

**Global Cultures & Languages Department  
College of Liberal Studies  
University of Wisconsin-La Crosse**

**Elementary Russian 101: First-Semester Russian  
Fall 2018**

This information sheet has been prepared to outline what you can expect and what will be expected of you during this semester.

**RUS 101 – Elementary Russian I (4 credits)**

**Class hours:** MTWH – 8:55-9:50 a.m.  
**Instructor:** Natalia Roberts  
**Office:** 321C Graff Main Hall  
**Phone:** (608) 785-8621  
**Fax:** (608) 785-8368  
**E-mail:** nroberts@uwlax.edu  
**Mailbox:** 315 Graff Main Hall  
**Office hours:** M, W 11:00 a.m-12:00 p.m.

**Course Objectives**

To establish a solid foundation in the fundamentals of the Russian Language through the development of **speaking, listening, reading, and writing skills** and to foster interest in the language and **culture** of Russia.

**Course Learning Outcomes**

Welcome to first-semester of Elementary Russian! After successfully completing this course students will be able to:

- Greet people
- Name and describe clothing
- Make and respond to invitations
- Talk about languages
- Read diplomas, transcripts and academic schedule
- Talk about where and what people study

**Materials**

Textbook Голоса / Golosa (Book 1, Fifth Edition, 2012). Richard Robin, Karen Evans-Romaine, Galina Shatalina and Joanna Robin. (Available at the University Textbook Rental). You are expected to bring both your Textbook to class every day!

**Format**

This is a distance education course. You will be asked to reference materials and participate online through Canvas, the learning management system. You will need your NetID to login to the course from the Canvas homepage

UW-L: <https://www.uwlax.edu/canvas>

UW-SP: <https://www.uwsp.edu/canvas/Pages/default.aspx>

UW-OSH: [canvas.uwosh.edu](https://canvas.uwosh.edu)

## Grading Policies

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### Calculations

Your overall grade consists of the following assessments, arranged by type and value.

Assignment	Total % Final Grade
Class participation (including but not limited to FlipGrid recordings with partner or individually)	20%
Homework	15%
Quizzes (in class)	15%
Oral Assessments	25%
Written Exams	25%
	100%

### Late Assignments, Missed Exams

Assignments are due on the dates indicated in the Course Schedule. For extenuating circumstances that impact your ability to meet deadlines or participate in class activities, you are responsible for alerting me as soon as possible. There will be no make up quizzes or exams. If you miss a quiz test or exam without a valid excuse (illness, family emergency), you will receive a zero for this test. It is your responsibility to inform the instructor via email of your absence 24 hours BEFORE the scheduled test.

### Attendance and Participation

Since proficiency is acquired only through regular and active contact with the target language, you are expected to attend class on a daily basis. As you can see from the grading scheme, your participation makes up 20% of the final grade. I will take attendance daily. If you are unable to attend a class, please contact Natalia Roberts via email at [nroberts@uwlax.edu](mailto:nroberts@uwlax.edu) prior to the class session.

### Expectations for Graded Work

Your graded coursework will be returned in compliance with FERPA regulations, such as in class, during my office hours, or via the course management system through which only you will have access to your grades. I provide students feedback and/or scores on assignments that require individualized grading before a further assignment of a similar format is due. Generally, I return work that requires individual feedback within 21 days from the date the work was due. I will notify you if I am unable to grade the work within the 21-day timeframe, and will identify a revised return date. If you submit work after the due date, it may not be returned within 21 days.

**The Final Examination** will be one hour in length and will consist of the similar kind of activities and tasks as on the unit tests. The final exam for this course will be held on December 12, from 8:55 a.m. – 9:50 p.m. to accommodate schedules for all three campuses.

## Grading Scale

### La Crosse

93 % and higher = A  
89 % - 92 % = AB  
83 % - 88 % = B  
79 % - 82 % = BC  
70% - 78% = C  
60% - 69 % = D  
59% - below = F

### Stevens Point and Oshkosh

92.5 and higher = A  
90 % - 92.49 % = A-  
87.5 % - 89.99 % = B+  
82.5 % - 87.49 % = B  
80%-82.49% =B-  
77.5 % - 79.99 % = C+  
70%- 77.49% = C  
60 % - 69.99 % = D  
59.99 % and lower = F

### Policy on Incomplete Grades

Incomplete grades are awarded only because of illness or other unusual circumstances BEYOND THE STUDENT'S CONTROL. The student must submit official evidence and discuss the situation with the instructor.

### Academic Integrity & Misconduct

Academic misconduct is a violation of the UWL Student Honor Code (<http://catalog.uwlax.edu/undergraduate/academicpolicies/studentconduct/>) and is unacceptable. I expect you to submit your own original work and participate in the course with integrity and high standards of academic honesty. When appropriate, cite original sources, following the style rules of our discipline.

PLEASE NOTE that whenever a grade penalty is imposed due to academic misconduct, the instructor is required to write a letter documenting the misconduct. **Copies are sent to the student, to the Office of Student Life (where the letter remains on file in the student's record), and to the Dean of the student's College.** Refer to <https://www.uwlax.edu/student-life/student-resources/student-handbook/> for a detailed definition of academic misconduct, and for possible sanctions and consequences. The Office of Student Life can also assist.

Plagiarism or cheating in any form may result in failure of the assignment or the entire course, and may include harsher sanctions. Refer to the Student Handbook #14.02 (<https://www.uwlax.edu/student-life/student-resources/student-handbook/#tm-academic-misconduct--chapter-uws-14->) for a detailed definition of academic misconduct.

For helpful information on how to avoid plagiarism, go to "Avoiding Plagiarism" on the Murphy Library website (<http://libguides.uwlax.edu/plagiarism2>). You may also visit the Office of Student Life (<https://www.uwlax.edu/student-life/>) if you have questions about plagiarism or cheating incidents. Failure to understand what constitutes plagiarism or cheating is not a valid excuse for engaging in academic misconduct.

## **Concerns or Complaints**

If you have a concern or a complaint about the course, or me, I encourage you to bring that to my attention. My hope would be that by communicating your concern we would be able to come to a resolution. If you are uncomfortable speaking with me, or you feel your concern hasn't been resolved after bringing it to my attention, you can contact my department chair Marie Moller at [mmoeller@uwlax.edu](mailto:mmoeller@uwlax.edu).

The Student Academic Non-Grade Appeals process can be found in the Student Handbook (<https://www.uwlax.edu/student-life/student-resources/student-handbook/#tm-non-academic-misconduct--chapter-uws-17->). For more information on appealing a final grade, see <http://catalog.uwlax.edu/undergraduate/academicpolicies/gradesgradingtesting/#appeal-final-grade> in the Undergraduate Catalog.

## **Course Access**

Access to course materials in Canvas may cease after the term ends. If you wish to archive materials for your personal records or portfolio you should do so as you progress through the course. As a general rule, you should always save local copies of course-related work. To avoid disasters, you should also save important files to external media or cloud storage.

## **Eagle Alert System**

This class will be participating in the Eagle Alert System <https://www.uwlax.edu/academic-advising-center/eagle-alert/student-resources/> through WINGS. The system is designed to promote student success. If I notice that you are experiencing difficulties early in the semester (e.g., low assignment scores or limited participation), I may note this information and you will receive an email indicating that I have entered feedback. I may also enter positive feedback encouraging you to consider additional learning opportunities. The link in the email will take you to WINGS where you can login to see the feedback. I encourage you to meet with me and/or refer to the helpful campus resources listed below under Academic Services and Resources and on UWL's Student Success page <https://www.uwlax.edu/info/student-success/>.

## **Inclusive Excellence**

UWL's core values include "Diversity, equity, and the inclusion and engagement of all people in a safe campus climate that embraces and respects the innumerable different perspectives found within an increasingly integrated and culturally diverse global community" (<https://www.uwlax.edu/chancellor/mission/>). If you are not experiencing my class in this manner, please come talk to me about your experiences so I can try to adjust the course if possible.

## **Name/Pronouns**

I will do my best to address you by a preferred name or gender pronoun that you have identified. Please advise me of this preference early in the semester so that I may make appropriate changes to my records. Information on UWL's preferred name policy is available here <https://www.uwlax.edu/records/preferred-name/> and UWL's Pride Center is available for additional assistance.

## **Student Evaluation of Instruction (SEI)**

UWL conducts student evaluations electronically. Approximately 2 weeks prior to the conclusion of a course, you will receive an email at your UWL email address directing you to complete an evaluation for each of your courses. In-class time will be provided for students to complete the evaluation in class. Electronic reminders will be sent if you do not complete the evaluation. The evaluation will include numerical ratings and, depending on the department, may provide options for comments. The university takes student feedback very seriously and the information gathered from student evaluations is more valuable when a larger percentage of students complete the evaluation. Please be especially mindful to complete the surveys.

## **Academic Services and Resources at UWL**

Below are several student services available to students taking online courses:

- Academic Advising Center: <http://www.uwlax.edu/advising/>
- ACCESS Center (formerly Disability Resources): <http://www.uwlax.edu/access-center/>
- Career Services: <http://www.uwlax.edu/careerservices/>
- Counseling and Testing Center: <http://www.uwlax.edu/counseling/>
- Financial Information: Financial Aid Office <https://www.uwlax.edu/finaid/> and It Makes Cents <https://www.uwlax.edu/it-makes-cents/>
- Murphy Learning Center (Walk-in tutoring): <http://www.uwlax.edu/murphy-learning-center/>
- Murphy Library: <http://www.uwlax.edu/murphylibrary/>
- Multicultural Student Services: <http://www.uwlax.edu/mss/>
- Public Speaking Center: <https://www.uwlax.edu/murphy-learning-center/subject/public-speaking-center/>
- Records and Registration: <http://www.uwlax.edu/records/>
- Student Handbook: <https://www.uwlax.edu/student-life/student-resources/student-handbook/>
- Student Support Services: <https://www.uwlax.edu/student-support-services/>
- Veteran Services: <http://www.uwlax.edu/veteran-services/>
- Writing Center: <http://www.uwlax.edu/writingcenter/>

## **Technical Support**

For tips and information about Canvas visit the Canvas Guide Using Help - Student: <https://community.canvaslms.com/docs/DOC-10554-4212710328>. Check here to make sure your preferred browser is supported: Canvas Guide - Supported Browsers: <https://community.canvaslms.com/docs/DOC-10720-67952720329> You can also contact the ITS Support Center at (608) 785-8774 or email them at [helpdesk@uwlax.edu](mailto:helpdesk@uwlax.edu) for questions about D2L or any other technological difficulties. The hours for ITS are Monday through Thursday from 7:30 am to 6:30 pm, and Friday from 7:30 am to 4:30 pm, Central Time.

## **Our Legal Obligations to You**

Find below a link to the page of statements that reflect UWL's legal obligations to students: <https://www.uwlax.edu/info/syllabus/>

## **Sexual Misconduct**

As an employee of the University of Wisconsin-La Crosse, I am a mandated reporter of sexual harassment and sexual violence that takes place on campus or otherwise affects the campus community. This means that if I receive detailed or specific information about an incident such as the date, time, location, or identity of the people involved, I am obligated to share this with UWL's Title IX Coordinator <https://www.uwlax.edu/equity/> in order to enable the university to take appropriate action to ensure the safety and rights of all involved. For students not wishing to make an official report, there are confidential resources available to provide support and discuss the available options. The contact in Student Life is Ingrid Peterson, Violence Prevention Specialist, (608) 785-8062, [ipeterson@uwlax.edu](mailto:ipeterson@uwlax.edu). Please see <http://www.uwlax.edu/sexual-misconduct> for more resources or to file a report.

## **Religious Accommodations**

Per the UWL Undergraduate and Graduate Catalogs <http://catalog.uwlax.edu/undergraduate/aboutuwlax/#accommodation-religious-beliefs> “any student with a conflict between an academic requirement and any religious observance must be given an alternative means of meeting the academic requirement. The student must notify the instructor within the first three weeks of class (within the first week of summer session and short courses) of specific days/dates for which the student will request an accommodation. Instructors may schedule a make-up examination or other academic requirement before or after the regularly scheduled examination or other academic requirement.”

## **Students with Disabilities**

Any student with a documented disability (e.g. ADHD, Autism Spectrum Disorder, Acquired Brain Injury, PTSD, Physical, Sensory, Psychological, or Learning Disability) who needs to arrange academic accommodations must contact The ACCESS Center (165 Murphy Library, 608-785-6900, [ACCESSCenter@uwlax.edu](mailto:ACCESSCenter@uwlax.edu)) and meet with an advisor to register and develop an accommodation plan. In addition to registering with The ACCESS Center, it is the student's responsibility to discuss their academic needs with their instructors.

You can find out more about services available to students with disabilities at The ACCESS Center website: <http://www.uwlax.edu/access-center>

## **Veterans and Active Military Personnel**

Veterans and active military personnel with special circumstances (e.g., upcoming deployments, drill requirements, disabilities) are welcome and encouraged to communicate these, in advance if possible, to me. For additional information and assistance, contact the Veterans Services Office. <http://www.uwlax.edu/veteran-services/>. Students who need to withdraw from class or from the university due to military orders should be aware of the military duty withdrawal policy <http://catalog.uwlax.edu/undergraduate/academicpolicies/withdrawal/#military-duty-withdrawal-university>.

**Course Outline and Schedule**

Course outline and schedule could be found under Syllabus tab in Canvas. Please note that the timing of activities and topics listed below may change. I will give you timely notice of any major changes in the syllabus by through email or in class.