Digital economy and machine building enterprise management
Graduate qualification	Master's program
Graduate academic chair	Economics and Management of Industrial Production
Form of study	Full-time studies

Year (-s): 1

Semester (-s): 2

Workload:

in credits: 2 CU

in hours: 72 h

The form of midterm assessment:

Test - 2 semester

Fund of estimating tools for midterm assessment of students' learning the subject "Professional Foreign Language" 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 studying discipline, objects of assessment and forms of control.

According to the Academic Course Working Program mastering course content is planned during one semester (the first semester of curriculum) and is divided into three educational modules. Classroom activities as well as students' self-work are provided for every module. In the frames of mastering course content such competences as *to know, to be able, to master* pointed out in the ACWP are formed. These competences act as the controlled results of learning the discipline (Table 1.1).

Monitoring of the acquired knowledge, abilities and skills is made in the frames of continuous assessment, progress check and formative assessment in the process of studying theoretical material, reports on laboratory works and during 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		Formative assessment	
	D	AC	LW R/P WR	T/C W	GT	Ex
Acquired knowledge						
K.1 Knows the types and means of modern communication technologies; application rules of modern communication technologies in the sphere of academic and professional interaction in the target language.				IC		CT
K.2 Knows basic principles of organizing professional contacts in intercultural interaction in the target language.				IC		CT
Acquired abilities						
A.1 Is able to establish professional and academic contacts as well as to take part in academic and professional discussions in a target language; to present scientific and professional results by analyzing and creating scientific and professional texts in a target language				CW		PT
A.2 Is able logically and in a well-argued manner to present professional information in intercultural interaction in the target language.				CW		PT
Mastered skills						
S.1 Masters the skills of academic and professional interaction in the target language; scientific and professional terminology of the target language.				CT		CT
S.2 Masters the skills to overcome communication				CT		CT

IC - interim control (control work, case-task); CT – case-task (individual task); /CW – progress check (control work); TQ – theoretical question; PT – practical task; CT – complex task of exam.

Final assessment of the learned discipline results is the midterm assessment which is made in the form of test taking into consideration the results of the running 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 his 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 studies and monitoring of lectures attendance;
- interim and progress check of students' mastering the components "to know" and "to be able" of the defined competences by computer-based or written testing, control discussions, control works (individual home tasks), reports on laboratory works, reviews, essays, etc.

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

- interim assessment, summarizing of 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 characterizes the text of the abstract?*
- *What is the structure of the article?*

2.1.2 Standard practical tasks:

- *Complete a business letter using translation of the words in parentheses.*
- *Read the article and answer the question.*

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.

- *Translate the annotation.*
- *Make fragmented translation of an article.*

Standard scale and criteria of estimating 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 of the letter when sending the resume.

Make up the table based on the data presented in the text.

Arrange the structural parts of the business letter in the appropriate order.

2.3.2. Standard complex task for a grading credit:

Compose the text of the e-mail request to a foreign university.

Annotate the article.

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 testing it is considered that *the mark obtained for the components 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.