

**FEDERAL STATE BUDGET EDUCATIONAL
INSTITUTION OF HIGHER EDUCATION
“LOMONOSOV MOSCOW STATE UNIVERSITY”**

FACULTY OF ECONOMICS

«APPROVED»

Dean of the Faculty of Economics, MSU

professor _____ A.A.Auzan

«__» _____ 2021

COURSE SYLLABUS

Course title:

FOREIGN LANGUAGE – ENGLISH LANGUAGE (IN ENGLISH)

Level of higher education:

MASTER STUDIES

Field of study:

38.04.02. MANAGEMENT

Mode of study:

FULL-TIME

Course syllabus is considered and approved by
the Educational and Methodological Council of the Faculty of Economics
(minutes № _____, date)

Moscow 2021

The course syllabus is developed in accordance with the self-established MSU educational standard (ES MSU) for implemented main professional educational programs of higher education for Master's degree in the field of study 38.04.02. Management

ES MSU is approved by the decision of MSU Academic Council dated December 28, 2020, minutes №7

Year (years) of enrollment: 2021 and forthcoming

1. Place and status of the course in the structure of the Master program

Course status: *obligatory*

Trimester: 1st

2. Course Prerequisites

This discipline is based on the knowledge and skills acquired as a result of studying following courses:

— no prerequisites are required.

3. Intended learning outcomes (ILO) of the course associated to the required competencies of the graduates

Competencies of graduates (codes)	Indicators of achievement of competencies	Intended learning outcomes of the course (module) associated to the required competencies of the graduates
UC-5. Capable of applying modern communication technologies, including ones in a foreign language (foreign languages), for academic and professional interaction	UC-5.I-1. Compiles documents (letters, essays, abstracts, etc.) for academic and professional interaction in accordance with the norms of Russian and foreign languages	UC-5.I-1.K-1. Knows the ways of using information and communication technologies for collecting, storing, processing, presenting and transmitting information
		UC-5.I-1.K-1. Able to find and analyze the information necessary for the qualitative performance of academic and professional tasks and the achievement of professionally significant goals, including ones in a foreign language
		UK-5.I-1.A-2. Able to compose, edit in Russian and/or a foreign language, perform a correct translation from a foreign language into Russian and from Russian into a foreign language of various academic and professional texts
	UC-5.I-2. Presents the results of academic and professional activities at events of various formats, including international ones	UC-5.I-2.K-1. Knows the basic concepts of the organization of interpersonal interaction in the information environment
		UC-5.I-2.A-1. Able to establish and develop academic and professional contacts, including in the international environment, in accordance with the goals, objectives and conditions of activity
	UC-5.I-3. Participates in academic and professional	UC-5.I-3.A-1. Able to perceive and analyze information in Russian and foreign languages in the process of academic and professional interaction

	discussions, including in a foreign language(s)	UC-5.I-3.A-2. Able to conduct academic and professional discussions in Russian and/or a foreign language, arguing for their positions and ideas
--	---	--

4. Workload of the course by types of activity

The workload of the discipline is 2 ECTS: 72 academic hours, including 36 academic hours of contact work with a professor, 36 academic hours of self-directed studies.

5. Learning format

Full-time, with the use of educational platform On.Econ (use of distant learning technologies is allowed if necessary).

6. Content of the course structured by topics (sections) indicating the number of academic hours allocated to them and types of training

Title and brief content of sections and topics of the course (module), Form of assessment for the course (module)	Total (hours)	Contact work (work in contact with a professor) <i>Types of contact work, hours</i>				Student self-directed studies <i>Types of self-directed studies, hours</i>		
		Seminars	Group consultations	Individual consultations	Total	Current activities	Final presentation	Total
Topic 1. Introduction of the course. Self-presentations. Networking Questionnaire	16	4	4	-	8	5	3	8
Topic 2. The Manager's role. Mintzberg's managerial roles	16	4	4	-	8	5	3	8
Topic 3. Making Business Presentations	16	4	4	-	8	5	3	8
Topic 4. Leadership	16	4	4	-	8	5	3	8
Midterm assessment (control): — <i>Final presentation</i>	8	4	-	-	4	-	4	4
Total	72	20	16	-	36	20	16	36

Brief content of the course topics

Topic 1. Introduction of the course. Self-presentations. Networking Questionnaire

Two types of self-presentations. Purposes and components of formal and informal self-presentations. Self-presentation preparation and practice.

Topic 2. The Manager’s role. Mintzberg’s managerial roles

What is a research question. Approach to research question formulation. How to make a research proposal. How to determine the actuality of the research. Research subject and research methods.

Topic 3. Making Business Presentations

Presentations opening. Introduction to the presentation. Components. Plan. Presentation structure. Key phrases. Signposting. Delivery (Paralanguage. Body language). Visual aids. Assessing other people’s presentations (*template)

Topic 4. Leadership.

Styles of leadership. Leadership Traits. Men bosses vs women bosses.

Midterm assessment (control) — presentation of research proposal

Presentation of a research proposal, including relevance of the chosen topic, research subject, research question and research methods.

7. Assessment tools to assess the course learning outcomes

7.1. Sample assessment tools:

Learning outcomes of the course	Types of assessment tools
<p>UC-5.I-1.K-1. Knows the ways of using information and communication technologies for collecting, storing, processing, presenting and transmitting information</p>	<p>Case-study, Presentations, Articles reviews and discussion, Video Review, Self-presentation, Participation in discussions, Final presentation</p>
<p>UC-5.I-1.K-1. Able to find and analyze the information necessary for the qualitative performance of academic and professional tasks and the achievement of professionally significant goals, including ones in a foreign language</p>	<p>Case-study, Presentations, Articles reviews and discussion, Video Review, Self-presentation, Participation in discussions, Final presentation</p>
<p>UK-5.I-1.A-2. Able to compose, edit in Russian and/or a foreign language, perform a correct translation from a foreign language into Russian and from Russian into a foreign language of various academic and</p>	<p>Case-study, Presentations, Articles reviews and discussion, Video Review,</p>

professional texts	Self-presentation, Participation in discussions, Final presentation
UC-5.I-2.K-1. Knows the basic concepts of the organization of interpersonal interaction in the information environment	Case-study, Presentations, Articles reviews and discussion, Video Review, Self-presentation, Participation in discussions, Final presentation
UC-5.I-2.A-1. Able to establish and develop academic and professional contacts, including in the international environment, in accordance with the goals, objectives and conditions of activity	Case-study, Presentations, Articles reviews and discussion, Video Review, Self-presentation, Participation in discussions, Final presentation
UC-5.I-3.A-1. Able to perceive and analyze information in Russian and foreign languages in the process of academic and professional interaction	Case-study, Presentations, Articles reviews and discussion, Video Review, Self-presentation, Participation in discussions, Final presentation
UC-5.I-3.A-2. Able to conduct academic and professional discussions in Russian and/or a foreign language, arguing for their positions and ideas	Case-study, Presentations, Articles reviews and discussion, Video Review, Self-presentation, Participation in discussions, Final presentation

7.2. Course assessment criteria (scores):

Types of assessment tools	Score
Case-study (2x5)	10
Presentations	15
Articles reviews and discussion (7x5)	35
Video Review	5
Self-presentation	5
Participation in discussions	10
Midterm assessment (control) – Final presentation	20
Total	100

7.3. Grade for the course is determined based on the following criteria :

Grade	Minimum score	Maximum score
<i>Excellent</i>	85,0	100,0
<i>Good</i>	65,0	84,9
<i>Satisfactory</i>	40,0	64,9
<i>Failed</i>	0,0	39,9

Note: in case a student’s score obtained during the trimester is less than 20% of the maximum score of the discipline, the following rule of passing the course should be applied at the midterm assessment (and further re-examination): ‘a student can obtain only a satisfactory mark and only in case she/he receives for the midterm assessment, including all the course material, no less than 85% of the score allocated to this assessment’.

7.4. Typical tasks and other materials necessary to assess the learning outcomes:

— *Case-study*

Sample topics of case-study:

- “The employee who worked too hard” (On the issue of working with someone you really do not like)
- “Just good friends?” (On the issue of romantic relationships in the workplace)

— *Participation in discussion*

Sample group discussion:

Working with people who are smarter than you. Questions for Discussion:

- Do smart people have common characteristics? What are they?
- How would you describe someone who is intelligent?
- What makes an intelligent person a genius?
- Is it possible to define smart people by their high scores on IQ tests?
- Can a person be too smart? Please explain.
- Do you agree with the statement that if clever people have one defining characteristic, it is that they do not want to be led?

— *Articles reviews and discussion*

Sample article: The employee who worked too hard.

When Paula, aged twenty-five, joined the Packing and Despatch Department, she was determined to do a good job and get on in the company. There

were six other women in the department, mostly all be older women. Paula, being young and keen, worked harder of them. Soon, in fact, her work-rate was double that of everyone else. About a year after she joined the company, the supervisor of the department retired, Paula was offered the job, which she accepted with delight.

From the very beginning she had problems. For one thing, she wasn't popular with the other women. They made jokes about her to her face, saying that she was trying to impress the management by working so hard. And, whenever she tried to persuade them to increase their work-rate, they said that the department was becoming a 'sweat shop'. Another thing that annoyed them was Paula's attitude to life. She made no secret of the fact that she had several different boyfriends. She was a 'liberated woman' wanting to get the most out of life. 'You only live once' was her favourite expression. The other women didn't like her attitude at all, and made this clear to her.

One day, Paula criticised one of the women for taking an unofficial fifteen-minute tea break. A little later, the group of women came to Paula. One of them, Eileen - a sort of leader of the group - told Paula they were stopping work for the day. 'We're not putting up with this kind of treatment,' Eileen told her. After this incident, relations between Paula and the women became worse. A month later, the women went on a three-day strike, insisting that they wouldn't work with Paula a day longer.

Instructions: Working in groups of two or three, consider the following questions.

1. Was Paula a suitable person to be a supervisor?
2. Was she to blame for the problems that arose in the department?
3. What should the management do now to solve the problem?
4. What lessons can be learned from this case?

7.5. Methodological guidelines and assignment requirements:

All assignments must be completed in strict accordance with the requirements set out at the course page at the educational platform On.Econ.

8. Resources

8.1. List of main and additional literature

9. Main and additional literature:

Main literature:

Materials distributed at class and posted at the educational platform On.Econ.

Additional literature:

1. Podchasov A., Nikolayeva N., Kalugina Yu. Grammar difficulties of English economic texts. Faculty of Economics, Lomonosov Moscow State University, 2020. URL: <https://www.econ.msu.ru/sys/raw.php?o=71297&p=attachment>
2. Brusilovskaya E. First Step to Cross-cultural Awareness. Faculty of Economics, Lomonosov Moscow State University. URL: <https://www.econ.msu.ru/sys/raw.php?o=49028&p=attachment>
3. Kulik L., Kravchenko E., Kleymenova E. Academic focus for postgraduates. Faculty of Economics, Lomonosov Moscow State University, 2021. URL: <https://www.econ.msu.ru/sys/raw.php?o=77640&p=attachment>

8.2. List of licensed software

Package of Software ‘Microsoft Office’.

8.3. List of professional databases and information referral systems

Institutional subscription resources of the Faculty of Economics, MSU.

8.4. List of Internet resources (if necessary)

— ScienceDirect: <https://www.sciencedirect.com/>

— SpringerLink <https://link.springer.com/>

— JSTOR <https://www.jstor.org/>

8.5. Description of material and technical support

For the appropriate organization of classes, the following equipment is needed:

- ‘ON.ECON’ electronic educational information environment of the Faculty of Economics, Lomonosov Moscow State University;
- multimedia class with a video projector, Internet access
- Institutional subscription resources of the Faculty of Economics, MSU.

10. Language of instruction: English

11. Professor (professors): Candidate of Sciences in Philology Nikishina I,Yu., Kondratyeva M.V.

12. Syllabus authors: Candidate of Sciences in Philology Nikishina I,Yu.