International European University
European Business School

SYLLABUS

Course title

Foreign Language (Professional)

Course information

Educational program:

Educational and professional programs: Psychology, Management, Marketing, Software Engineering, Computer Science and Technology, Information Systems and Technologies, Tourism and Recreation, obligatory educational component

Course description:

A distinctive feature of the course is to provide students with communicative, social, and cultural competences to enable them to efficiently and flexibly use a foreign language in various social, academic, educational, and professional communication situations.

Prerequisites for study (previous requirements):

The Foreign Language (Professional) academic discipline is based on knowledge of social sciences and humanities. Mastery of the discipline allows students to improve their proficiency in English (recognized as the universal language of international communication), which, as a result, can ensure a successful level of competitiveness for graduates in the intercultural global space of their future professional activities.

Number of credits/hours:

21 ECTS credits / 630 academic hours

Discipline features

Period of teaching	Semester	International discipline integration	Year of study	Courses: general training/professional training/elective
4 years	1st to 7th semester	available	1st to 4th year	Professional training course

Mode of study:

Blended learning

Classroom location:

Room 405, https://dist.ieu.edu.ua/course/view.php?id=716. https://dist.ieu.edu.ua/course/view.php?id=717 https://dist.ieu.edu.ua/course/view.php?id=718 https://dist.ieu.edu.ua/course/view.php?id=707

Information about the lecturer

Lecturer's full name:

Tetiana Sorokina, PhD in Technical Sciences, Associate Professor

Department

Department of Information Technology

Office location:

42V Akademika Hlushkova Ave., room 509, Kyiv

Work and consultation schedule:

Every Tuesday from 3 p.m. to 5 p.m.

Lecturer's e-mail:

tetianasorokina@ieu.edu.ua

Course objectives / Learning outcomes

Course objectives

To provide future specialists with practical skills in foreign language proficiency in different types of speech activity related to professional activities.

The role of the academic discipline in achieving program learning outcomes

- Specialty: 053 Psychology
- PLO 4. To justify their own position, draw independent conclusions based on the results of their own research and analysis of literary sources.
- PLO 10. To formulate an opinion in a logical, accessible manner, debate, defend one's own position, and modify statements in accordance with the cultural characteristics of the interlocutor.
- PLO 13. To interact, communicate, be understandable, be tolerant of persons with other cultural or gender and age differences.
- Specialty: 073 Management

- PLO 2. To keep moral, cultural, scientific values, as well as multiply achievements of society, use different types and forms of physical activity for a healthy lifestyle.
- PLO 15. To show the ability to act in a socially conscious manner based on ethical considerations (motives), respect of diversity and multiculturality.
- PLO 16. To show skills in individual work, flexible thinking, openness to new knowledge; to be critical and self-critical.
  - **Specialty: 075 Marketing**
- PLO 1. To show knowledge and understanding of the theoretical fundamentals and principles of marketing activities.
- PLO 10. To explain information, ideas, problems and alternatives for managerial decision making to marketing specialists and non-specialists, representatives of different structural units of a market entity.
  - **Specialty: 121 Software Engineering**
- PLO 1. To analyze, intentionally search for and select information and reference resources and knowledge required to solve professional problems, taking into account current scientific and technological achievements.
  - **Specialty: 122 Computer Science**
- PLO2. To know the code of professional ethics, understand the social significance and cultural aspects of developing information systems and technologies, as well as observe them in professional activities.
  - **Specialty: 126 Information Systems and Technologies**
- PLO 1. To analyze, intentionally search for and select information and reference resources and knowledge required to solve professional problems, taking into account current scientific and technological achievements.
  - **Specialty: 242 Tourism**
- PLO 14. To show respect for individual and cultural diversity.
- PLO 15. To show tolerance for alternative principles and methods of performing professional tasks.
- PLO 16. To act in accordance with the principles of social responsibility and civic awareness.

Learning outcomes

Practical language proficiency at an intermediate level (B1) sufficient for engaging in cognitive activities in everyday, educational, professional, social, and cultural areas, which is achieved using a comprehensive approach to training future specialists. This approach integrates communicative, educational and developmental goals. The language is presented as a tool for adaptation in an unfamiliar environment for non-native speakers and for fostering a spiritually enriched secondary linguistic identity characterized by a high level of speech competence and readiness for educational activities in the context of higher education.

Course content

Section 1. Human relations.
   Topic 1. Relationships, relations.
   Topic 2. Family. Clan.
   Topic 3. Comradeship. Communication. Friendship.
   Topic 4. Communication. Language etiquette. Correspondence.
   Topic 5. Life of young people. Lifestyles.
Section 2. Countries. Traveling.
   Topic 6. Traveling.
   Topic 7. Holidays in different countries.
   Topic 8. Customs. Worldviews and relationships between individuals.
   Topic 9. Geography. Borders of the English-speaking countries. Climate. Interesting places.
   Topic 10. History of the countries whose language is being studied.
Section 3. Career and success.
   Topic 11. Choice of profession. Unusual professions.
   Topic 12. Millionaires. Success and its achievement.
   Topic 13. Professional qualification. Abilities, skills, competence.
   Topic 14. Part-time job. Part-time professions. Additional income. Study and work.
   Topic 15. Education. Higher education. My university. Ukrainian universities.
Section 4. Science and technology.
   Topic 16. Inventions and inventors. World's well-known inventors and scientists.
   Topic 17. Transport. Transport in everyday life. Transport of the future
   Topic 18. Experiments in life experience. Scientific experiments.
   Topic 19. Internet. The World Wide Web.
   Topic 20. Gadgets. Pros and cons of gadgets. Interesting facts.
Section 5. Leisure and rest.
   Topic 21. Leisure time, entertainment. Types of rest.
   Topic 22. Hobbies. Interests and tastes. Favorite activity.
   Topic 23. Cinema and theater.
   Topic 24. Emergence of radio. Emergence of TV.
   Topic 25. Museums. National museums. Picture galleries. Exhibitions.
Section 6. Environment. Nature.
   Topic 26. Environment. Nature around us. Human beings and nature.
   Topic 27. Environmental pollution – causes and consequences.
   Topic 28. Environmental protection measures.
   Topic 29. Natural calamities. Tornadoes. Hurricanes. Drought. Floods. Man-caused disasters.
   Topic 30. Tourism.
Section 7. Health and sports.
   Topic 31. Health and health problems. Healthy lifestyle.
   Topic 32. Diseases and symptoms. Calling a doctor to your home. Emergency care. The harm of self-treatment.
   Topic 33. The importance of spa recreation for human health and ability to work.
   Topic 34. Sports and fitness. The impact of sports and fitness on human health.
   Topic 35. Nutrition. Improper nutrition and its consequences. Diet.

Course materials and requirements

Books and materials

1. Foreign Language for Specific Purposes (English for managers). N.V. Mukan, L.P. Balatska, M.V. Havryliuk, O.L. Hasko, Y.V. Zakaulova, M.I. Zapotichna, N.M. Ilchyshyn, S.F. Kravets, I.S. Myskiv, O.V. Mukan, I.V. Sai, O.R. Senkovych, H.V. Yaremko. Lviv : Lviv Polytechnic Publishing House, 2022. 496 p.
2. MacKenzie Ian. English for Business Studies. A course for Business Studies and Economics students. Teacher's Book. 3rd edition. Cambridge University Press, 2010.
3. John Hughes and Jon Naunton Business Result. Student's Book. 2nd edition. Oxford. University Press, 2017.
4. David Richards. Business Telephoning in Practice. Workplace English Training, 2005.

Course technical requirements

To work on the Foreign Language (Professional) course, you will need regular access to a computer (or phone) and the Internet.
To successfully study and pass the course exam, you should initially explore online platforms (Moodle or Classroom) and study all folders that already contain or will contain information or materials for the course. You will also need to create and upload documents, upload the accomplished task, as well as watch or create videos. Online platforms can only be accessed using a corporate email.
If you are unable to access the course, you should inform the Dean's Office, your class representative, or the course lecturer directly.

Learning process

The Foreign Language (Professional) course consists of practical classes.
Practical classes use the following training methods: questioning, testing, performing individual and team tasks, preparing reports and presentations, solving specific problems and situations, brainstorming, using oral monologic and dialogic speech within everyday, social, political, and professional topics; translating specialized texts from a foreign language into the native language.

Assessment policy

Summative assessment

You will have various ways to show your knowledge and skills during the semester. This includes how you attend classes, how and what you contribute to class discussions, how you perform and submit practical tasks and tests on time, how you perform independent work tasks, as well as your ability to present your work.

Activities during the semester	Maximum amount of points during the semester
CURRENT CONTROL – 100 points	
Current work (attendance, oral questioning, performing tasks, situational exercises)	15
Reports with presentation (3 pcs.)	10
Tests (4 pcs.)	10
Modular test work (2 pcs.)	15
Individual research task (admission to the exam)	10
Exam	40
TOTAL	100

Grading scale

The grade for the discipline is determined as the sum of points for current activities in the semester. Each module includes points for the students' current work. Modular control activities are carried out after learning all the materials of this module. The minimum amount of points for current learning activities required to pass the discipline should be at least 60. The overall points of the discipline are 100.

The total grade for the discipline is given according to the national and European scale (ECTS).

The overall final grade in points according to the national and ECTS scales is put into the examination and test register, academic card and credit book of students.

National and ECTS grading scale

Sum of points for all types of educational activities	ECTS grade	Grade according to the national scale	
		for exam, term paper, practical training	for Pass/Fail test

90-100	A	excellent	pass	
82-89	B	good		
74-81	C			
66-73	D	satisfactory		
60-65	E			
30-59	FX	fail with possible repeated pass	fail with possible repeated pass	
1-29	F	fail with obligatory repeated learning of the discipline	fail with obligatory repeated learning of the discipline	

How to find out your grade:

To check your grades for tasks and read your lecturer's comments, you should check appropriate tabs on the distance learning platform (Moodle) in this course.

You can also obtain information about your grades in the general chat of the discipline group (Viber or Telegram) or directly from the course lecturer via corporate e-mail, messengers, or by appointment on consulting days.

Course policy

General guidelines

To ensure fruitful learning and cognitive activities of students while studying the discipline, one holds topical lectures and practical classes in the form of laboratory works.

During classes and at the University, students should respect lecturers, staff, and other students, attend classes according to the schedule, come on time, and not leave classes without lecturer's permission. All academic assignments and works should be performed by the deadlines.

The teaching staff should constantly advance their professional level, teaching skills, general culture, as well as provide students with appropriate conditions for learning educational programs according to the requirements for the content, level and capacity of education, and encourage their comprehensive professional development. Lecturers should follow the curriculum, not be late for classes, not allow any manifestations of corruption, discrimination, bullying, harassment, and infringement of the students' rights.

Class attendance and participation

The learning process is based on the application of active teaching methods. Active participation is an expectation and a norm.

Attendance and active participation account for 80% of the grade.

Students who miss the current control for valid reasons confirmed by documents have the right to take current control within two weeks after returning to studying.

Students who have missed classes without valid reasons, have not participated in current control activities, have not liquidated academic failure are not admitted to the final semester control of this discipline. In this case, an academic staff member puts a mark 'non-admission' in the exam record. Repeated taking of the exam in the discipline is appointed in case of accomplishing all types of educational, independent (individual) work stipulated by the working program of the academic discipline and is carried out according to the approved schedule of academic failure liquidation.

Academic integrity

The integrity of academic activities at any higher education institution requires honesty in learning and research, and therefore, academic integrity is expected from all IEU students. Academic dishonesty is prohibited in all programs of our University. All participants in the educational process rely on the academic integrity principles.

Late task performance, correction of grades, making up missed classes

Reports on completed tasks should be uploaded to Moodle by the deadlines stipulated in the course schedule. It is best practice to perform tasks as soon as possible after receiving them so that you have enough time to take an active part in the class. If you need more time to perform the task, flexible deadlines are available. Completed tasks will be accepted until full credit until the last scheduled class in the discipline. Afterwards, the 40% partial credit based on the grade will be awarded within a week after the last day of class. Tasks that are not submitted at all will receive 0.

If you miss classes for more than one week due to illness or other reasons, please contact your lecturer to arrange alternative options for performing tasks. Deadlines work both ways, and meeting them ensures that your lecturer will provide prompt feedback on your tasks to make sure you keep up with the course.

Lecturer's response time (regarding checking tasks)

Via corporate e-mail (within 24 hours), via messengers (within 1-2 hours)

Efficient communication

Efficient communication is crucial for success in this course, and the following channels are recommended:

- *Q&A Forum*: To address general course-related questions, check the F.A.Q section in Moodle first, then post your question in the Q&A forum to seek answers from your colleagues or the lecturer (you are guaranteed to receive email notifications whenever a new post or response is made);

- *E-mail:* If you have a personal course-related question, please e-mail the lecturer directly;

- **Social media, messengers**: personal communication with classmates and the lecturer;
- **Face-to-face meeting**: communication with classmates during classes and with the lecturer on consulting days.

ChatGPT and other generative AI policy

The use of generative AI is allowed if it adheres to the principles of academic integrity.

The use of electronic devices during classes

Please use your electronic devices (smartphones, tablets, laptops) only for class-related purposes and if they are needed to make course content accessible.

Make sure to switch your smartphone to silent mode during the class. If you have urgent personal matters, such as a family emergency, that might require you to answer a call, please notify the lecturer before the class begins so you can quietly leave the classroom to take the call.

Besides, no part of the class can be recorded in audio or video format without the consent of the lecturer and your classmates. This ensures the privacy of other students and prevents any disruption to their participation or learning.

Policy of publication and distribution of course materials

Students are not allowed to post, publish, sell, or otherwise publicly distribute course materials without the written permission of the lecturer.

Such materials include: lecture notes, lecture slides (presentations), video or audio recordings, tasks, problem sets, tests, other students' work, and answer keys, etc.

Students who sell, post, publish, or distribute course materials without written permission in order to get answers or otherwise can be subject to disciplinary action, up to and including being required to withdraw from the course.

Expected student workload and engagement

You should allocate approximately 2-3 hours per week for this course. If you face circumstances requiring you to spend more time on any of the tasks, please inform your lecturer by e-mail (messenger). The deadline for submission can be extended only if the lecturer is informed in advance that you will not be able to submit the task on time. Students are expected to have a backup plan in case of computer malfunctions or Internet outages.

Support services

E-schedule: https://rozklad.ieu.edu.ua
Online library: https://onlinelibrary.ieu.edu.ua
Repository: https://sed.ieu.edu.ua/index.php/sed/index
Education Ombudsman: https://ieu.edu.ua/pro-mieu/ombudsmen

Course schedule

Topic	Content of practical classes/seminars
Topic 1. People.	1. Lexical material related to the topic: People. 2. Word-formation elements and new vocabulary for the topic. 3. Relevant grammatical material. 4. Interpretation of a professional text on a relevant topic.
Topic 2. Countries. Traveling.	1. Lexical material related to the topic: Countries. Traveling. 2. Word-formation elements and new vocabulary for the topic. 3. Relevant grammatical material. 4. Interpretation of a professional text on a relevant topic.
Topic 3. Career and success.	1. Basic terms related to the topic: Career and success. 2. Interpretation of a professional text on a relevant topic. 3. Interpretation of subtest tasks from test assignments in English on a relevant topic.
Topic 4. Science and technology.	1. Lexical material related to the topic: Science and technology. 2. Word-formation elements and new vocabulary for the topic. 3. Relevant grammatical material. 4. Interpretation of a professional text on a relevant topic.
Topic 5. Leisure and rest.	1. Basic terms related to the topic: Leisure and rest. 2. Interpretation of a professional text on a relevant topic. 3. Interpretation of subtest tasks from test assignments in English on a relevant topic.
Topic 6. Environment. Nature.	1. Lexical material related to the topic: Environment. Nature. 2. Word-formation elements and new vocabulary for the topic. 3. Relevant grammatical material. 4. Interpretation of a professional text on a relevant topic.
Topic 7. Health and sports.	1. Basic terms related to the topic: Health and sports. 2. Interpretation of a professional text on a relevant topic. 3. Interpretation of subtest tasks from test assignments in English on a relevant topic.

Topic 8. Modern life.	1. Basic terms related to the topic: Modern life. 2. Interpretation of a professional text on a relevant topic. 3. Relevant grammatical material.

Tips on successful study

The goal is unique for everyone, but its proper formulation significantly affects the result as well as the learning process. For instance, studying the theoretical component (lectures) of the discipline provides the understanding and knowledge of the development process and the architecture of operating systems. Meanwhile, completing the practical component enables the acquisition of practical skills in using methods and tools for creating system software. After all, any learning process that follows a clear plan and involves a serious approach to the material is bound to be successful.

Thus, If you want to succeed in this discipline, you should be:
- persistent, attentive, and curious;
- creative, cheerful, and open to communication and discussions;
- ready to acquire information and knowledge about the subject not only during lectures but also during extracurricular activities.