

# Academic Catalog

## 2001-2002

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РУССКО-АМЕРИКАНСКИЙ  
ХРИСТИАНСКИЙ ИНСТИТУТ  
RUSSIAN-AMERICAN  
CHRISTIAN UNIVERSITY

# welcome

statement from  
the president



Greetings and thank you for your interest in the Russian-American Christian University! The mission of our university is to train young Russians for future leadership roles in the "New Russia." To achieve this purpose, the university was formed as a bi-national educational institution, registered and licensed in Moscow as a private (non-commercial) entity.

The goal of the founders of RACU was to develop a private university that would blend the strengths of the North American and Russian educational systems into a new educational structure. Although in the early stages of its development the university is quite similar in structure to liberal arts colleges and universities in North America, the intention is to adapt it to more appropriately fit the Russian context over time.

The university offered its first courses in the spring of 1995 and then held two summer English Language Institutes in 1995 and 1996, utilizing the facilities of the Russian Peoples' Friendship University. In September of 1996, the first full-time undergraduate students were accepted into the university and an additional class has been admitted each September since then. The university currently offers a four-year baccalaureate degree with academic specializations in business & economics, social work and English. English language competency is also required of all students.

The governing body of the university is the Board of Trustees, which is made up of Russians and Americans. Courses are taught in two languages (Russian and English) and the faculty is also both Russian and American. It is the intention of the Board of Trustees that the university serve as an educational structure in which there will be a regular exchange of ideas, faculty and students between the two sponsoring nations.

The educational goal of the university is to produce graduates with the following attributes:

- they will be bilingual (English and Russian);
- they will be competent in modern communications/computer technology;
- they will be trained in democratic and free market values and institutions;
- they will be given a career specialization; and
- they will be morally and ethically grounded in the Judeo-Christian tradition.

There are several important distinctive qualities about our university, which make it unique in Russia. First of all, RACU is the only faith-based private liberal arts university in Russia. By "faith-based" we mean our academic programs are integrated with a perspective shaped by historic biblical Christianity. Ethical and moral principles, which lie at the core of the Christian tradition, are examined and related to classroom studies. Explicit efforts are made by faculty members to discuss the moral and ethical bases on which healthy modern societies are structured. Different religious traditions are studied and common themes are explored that unite religious people and provide the basis for constructive dialogue between diverse religious communities. Although many of our faculty are from various Protestant traditions, RACU is open to all students and is respectful of different beliefs; Orthodox faculty and students are also a part of our university.

RACU is a liberal arts university, which is another distinctive aspect of its program. One way of expressing this distinctive is to say that liberal arts education is committed to "preparing students for life, not just for a job." Approximately half of the student's program is in their area of specialization; the other half of the student's studies consists of a wide range of subjects covering the natural sciences, the social sciences, the arts and humanities, and English language skills.

Finally, RACU is unique in that it is the only Russian university with eleven partner colleges and universities in the United States. These higher education institutions in North America provide visiting faculty, library and computer resources, and academic counsel.

As you read through this catalog, you will see that these distinctive qualities shape the way our program is developing. RACU is a new type of educational institution in Russia, one which we believe will produce graduates who will be productive citizens in the Russia of tomorrow and the country's future leaders.

A handwritten signature in black ink that reads "John A. Bernbaum". The signature is written in a cursive, flowing style.

Dr. John A. Bernbaum  
President  
Russian-American Christian University (RACU)

# general introduction

## What is Christian Liberal Arts Education?

По статъе д-ра Артура Ф. Холмса

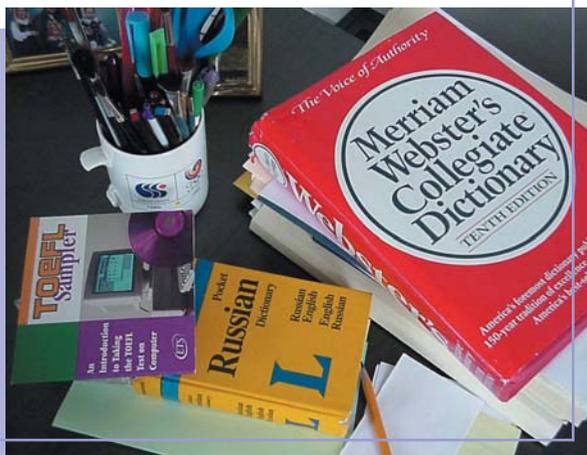
Liberal arts education has its roots in the ancient Greeks, who wanted to transmit the values of their culture and to nurture the skills that are required for active citizenship. It was called "liberal" because it was considered to be appropriate for free men rather than slaves. It focused at first on poets like Homer, whose lively account of heroic virtues captured the imagination of students. By studying the poets, they also learned grammar and rhetoric. Gradually, the curriculum expanded, until it included the seven liberal arts: a "trivium" of language studies, composed of grammar (which included literature), rhetoric, and logic; and a "quadrivium" of mathematical studies, composed of arithmetic, geometry, astronomy, and music. Together these studies were designed to teach wisdom. They were regarded as preparatory for advanced work in rhetoric or philosophy, or for one of the "professions" (in Medieval terms). Eventually other disciplines were included: history, classical languages and literature, moral philosophy, modern languages, and (as these each achieved a separate identity) the natural and social sciences. Only since the late 19th and early 20th Century, under the influence of German universities, has specialization and research been included.

In contemporary language, the concerns of a liberal arts education may be summarized as follows:

- The transmission of a cultural heritage, including its values;
- Character formation;
- Communication and cognitive skills;
- Preparation for responsible participation in society; and
- A broad preparation for graduate-level and professional studies.

"General Education" overlaps with the concept of liberal education, but they are not synonymous or coextensive. General education simply means education "for all," with or without reference to liberal arts concerns. On the other hand, liberal arts concerns extend beyond the limits of what is required for all, including the specialties, elective courses, and activities beyond the classroom.

Christians throughout the centuries have benefited from liberal arts education. Most, if not all, Christian writers of the patristic period give evidence of it, and some of them taught the liberal arts. Augustine wrote extensively about them: in his book *On Christian Doctrine*, for example, he describes their contribution to the study of Scripture. Elsewhere, he outlines a theological basis for the possibility of human knowledge in the quadrivium, and he wanted to write a book about each of the seven arts and sciences (he finished only part of one). While medieval scholasticism sometimes emphasized logic to the neglect of other disciplines, their universities called theology the "queen of the sciences": all learning points to her, and she brings them together in the unity of truth. Puritan colleges valued the humanistic learning of the Renaissance as well, and gradually added the newer sciences. Christian colleges and universities of this kind were founded in the American colonies, and in the



westward expansion others sprang up across the prairies. Today there are approximately 125 Christian liberal arts colleges and universities in North America.

During the last 100 years, however, the liberal arts tradition in the West has been weakened by several influences. Enlightenment demands for objectivity helped to secularize learning, excluding theology and marginalizing religion. Specialization increased, both in the academic preparation of professors and in the curriculum; and utilitarian reasons for education overshadowed broader liberal arts concerns.

The idea of "Christian liberal arts," however, recalls the long and rich heritage of Christian learning that makes Biblical and theological studies the integrating core of the whole curriculum. In keeping with general liberal arts ideals, it resists premature specialization of learning, and it regards utilitarian goals as too narrow and too shortsighted, especially in a complex world of rapid change and conflicting values. The Christian university interprets liberal arts concerns from a Biblical perspective. Character formation remains extremely important, but it is inseparable from spiritual growth. Intellectual development is a matter of stewardship. The Christian's cultural heritage includes the heritage of faith, as well as its manifestations in the worlds of thought, art, and action. Preparation for future responsibilities in society includes attention to the life and work of the church. And career becomes a form of service, a vocation from God.

In other words, Christian liberal arts education operates deliberately within an all-encompassing world and life view that seeks to integrate faith with human learning just as seriously as integrating faith into daily living. From its early years, the church has emphasized the unity of truth. Secular and Christian learning ultimately come from the same source, because the God who ordered creation in intelligible ways, and made us in his own image as rational beings capable of learning, is the same God who gave us the Scriptures. They should therefore enrich each other, and together, guide the pursuit of truth and inform our service on the earth. So the scientist traces God's hand when she explores the heavens or probes human genes, and the artist delights our senses with the aesthetic possibilities God gave to sight and sound. The social sciences and the world of ideas reveal the image of God that we as humans bear, even though it is a finite and distorted image in us. And whether we are theologians, artists or scientists, it is the Biblical faith that motivates and guides our work.

"Integration of faith and learning" is the phrase often used on the campuses of Christian liberal arts universities. It means that Christian scholars and students on that campus seek to overcome the compartmentalization of religious belief, and to recover the underlying unity of truth that a secular society obscures. Christian liberal arts education is liberal learning-motivated, informed, and made whole by the Christian faith.

*Dr. Arthur F. Holmes is Professor-Emeritus of Philosophy at Wheaton College, and an educational advisor to RACU.*

## History of the University

The concept of a Russian-American liberal arts college was first born in the minds and hearts of Russian educators who came to the United States in 1990. They visited several Christian liberal arts colleges and universities and were impressed with both the quality of the education and the integration of moral values and ethics with living and learning. They approached the leadership of the Christian College Coalition (now the Council for Christian Colleges and Universities, CCCU) with the request that a similar institution be established in Moscow.

After several years of planning and discussion in both Russia and North America beginning in September 1992, RACU opened its doors in the spring of 1995 with a series of evening seminars designed to introduce Russians to the concept of Christian liberal arts education. Following a highly successful English Language Institute in the summer of 1995 that served approximately 100 students, a series of special evening seminars were provided in the 1995-96 academic year. The second English Language Institute was held in July 1996 for approximately 120 students. The 1996-1997 academic year was the first year of full-time study. 43 students enrolled in the undergraduate program in two major programs, Business and Economics and Social Work.

In September 1997, the university's second freshman class of 45 students was admitted and together with the returning sophomore class, the student population totaled 85. The Department of Languages and Literature was established with Dr. David Broersma as chair. At the end of the 1997-98 academic year, Rev. Hannes Furter replaced Dr. Stanley Clark as Executive Vice President and CEO in Moscow. Susan Clark, who was previously Director of Student Affairs and Public Relations, moved back to the States and became Assistant to the President.

By the fall semester of 1998 a total of 103 students were enrolled, including 35 freshmen. Many of these came from far beyond the limits of Moscow. Although RACU grew rapidly and expanded, it experienced a level of stability as a registered and licensed private educational institution in Moscow, Russia. The growing number of regular faculty and variety of staff members was one important factor. Dr. Pamela Indahl, who taught English and Social Work before, was appointed as Chair of Social Work to help manage the expansion of this fast growing department until her departure in the Spring of 1999. The Information Technology department also received a boost with the upgrading and expansion of its training facilities. All these developments are in line with RACU's vision to establish itself as quality liberal arts educational institution based on Christian principles.

The 1999-2000 academic year can be characterized as a preparatory year for the next step in the university's development - accrediting its programs with the Russian Ministry of Education. During the fall and especially the spring semester, several meetings were held to determine the changes needed in the current pro-

grams to bring them in line with accrediting standards. During the May 2000 board meeting, the Board of Trustees approved the official establishment of RACU's Center for Information Systems (RACUCIS), a development that started two years earlier when a big step was taken to expand the Intranet and Internet structure. This development is part of RACU's goal to develop a strong support mechanism for its administrative structure and to establish a Distance Education (DE) and Continuing Adult Education Program (CAEP).

Another development during the 1999-2000 academic year was the expansion of the operations. RACU had outgrown its facilities during the first three years of existence in the Christian Center on Namyotkina Street. A move was unavoidable. At the beginning of the fall 1999 semester the English Department took the first step to occupy a few rooms on the fifth floor of one of the Centers for International Education in Moscow. During the winter break almost all operations followed with the exception of one administrative office and the IT Department. Later in the spring 2000 semester the library also relocated. All this is part of the second phase of the university's efforts to meet its growing facility needs and to conform to state accreditation requirements.

The 2000-2001 academic year was a year of change and celebration. Dr. Larry V. Ort replaced Hannes Furter and was appointed VPAA and Executive Vice President. Numerous changes were made which strengthened the academic programs of the university and better prepared the university for self-attestation and accreditation. Celebration was the note of the day on May 19, 2001, when the first commencement ceremony was held. Eleven business and economics and nine social work students participated in graduation exercises.

In 2001 the Business and Economics Evening Program with intensive study of the English language was started.

## Guiding Principles

### Statement of Faith

RACU is committed to the authority and lordship of Jesus Christ, and to the doctrines of the historic Christian faith as expressed in the Apostles' Creed and the Statement of Faith of the World Evangelical Fellowship. We welcome students of all Christian denominations and others who wish to study in a distinctly Christian learning environment.

### Mission Statement

The Russian-American Christian University, established in the Russian Federation, is a comprehensive liberal arts university grounded in historic biblical Christianity. RACU is the only Christian higher education institution in Russia specially committed to prepare young Russian Christians for leadership in the marketplace, the arts, law, government, and the helping professions.

## Objectives

The Russian-American Christian University seeks to:

- Establish a cooperative educational venture through the combined efforts of both Russian and American educators, a venture which would bring together the strengths of each educational system and would result in a vibrant community of Christian scholars and students.
- Engage Russian university students in vigorous liberal arts education that would promote lifelong Christian service to church and society.
- Produce quality Christian scholarship by faculty and students that will enhance the best insights of Russian culture and historic Christianity and engage issues in the intellectual and public spheres.
- Create a caring and diverse educational community where faculty and students would be challenged to acquire knowledge, cultivate aspirations, and practice lives of service.
- Offer to Russian society an intellectually credible Christian witness that bears testimony to historic Christianity through lectures and publications of its faculty.

*The Evening Program and the Continuing Adult Education Program* provide working adults with additional educational opportunities to develop their professional skills or to get specialized training. The Evening Program consists of a Business and Economics Bachelor program with intensive study of English. The Continuing Adult Education Program offers special courses and seminars on the most pressing and needed developments in the area of business and economics. Professionals and professors with knowledge and experience in Russian and Western business teach the program. The Evening Program has a spiritual foundation and is aimed at contributing to the development and strengthening of spiritual growth as well as responding to the professional interests of the students in the area of study.

The newly formed Center for Information Systems (RACUCIS) provides an important supporting service to the administration of the University. It also serves the academic community, students and faculty, by providing a quality information and learning service. Students are exposed to an educational experience in the areas of Information Technology (IT) and a variety of general and specialized courses through Distance Education (DE) by means of computer and Internet-related studies.

### What does it mean to study at RACU?

As an institution grows, it develops its own culture. In the case of RACU, this normal development of a corporate culture is complicated because the university is a "bi-cultural" institution, both Russian and American. Indeed, the goal of RACU is not to become either Russian or American; it embraces the best of both cultures. So, what does this mean in terms of studying at an institution like RACU? First of all, it means that the faculty of RACU does more than just teach classes. They invest in

the lives of their students, teaching them what it means to live lives of fruitfulness and service. It means that all administrative and academic staff take a personal interest in the spiritual growth of students, and they attempt to encourage that growth through interaction, personal example and service.

In keeping with these ideas, the faculty adopted the following values statement in the Spring of 1998:

- We respect our students and treat them with dignity.
- Our students are created in God's image. They are individuals with a unique personality, beliefs, opinions, and feelings.
- We act with love toward our students.
- We challenge and encourage them to reach their full potential as learners and followers of Christ. We maintain high standards for them and always act according to what is in their best interest.
- We will serve as models of the Christian life for our students.
- We will demonstrate how faith, scholarship and daily living are integrated. We will display a Christ-like character, including integrity, hard work, excellence, hope, and forgiveness. We will demonstrate how to live in community together.

## **Governance**

Two boards provide governance and counsel to RACU.

The Board of Trustees, comprised of an equal number of Russians and Americans, controls the University. It is responsible for setting the general direction for the University, and it has ultimate authority on matters pertaining to the University's operation.

The Board of Advisors is a consultative body comprised of appointed individuals from both countries who are leaders in education and business. This Board is called upon periodically to provide counsel concerning the programs and operational policies of the University.

## **License, Accreditation and Affiliation**

RACU is presently registered and licensed (No. 16-331) as a non-governmental (private) higher educational institution with the right to offer higher and post-graduate education.

RACU has started the process of receiving Russian State accreditation for the two majors currently offered. It is hoped that this procedure will be completed in the shortest possible time. A long-term goal of the University is to obtain full accreditation from the appropriate governing bodies in Russia.

The programs presented in this catalog are currently under evaluation as we prepare for State Accreditation. Changes may take place to meet accreditation requirements.

RACU is affiliated with the following organizations:

- Association of Non-State Higher Educational Institutions, Russia
- Council for Christian Colleges & Universities, USA
- Overseas Council International, USA
- International Association for the Promotion of Christian Higher Education, USA
- U.S.- Russia Business Council
- American Chamber of Commerce in Russia
- The North American Association of Christians in Social Work

RACU has partner colleges and universities\* in the United States which have agreed to provide assistance in several ways, including support for visiting professors on sabbatical leave, library resources, academic counsel and financial support.

*\* For a complete list of partner colleges and universities, see "Directory".*

## **Governing Documents**

This catalog and the student handbook contain the official guidelines and rules for all students enrolled at RACU.

## **PROGRAMS OFFERED IN 2001-2002**

### **Undergraduate Degree Programs**

The Bachelor of Arts degree is awarded to students who graduate with majors in the following areas:

- Business and Economics (521600)
- Social Work (521100)
- A minor is also offered in English, and an English major is currently being established.

### **Evening and Continuing Adult Education Programs**

The Evening Program offers the Business and Economics Bachelor's degree with intensive study of English.

RACU also offers:

- Language certificate programs in English as a Second Language (ESL) and Russian;
- Other individual courses, seminars and workshops within the major areas of business and economics, social work, general humanitarian disciplines and disciplines such as Biblical studies, apologetics, philosophy, and ethics;
- Distance Education Courses in business and economics, social work, and Christian studies. These courses may be taken on-line or by correspondence;
- Computer literacy and software application courses.

Courses in the Evening and Adult Education Programs are presented in the afternoon, evening, or weekends. For more details on when these certificate courses and programs will be offered, please contact the Registrar. RACU has plans to expand these programs in the near future to include a larger variety of programs and individual courses, seminars, and workshops.

## Departments at RACU

The degree, certificate, and non-degree programs at RACU are organized within the following departments:

- Department of Business and Economics (day-time and evening programs)
- Department of Social Work
- Department of Languages and Literature
- Department of Continuing Adult Education
- Department of Information Systems (RACUCIS)

The Center for Information Services (RACUCIS) serves all departments as well as the University administration, and all the students take computer and information technology coursework.

Departments planned for the near future include:

- Department of Humanities
- Department of Distance Education (currently under RACUCIS)
- Department of Education

# admissions



## Admissions - Undergraduate Programs

### Policies

Admission to the University is granted to individuals who have successfully completed at least secondary (full) general education or secondary professional education. Applicants with higher education are also encouraged to apply if they are interested in an education based on Christian principles.

**Criteria for admission** include general aptitude (as measured by the student's academic record of achievement and essay examinations), entrance interview, and personal references, and evidence of a Christian commitment. In the event of limited space, the most talented and qualified candidates will be admitted. Qualified students of any race, gender, religion, nationality and ethnic origin are encouraged to apply.

Candidates are admitted to the University by decision of the Admissions Committee. Students enter the university's undergraduate programs at the start of the fall semester. Entrance at the start of the Spring semester will be considered by the university's leadership if deemed possible. Such applicants will be required to undergo the same procedures and criteria as during the fall intake. Early application is strongly encouraged in order to ensure that all necessary paperwork is complete. Application packets are available upon request throughout the year. They can be ordered by mail, fax, or electronic mail. Downloading application forms from the Internet or registering online will soon be available. Contact information is displayed on the back of the catalog.

### Application Package

All information, including application forms and other documents, are available from the Registrar (registrar@racu.ru).

To be considered as an applicant, the Registrar must receive the following documents before the entrance examinations:

A completed application form with a photograph attached.

Two recommendations, one from a leader (pastor or priest) of the church in which the applicant is a member and one from someone who knows the applicant very well and who is not a family member.

Personal Faith Statement which attests to one's faith commitment.

Original copies of transcripts from all institutions attended (High school, academic institutions, Bible schools, or individual courses)

One color photo (when accepted another 2 recent color photos and 2 black and white 3/4 photos for a student pass must be submitted at the first registration).

In case of limited time, applicants may fax or e-mail their application forms to the Registrar and submit the original and other required documents when arriving at RACU

for the start of the examinations. One may participate in the examinations or interviews only after all necessary documents have been submitted to the Registrar.

### Examinations, Interview, and Acceptance

Applicants who possess a bachelors or a masters degree, or who have satisfactorily completed two years of undergraduate education, are not required to take the entrance examinations provided that all official transcripts and related documents have been submitted to the Registrar's Office at least ten days prior to the date of entrance examinations. Such students will be invited to an interview only if these documents have been submitted.

All other applicants who submit an application form will be personally invited to attend a series of examinations and an interview. Two examination and interview sessions are normally held during the months of July and in August (just before the beginning of the academic year). Applicants may choose which session to attend. Applicants from Moscow and its surrounding environs are, however, encouraged to attend the first session. The second session is primarily for applicants from other regions and countries who, when accepted, may immediately enter the university and commence their studies.

An applicant must complete the following written examinations prior to the interview: General knowledge examination Russian language and literature examination.

During entrance examinations an applicant may not use any materials or notes, including the use of a dictionary. The applicant will be examined on his or her acquired knowledge alone.

A special applicant's manual is regularly upgraded and available to applicants containing explanations and examples of these examinations. Upon the completion of the examinations, a committee representing the faculty and administration of RACU invites applicants who successfully passed the written examinations to an interview.

#### **Acceptance is based on:**

- The Russian language ability of the applicant,
- The general knowledge acquired during an applicant's time at school,
- Availability of study positions at RACU,
- Ability of the applicant to clearly express reasons and purpose for seeking further education, and
- Honesty and integrity as evidenced throughout the application process.

Each applicant who completes the examinations and interview will be personally notified of the results. All admitted applicants must attend the orientation and registration sessions and complete the placement examinations during the last week before the start of the academic year. A complete list of these and other dates is displayed in the academic calendar in the back of the catalog.

Admission to the Evening Program is granted on the bases of common RACU admission rules. Dates and procedures of entrance exams are the same as for day-time programs.

### **Exemptions from Entrance Examinations**

Applicants who have successfully completed at least two years of an undergraduate program at another higher educational institution will be exempt from the two entrance examinations. Everyone will, however, be required to complete the three placement tests.

### **Russian as a Prerequisite**

Some applicants may be accepted into a program at RACU, but on condition that they improve their Russian language ability during their preparatory time of language studies. This will require the completion of the non-credited course "RL 031 Russian Language: Practice and Review" that is part of the preparatory program. Students who recognize the need to improve their Russian ability are also encouraged to take this course.

### **English as a Prerequisite for Undergraduate Studies**

Since a large number of the general education and specialized courses are presented in English by foreign faculty and because of the high demand for English proficiency in the job market, students who enter RACU without sufficient background in English will be placed in an intensive preparatory program.

There are three levels of English studies: beginning, intermediate, and advanced. The first two levels consist of one semester of immersion in the English language. Depending on a student's proficiency (as determined by the placement examination during the initial application process), s/he will complete one to three semesters of English studies before being allowed to enter into the general education program. A student must successfully pass a threshold examination before continuing into the general education program. The initial level of an applicant's English proficiency will, therefore, determine how long his/her study program at RACU will be. A student with a very high level of proficiency may complete his/her studies in four years. A student who enters at the beginning level and diligently follows the program usually completes in five years. All students must take advanced English classes EN 132 and 133 after passing the Threshold Exam or placing into the advanced level on the placement exam.

One may not enter the present English program only. This program is for students who enroll in one of the undergraduate programs. Those interested only in English studies may enter the continuing adult education program's English courses.

### **Transfer Policy for Credits Taken at Other Educational Institutions**

RACU is under no obligation to accept credits for any transfer course where course equivalency (in terms of content, level of difficulty, and quality) is not satisfied. Only those courses wherein the student has received a grade of 3.0 or above (on a 5.0 scale) will be considered. Grades and grade points are non-transferable. A maximum of 30 credit hours may be transferred with the approval of the Vice President of Academic Affairs.

For consideration of transfer credit, prospective students must submit an original, official copy of their transcript(s), or other necessary documents such as diplomas, certificates, or letters of acknowledgement stating completion of a program, to the Registrar. All documents must be submitted at least ten (10) days prior to the beginning of the entrance examination sessions. The original documents will be retained in the student's file until graduation and payment of the student's account. Upon review, each student will receive notification of the specific credits accepted for transfer.

The following provisions apply to consideration of transfer credits:

- The GE 100 Christian Perspectives on Learning requirement may not be met through transfer.
- Practicum or internship experiences may be transferred only if the student can submit satisfactory evidence that the learning outcomes and experience are comparable to RACU's requirements and only by consent of the appropriate Department Chair.
- English Language credits are transferred only in exceptional cases; such transfer of credits is also subject to satisfactory completion of the Threshold Examination and approval by the Chair of the Languages and Literature Department.
- Computer Literacy credits will be accepted only if the student satisfactorily passes the computer competency examination and upon approval of the Chair of the Instructional Technology Department.

### **Registration in the Evening and Continuing Adult Education Programs**

To register for any seminar, workshop, or course in the CAEP, a registration form must be completed and all required fees paid. Various payment policies exist depending on the level, purpose, and duration of the instruction.

### **Recognizing any applicant as a Student of the Russian-American Christian University**

All non-degree students attending courses, seminars, or workshops in the undergraduate or continuing adult education programs or auditing single undergraduate courses must:

- Complete an application and course registration forms,
- Submit all the documents such as diplomas or certificates (if required to attend a program, workshop, or seminar),
- Pay in full, and
- Sign a student contract with RACU before any lectures may be attended.

Students in the undergraduate diploma programs are required to sign an annual student contract as part of their fall registration. Without a signed contract a student cannot be legally recognized as a student with all rights and privileges and may not continue his/her studies. Students who are on academic leave during the fall but who return for the spring semester are required to do the same.

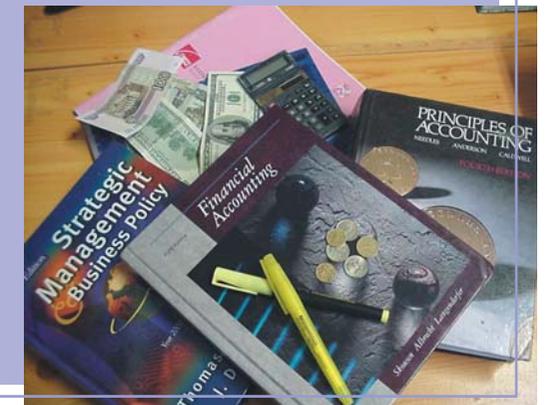
### Receiving Exemption from Military Service

All male applicants who have not yet completed their military service are reminded that RACU currently does not have the right to guarantee male students a military deferment. RACU is actively working towards State accreditation of its programs, which is the minimum requirement for postponement application.

### Appeals Process

Any applicant who is denied admission may appeal the decision in writing to the Vice President for Academic Affairs. The reasons for the appeal must be fully stipulated. The Vice President of Academic Affairs will process the appeal through the RACU Management Team. The Chairperson of the Admissions Committee will also be requested to attend this meeting to speak to the issue.

# financial



## Undergraduate Programs

Registration fee (due at the beginning of every academic semester): ..... \$100.00

### Tuition and Fees for 2001-2002

Annual Tuition: ..... \$6200.00  
RACU subsidy for students from CIS countries: ..... \$5200.00  
Subsidized annual tuition (full -time students): ..... \$1000.00

Full-time tuition per semester (after subsidy) (12 credit hours or more): .... \$500.00  
Part-time tuition per credit hour (up to 11.5 hours): ..... \$60.00  
Part-time language course per credit hour: ..... \$60.00  
Repeating a course per credit hour: ..... \$60.00  
Repeating a language course per credit hour: ..... \$60.00  
Repeating an examination (first time): ..... \$20.00  
Repeating an examination (second time): ..... \$30.00  
Auditing a course: ..... \$30.00

### Continuing Adult Education Program

Evening Program tuition per credit hour: ..... \$ 60.00  
Other courses, seminars, or workshops: ..... Contingent upon the length  
and level of the course

## Financial Payments

No cash payments may be directly made to the Russian-American Christian University. All payments of registration and class fees must be submitted to RACU's account at the Moscow and Moscow Region "Sberbank." These payments may be made at "Sberbank" directly or by bank transfer into RACU's "Sberbank" account. Payment forms are available from the accountant's office. The dollar value of the payment will be determined by bank dollar-ruble exchange rate at the time the payment is made.

A 4% service tax and a 3% bank cost must be added to any payments made by students.

### Reimbursement of the Registration Fee

In case of an unforeseen contingency, a student may file an application for dismissal from University. If dismissal occurs during the 1st week of semester, the student is reimbursed 85% of the registration fee for the semester. If dismissal occurs during the 2nd week of semester, the student is reimbursed 50% of the registration fee. After 2 weeks of semester have passed, no part of registration fee is reimbursed.

## Undergraduate Program

All students are required to submit proof of their registration fee payment (\$100) at the beginning of each academic semester. No student will be allowed to register without proof of this payment. The outstanding tuition fee, excluding payment for redoing a course, can be made anytime during a student's time of study. However, all school debts must be paid in full to receive a diploma or transcript or for originals of earlier transcripts and diplomas to be returned. Therefore, RACU encourages all students to start their payments as early as possible.

If a student drops a course after the time allotted for dropping or adding courses, full payment for that course must be made in advance when a student plans to reregister for that course. Proof of such a bank payment must also be submitted together with the registration fee payment to the registrar prior to registration.

### Evening and Continuing Adult Education Program

Students taking part in all Evening and Continuing Adult Education Programs (certificate courses, seminars, or workshops) are required to register and make full tuition/fee payments before the start of the program.

## Transcripts of Credit

Official transcripts will be issued by the Registrar's Office only after all accounts have been settled and upon receipt of a written request from the student. Subject to the above conditions, an official transcript will be sent to another institution or other authorized person or agency when requested in writing by the student. No charge is made for the first transcript; additional copies require payment of \$3.00.

## Financial Aid Program

In order to assist students who do not have the ability to pay the full costs of their education, RACU has developed a special financial aid program. All student aid received by RACU is placed in a general scholarship fund to meet the needs of full-time students who have officially applied in written form and been granted support because of their financial situation. No personal aid for individual students may be channeled through RACU's financial structures. All financial assistance is a privilege on the condition that funds are available. RACU will do everything possible to raise as much support to ease the financial burden of needy students.

A student can receive a maximum of \$800.00 additional financial aid per year that includes:

- A maximum academic scholarship of \$500.00 (\$200.00 for new students).
- Maximum of \$300.00 workstudy

### Conditions for Receiving Financial Aid:

- Only full-time students (who take 12 or more hours per semester) are entitled to any form of financial aid.
- Aid is available for each of the 4 academic years of study and a maximum of one year of study in the preparatory program (see "Classification of Academic Year").
- For every academic year that a student repeats, the student is required to pay all tuition fees in full without access to any form of financial aid.
- Financial assistance may be granted annually. Students interested in financial aid should submit their application at registration. Students returning only for the spring semester can apply and will only be considered for half of the amounts mentioned above.
- Students who change their major during their time of study are only entitled to financial aid for a total of four years of study at RACU.
- Part-time, evening or continuing adult education program students are ineligible.
- A student's academic performance is an important factor in the consideration for aid. The higher a student's grades, the better the student's chances of receiving more aid and more work-study hours.
- Students must complete an application form and specify each form of financial aid needed. No aid will be given without an official application and submission of proof of need.
- When a student's status changes from full-time to part-time, any financial aid originally granted for that academic year will be added to a student's tuition bill for the next academic year. The student may apply for financial aid when his/her status changes back to that of a full-time student. If a student's status changed only for one semester only half of the aid received will be added to the next year's tuition bill. The transfer of lost aid to the tuition bill of the next academic year is due to the registration procedure of students with the Russian authorities.
- New students entering the university may also apply for financial assistance. Level of aid will initially be determined by their financial situation and the documents submitted together with their application forms. The maximum scholarship for new students is \$200. This aid will be effective for the first academic year, after which a student's academic performance will also be taken into consideration for future applications.
- A full-time student is considered for financial aid only the first time s/he registers for a specific academic year. If a student re-registers for an academic year, s/he is ineligible for financial aid during that academic year.
- The sum of financial assistance, academic scholarships, and other scholarships may not exceed the \$800 maximum allowable assistance (Academic Achievement scholarship excepted).

### Academic Scholarships

Students who have achieved an acceptable academic standard will be considered for an annual academic scholarship. When a student applies for a scholarship, his/her application will be evaluated on the basis of the student's academic per-

formance during the previous academic year and present personal financial status. The following guidelines will be used when determining scholarship support:

Grade Point Average (GPA) of 4.5 or higher: .....	Up to \$500.00
GPA between 4.0 and 4.5: .....	Up to \$400.00
GPA between 3.5 and 4.0: .....	Up to \$300.00
GPA between 3.0 and 3.5: .....	Up to \$200.00
GPA below 3.0: .....	No form of financial scholarship available

If a student's GPA during any semester of the current academic year falls below the minimum level of a category for which a student received financial aid, eligibility for subsequent aid will be affected. If a student's semester GPA during the current academic year falls below 3.0, the student will be ineligible the following academic year.

### Academic Achievement

At the end of each academic year, those two full-time students with the highest GPA in their group and major will be granted an annual scholarship of \$200 for the following year (to be applied against the student's account as no cash scholarship monies are awarded). In addition to these scholarships, a student may also apply for financial aid. These financial awards can be considered as the registration fees for the following two semesters.

### Refunds and Withdrawals

**Part-time and Language Certificate Program students** who withdraw from courses during the first two weeks of the semester will receive a full refund of any tuition payments made, excluding the registration fee. There will be no refunds given after the second week. No refunds will be given to full-time students who drop a course.

### Modular Courses

Part-time students in modular undergraduate courses that are between two and four weeks long may withdraw only during the first three days of the program to be entitled to a full refund. No refund will be available after this.

### Evening and Continuing Adult Education Program

No refund will be given to anyone who registered and paid for a course, seminar, or workshop in the evening and Continuing Adult Education Programs.

### Repeating of Courses or Examinations

The costs to repeat a course or examination are stated above. If a student wants or has to repeat a course or examination, proof of full payment must first be submitted to the Registrar before a student may commence his/her examination or studies.

# academic policies



## Registration

All students are required to register personally with the Registrar to receive recognition for a course, seminar, or workshop attended. Before any student is allowed to register late, he or she must seek approval from the Vice President of Academic Affairs and pay a late registration fee.

## Undergraduate Program

Full-time and part-time students may enroll in courses only during the specified registration period at the start of each semester. Proof of registration fee payment is required at the beginning of each semester. Changes in registration, without penalty, may only be made in the first two weeks of a semester. Registration for intensive modules normally coincides with the spring registration period. Registration changes to intensive modules may only be made during the first two days of a module. Dropping courses after the grace periods outlined for semester courses and intensive courses will result in a "W" being displayed on a student's grade list. If a student wishes to repeat a course for which a "W" has been given, full payment is required in advance of reregistering.

## Evening and Continuing Adult Education Program

All persons taking part in courses, seminars, or workshops must register in full with the registrar. A registration form must be personally completed and submitted together with any other documents that may be required. These include proof of full tuition payment. Upon the completion of the course, seminar, or workshop, a student is entitled to a certificate issued by RACU and a complete transcript. Students taking part in the Language Certificate Program must submit proof of their registration fee payment before commencement of studies.

## Academic Counseling

RACU faculty and staff will provide assistance to all students in course selection. This is to ensure that a student completes his/her program in the most effective and shortest possible time. To ensure completion of the program in the recommended time, students must take careful notice of the *"Guidelines for Completion of Courses Each Semester"* presented under each major's curriculum outline.

## Auditing of Courses

Students who wish to attend an undergraduate course but do not want to receive credit from the University may elect to enroll on an audit basis, if space is available. A reduced fee will be required in advance. Students may participate fully in the class. It is the instructor's option whether or not assignments and examinations will

be accepted and/or graded. Courses involving skills development (for example, language, music, or art) may not be audited.

## **Student Contracts**

As required by Russian education law, all registered students in the undergraduate or continuing adult education program, or those who audit courses, are required to sign a contract with the university at the start of their studies.

## **Registration with Moscow Government**

All full-time students, part-time students, evening students and students participating in continuing adult education courses longer than one month (whether from Moscow, the Moscow region, other regions, or other countries) must submit proof of local registration in Moscow or Moscow region within one week of the start of the program or course. This registration must be valid for the duration of a student's time of study at RACU. A copy of the registration must be in a student's file. If a student's registration expires anytime during his/her studies at RACU, the student is required to submit proof of registration renewal.

## **Courses and Credits**

RACU operates on a two-semester system of instruction in its undergraduate program. Each semester is 15 weeks long. Each semester has an additional examination week at the end of the semester. Courses may be presented throughout a semester or during a two to four week intensive modular session. These modular sessions are normally reserved for specialized courses that are taught by faculty with special experience and training.

### **Academic and Credit Hour System**

The length of courses including seminars and workshops are described in terms of the North American credit hour system and the Russian academic hour system.

The total academic hours indicated for a course includes the time required for class, laboratory (additional seminars or research), and homework/practical experience (independent work). The standard Russian Academic Hour consists of 45 minutes, but at RACU an Academic Hour equals 50 minutes (the North American standard). The Russian educational system assumes students will spend one hour on homework for each hour of class. In the American educational system the ratio is closer to two hours of homework for every hour of class. At RACU, both ratios are used due to the combined, and thus unique, nature of the educational system that is followed.

Thus, in accordance with the Russian Ministry of Education standards, a student may spend between 30% and 66% of the total number of hours allocated in class and the rest on homework/independent study. At RACU, each department, in concert with the Academic Council, determines this ratio.

In the standard American Credit Hour system One Credit is defined as 15 academic hours (one hour/week during the 15 weeks of a semester) of classroom instruction plus 30 hours of related requirements. At RACU the varied ratio also influences the credit value given to a course. For example, a student may spend more time in class and less on independent study/homework for one course and receive the same amount of credits as for another course that has less class time but more homework or independent study.

The same principles apply to modular courses but the course is completed during an intensive program of two weeks to one month (as opposed to a 15 week semester).

The number of credits associated with the practicum experience varies from one department to another. The Academic Council and the department chair jointly determine the number of credits based upon the requirements of the Ministry of Education of the Russian Federation (Moscow 2000).

### **Intensive Modular Program**

At the end of the spring semester, two intensive spring modules are held (May and June). Classes meet at least three hours per day for three weeks. These sessions are especially prepared for required courses that cannot be presented during a semester. Visiting faculty, mostly from North American colleges and universities, are invited to present these courses. The university, therefore, cannot guarantee that these courses will be regularly presented during any semester or spring program. Students are required to attend these courses whenever such courses are applicable to their major. A student's failure to attend spring modular courses may result in increased tuition charges as a result of prolonging his/her academic program. A course schedule will be announced during each spring semester for the following summer. A student may register for only one course per module.

Full-time students are not required to pay any additional fees for spring modular courses, but are required to register for each individual course. Part-time undergraduate students, those auditing a course, and students expecting a certificate for a modular course, are required to register and pay in full prior to the start of the course.

### **Evening and Continuing Adult Education Programs**

The volume of the Evening Program courses is described in terms of credit hour and academic hour systems, course length will vary contingent upon credit hours

and class hours. The specialized training program (professional courses, seminars) is described in terms of academic hours or number of studying days (it depends on the length of the program). Language courses are described in terms of the credit hour system and are held during the semester.

### **Homework**

As a general rule, undergraduate students should expect to spend between one and two hours in personal study for each academic hour of class work completed (*see Academic and Credit Hour System*). These hours can also be used for laboratory work, practical experience, additional seminars or research, and field trips.

### **Full-time and Part-time Students**

A full-time course load is defined as 12 or more credit hours during a semester (excluding spring modular courses). A student who plans to complete his/her program within 4 years must complete at least 40 credit hours per year to complete the program in 4 years (17 credits per semester + 6 credits each year during the spring modular sessions). Students may study a maximum of 8 years to complete a degree program.

A student is classified as part-time if s/he is taking less than 12 credit hours per semester. Part-time students are required to pay all expenses in full and are not entitled to any financial aid or scholarships available at RACU. If a student ends up with less than 12 credit hours for any semester during the current academic year, e.g., due to administrative withdrawal, the student's status changes to that of a part-time student. In this event, the student would be ineligible for financial aid, scholarship, or work-study during the following academic year.

### **Classification of Student's Academic Year**

Students are classified on the basis of credit hours completed:

First year:	0 to 40 hours
Second year:	41 to 80 hours
Third year:	81 to 120 hours
Final year:	121 to 160 hours

The Preparatory Program is not included when calculating a student's Academic Year classification. Academic year classification only starts when a student passes the threshold examination and registers for the general education courses of the first academic year as indicated in the "Guidelines for Completion of Courses Each Semester."

To enter the third and fourth academic years of study, a student must achieve a GPA of at least 3.5 during the second academic year. If this is not achieved, a student

has the choice of repeating courses for which they received less than a 3.5 with full costs paid in advance.

## **Threshold Examination**

The Threshold Examination is a proficiency examination used to determine whether a student has sufficient English language skills to do university-level work. The Threshold Examination tests one's proficiency in reading, listening, speaking and writing. The Threshold Examination is an independent measure of the student's ability to use English; it does not affect the grade one receives for taking classes in the intensive English program.

## **Grading System**

Grades are assigned according to the following Russian evaluation system (grade points are indicated in brackets): "excellent" (5), "good" (4), "satisfactory" (3), "poor" (2), and "unsatisfactory" (1). A grade (2) or below is a failing grade. A course for which a failing grade is received will not count towards a student's total completed credit hours, but the grade does count for computation of one's GPA.

## **Grade Point Average**

Every semester the average grade of the courses completed (excluding preparatory courses) is determined and noted as the student's Grade Point Average (GPA) for the semester. Each student will also be notified of his/her cumulative GPA for all completed semesters. If a student, however, withdraws (W) from a course, that course will not count towards his/her GPA for that semester. All allocated financial aid and decisions to allow students to continue in the academic program (apart from a breach of behavioral standards) are based on a student's GPA.

## **Confidentiality**

Grades are a confidential matter between the instructor, the institution, and the individual student. Therefore, no grade will be posted together with a student's name, nor will grades be given to anyone without the written permission of the student.

## **Course Order and Prerequisites**

Certain courses are placed in a sequence, which must be completed in order. Students are requested to take note of the prerequisites of each course when

planning their academic program. For some courses, the year in which a course is to be completed must also be noted: other courses may be completed anytime during a student's time of study depending on regular presentation of the course (*See Guidelines for the Completion of Courses Each Semester*).

## **Elective Courses**

Students have the option of selecting certain elective courses, mainly among the General Education course requirements. Students must, however, keep in mind that where no choice is given, those courses are required for graduation. Elective courses cannot be taken as a substitute for required courses. A student may take more than the minimum required number of electives, however, such courses will not be included in the minimum number of credits required for graduation but will be added to the total number of credits earned.

## **Withdrawal from Courses**

### **Semester Courses**

Students may withdraw from a course at any time during the first two weeks of the semester without penalty, and without a transcript entry being made. Those who withdraw between the second and tenth week of the semester will receive a "Withdrawal" (W) on their transcript and will not receive credit toward the total number of credit hours completed. Any student who withdraws from a course after the tenth week will receive a failing grade (1) on their transcript for that course.

A student who withdraws from a course for medical reasons or other personal emergencies, with the approval of the Prorector, will receive a "Withdrawal" (W) on their transcripts, but will have the opportunity to re-register for the course without full payment in advance.

The mark of "Withdrawal" (W) or a failing grade (1) will be displayed on a student's transcript until the course is repeated and a new grade is received for the course.

### **Intensive or Modular Courses**

Withdrawal from intensive or modular courses is also based on the same principle as semester courses. For example, during a three-week module the student has an opportunity during the first two days to withdraw without penalty. If a student withdraws afterwards, but before the end of the second week (two-thirds of the course duration), a mark of "Withdrawal" (W) will be noted. After this date a failing grade (1) will be noted.

## **Incomplete Courses**

Upon written permission of both the instructor and the Prorector and before the last day of class instruction, students may be assigned a temporary grade of "IN" (incomplete) for any course. Such requests are normally granted only when special problems such as illness or family crisis have prevented a student from completing assignments or tests for a course. A maximum of four weeks will be allowed to complete all remaining work.

## **Repeating Courses**

Students may repeat any course if they are not satisfied with their grade, including a final grade of (2), (1), or "W". Only the highest grade received for any attempt will be recorded on the final transcript. Required courses with a grade of (1) or "W" must be repeated at the student's own expense (except as noted above, in case of medical or other personal emergencies).

## **Repeating Examinations**

Students have two chances to repeat examinations if all requirements set by the faculty for a particular examination are not met. If a student is displeased with a grade or has received a grade below 3.0, s/he may repeat the examination. If a similar result is noted after the first repetition, the student may request a panel to examine him/her. The grade given by the panel will be final. The professor of the course will determine the details of where and when an examination is repeated. The second attempt may be an oral or written examination, but evaluation in front of a panel consists of an oral examination.

All repeated examinations must be completed before the start of the next semester and preferably as soon as possible after the end of the first examination week. No repetitions of examinations will be allowed after the start of the next semester unless special arrangements have been made with the professor of the course. Payments in full for any repeated examination must be made before a student will be admitted to the examination.

## **Probation and Dismissal**

Any undergraduate student whose semester grade point average (GPA) falls below 3.0 will automatically be placed on academic probation for the next semester and will be subjected to restrictions on further enrollment. Full-time students who fail to successfully pass at least 10 hours in a given semester will also be placed on probation. Students under probation may not change their academic status, but must fulfill all requirements of their probation. This includes changes to academic program, schedule, major, etc.

At the end of the first academic year following completion of the preparatory program, any student who has completed a semester with a GPA below 3.0 must petition to continue. Students who are on probation for more than two (2) semesters during their second to final academic year of study will be subject to dismissal from the University. *Students are allowed to register only twice for the same academic year before they will be dismissed from the University (see "Classification for Academic Year")*.

## Changing of Academic Major During Time of Study

No student is allowed to change his/her academic major during the first academic year of study. A student must notify the Registrar in writing before the end of the academic year of his/her intention to change from one major to another at the start of the next academic year. After the first academic year, the student must first consult with the chair of the department to which s/he intends to transfer and receive written permission, which must be submitted to the Registrar. Students who desire to change their academic major should remember that financial aid is granted only for the first 4 academic years and not for repeating an academic year.

## Class Attendance

Class attendance is an important part of the educational process. Students are expected to abide by the attendance policies that are created by the instructor for each course. The institution reserves the right to issue a "withdrawal" for any student whose overall pattern of attendance at the University exhibits a lack of respect or concern for learning. Students are required to be on time at all times. The general guideline for attendance is that for every credit hour a student may only be absent once without excuse (one academic hour). Thus, for a three credit hour course a student may be absent for only three academic hours. If a student is absent for more hours, the faculty member has the right to expel the student from the course. Being late for class three times counts as one academic hour of absence.

Absences for an emergency or death in the immediate family should be discussed with the faculty member. In such cases, the faculty member may excuse the absence.

Absence from lessons for medical reasons requires a valid certificate from a doctor. A student must submit the certificate to all professors whose classes he missed and after that pass it to the registrar or the secretary. The faculty member will determine whether the duration of absence makes it possible for the student to complete the course, or whether the student should retake the course.

If possible, students are requested to phone or send a message to inform the registrar of a student's absence and possible duration of absence so that the registrar may inform the appropriate faculty member(s).

Students who plan to go on field trips during a semester with an organization must submit an official request to the Registrar. All faculty of the courses for which the student is registered must first approve this request. A maximum of two weeks may be taken anytime during the semester, but must be completed one week or more before the end of the semester. No field trips will be approved during the last week of a semester or during the examination week. Students who go on approved field trips are responsible for completing all work missed while they are gone.

## Academic Leave

From time to time, it may be necessary to change course or program requirements to promote better learning outcomes. Students on academic leave must understand that they may be subject to new requirements upon returning to the University.

A student can only take academic leave after the first academic year of study. If a student is on academic leave, s/he loses all rights and privileges granted by RACU to its students. Academic leave gives a student the right to return within one semester or up to one year to continue his/her academic program at RACU. Academic leave is only granted for a maximum period of one academic year during a student's complete time of study. If a student does not return within this time, s/he has to enter the application process again. All academic records are kept, but it is assumed that such a person is no longer a registered student of RACU.

An exception is granted for those male students who are called to military service during their studies. In this case, they have a right to take academic leave for two years. They must, however, keep in mind that an immediate return to RACU after their military duty will be necessary in order to validate their request for academic leave.

In case a student applies for academic leave after the second week of classes, s/he receives "W" for every course s/he registered for and will have to pay in advance as stipulated unless for health or emergency reasons.

## Academic Honors Program

RACU offers special opportunities for personal, professional, and spiritual growth for students of outstanding academic ability. The honors program strives to promote excellence and, thereby, to prepare outstanding students for a special leadership roles within the community and the world.

**Eligibility:** Students will be eligible for admission to the honors program upon completion of their first year of study, provided that they have a cumulative GPA of 4.5.

Current students with a cumulative GPA of 4.5 are also eligible to participate. Students with a GPA of less than 4.5 who show exceptional promise or leadership ability may be nominated for inclusion in the program by the department in which they are majoring.

**Honors Credit:** Honors students may earn honors credits through any combination of the following:

- Contracting with a professor to take a regular course for honors credit (for which extra work of a challenging nature is required).
- Obtaining exemption from a core requirement by examination and taking a special honors course in a closely related area of study.
- Enrolling in a special honors seminar.

Honors courses assume a higher level of motivation and initiative on the part of the student, and correspondingly, more strenuous requirements aimed at a greater depth of learning than typically encountered in a regular class.

**Graduation with Honors:** Students who complete 8 hours courses (minimum of 24 credits with three of the courses in their major), maintain a GPA of 4.5 or higher and fulfill all other requirements of the department within which they major will be eligible for graduation with honors. Students must apply for admission to the department honors program upon completion of two honors courses in the general curriculum and earning a cumulative GPA of 4.5 or higher.

## Academic and Professional Evaluations

One of the most important aspects of a student's time of study at RACU is the regular evaluation of a student's academic progress and professional development. These regular evaluations are to help a student to improve in all areas and to encourage the student to achieve the highest level of excellence.

**Evaluations include the following:**

- At the end of a student's first academic year of study (not including the preparatory year), all students' academic records are reviewed to determine the potential of a student to complete the program. Students who are performing poorly will be advised to reconsider their continuance or withdraw from RACU. Students with a cumulative GPA below 3.0 in any semester thus far completed will be asked to discontinue their studies.
- During the third academic year, a special committee in each department evaluates each student's academic and professional progress and personally interviews all students.

- During the third academic year, the student's readiness for an internship is also evaluated.
- At the end of a student's third academic year students with a GPA below 3.5 are not allowed to continue their studies unless they repeat those courses with a grade below 3.0.
- Upon completion of the internship, another evaluation takes place to determine the success of the internship and the student's readiness as a professional.

## Internships

The internship is one of the most important requirements of the program of study at RACU. It is a time when a student will test his/her professional knowledge in a supervised environment. This will also be a time when the student will be exposed to the professional marketplace while gaining practical experience before graduation. The internship should help shape his/her future direction as a graduate. Specific internship requirements are established by each department in concert with the Academic Council. (See departmental requirements for further information).

Each intern will work with a faculty mentor who will assist the student in identifying and investigating internship opportunities. The student will prepare a cover letter and a resume and will undergo a practice interview prior to contacting a potential internship site.

Special agreements will be made with each organization where students serve as interns. These agreements will outline the responsibilities of the student and the supervisor and will specify whether or not the student will be paid. As a general practice, students should not expect to receive pay.

A special handbook is available to give students guidelines during their internships. Part of the student's internship is a weekly departmental seminar when all students on practicum assignments meet together with a faculty member to discuss their experiences and progress. Regular reports will be required from the internship supervisor monitoring the progress of the student. Students who do poorly during their internship will be asked to repeat the internship if their progress does not improve during their time as an intern. No student may graduate from RACU without completion of an internship.

## Academic Progress Report

An academic progress report will be maintained for all enrolled students. It will be updated each semester to reflect all academic work attempted, and all

grades received. A grade point average for each semester, as well as an overall GPA, will also be recorded on the progress report. A copy will be given to a student after the end of each semester. Upon graduation, but only after tuition is paid in full, each student will receive a report of the student's complete academic history and an official transcript containing all courses completed and final grades.

## Independent Study

Junior students who have completed more than 110 credit hours with GPA above 3.5 have a right to take an independent study, condition to agreement with the designated faculty member. An application must be signed by the registrar and the faculty member and returned to the registrar's office. Only then a record will be made in the student's transcript.

## Student Passes

All students receive a student pass, which is valid for one academic year and which is extended for the new academic year prior to summer vacation. In case of loss or damage, the registrar's office will issue a new copy, but a fee is charged for the new pass.

## Appeals Process

Any student, faculty, or staff member may appeal any policy followed, or decision rendered, by the University. All appeals must be in writing, must stipulate the reasons for the appeal, and must be submitted to the Executive Vice President. The Executive Vice President, acting in concert with the RACU Management Team, will render a decision within ten working days of receipt of the appeal.

# curriculum



## Undergraduate Programs

### General Overview

A student's program of study at the Russian-American Christian University consists of three main sections:

- Preparatory Program
- General Humanities and Social-Economic Curriculum
- Departmental Curriculum

The programs presented in this catalog are currently under evaluation as we prepare for State Accreditation. Changes may take place to meet accreditation requirements.

### Preparatory Program

The preparatory program prepares students for entrance in their specialization programs - currently English, Social Work and Business and Economics. The core of this program is to develop a proficiency in English as a Second Language (ESL). The Russian Language program is an additional requirement for students who lack sufficient skills in their first language or want additional training to strengthen their proficiency.

<b>PREPARATORY PROGRAM</b> .....	<b>1935 hrs (43 cr.)</b>
RL 031 Russian Language: Practice and Review .....	135 hrs (3 cr.)
EN 030 Introduction to English Language .....	900 hrs (20 cr.)
EN 031 Intermediate Academic English .....	900 hrs (20 cr.)

### English Language Curriculum

The beginning and intermediate levels are perceived as part of the preparatory program and do not count towards a student's required credit hours needed for graduation. Each student must pass the threshold examination at the end of the preparatory program to enter advanced-level English studies, general education courses, and a departmental curriculum. A total of 12 hours of credit are given to a student who passes the advanced level of English studies. The advanced level is part of the first academic year of the undergraduate program. Each semester of the first year requires a certain number of academic hours of English studies.

Once the student has passed the advanced level English examinations, s/he may continue his/her coursework without taking any further English courses. However, all students are encouraged to participate in the additional seminars, discussion groups, and extracurricular activities regularly planned by the department. This will help to ensure an ever-increasing level of language ability, since the requirements in class work and homework are not sufficient in themselves to ensure a rapid growth and high level of proficiency. Additional English elective courses (minimum 12 hours) may also be taken to receive recognition for English

as a minor specialization (see "English Language Curriculum Requirements" for further information). Students are encouraged to engage in every possible opportunity outside the University to improve their English ability.

### General Humanities and Social-Economic Curriculum

Our commitment is to develop highly competent students who possess an integrated Christian worldview and who define themselves as life-long learners. We believe that a successful graduate of the University must possess knowledge and competence in many areas in order to live most productively as a citizen of society and the Kingdom of God. This includes the following traits or behaviors:

#### Communication and Reasoning Skills

- Communicate effectively with others
- Think clearly, critically, and holistically
- Analyze and solve problems in a positive way
- Understand various intellectual approaches to inquiry

#### Christian Maturity and Understanding

- Understand the Bible and the Christian faith
- Apply Biblical teachings to contemporary life
- Understand contemporary social and religious issues
- Make sound value judgments and moral choices
- View the world from a Christian perspective
- Develop a servant orientation to life

#### World Perspective

- Understand the development of world civilizations
- Appreciate the fine arts of various cultures and periods
- Be aware of global economic, political, and social issues
- Understand the social dimensions of being human
- Be sensitive to the multicultural diversity of the world
- Understand and appreciate the natural environment

These outcomes are developed through curricular and extracurricular programs of the University. Attainment of these outcomes is measured through academic testing, surveys, interviews, and other appropriate methods.

The number of hours of general education curriculum courses a student must complete will vary from major to major according to the guidelines established by the Ministry of Education of the Russian Federation. All students entering the university for the first time are required to complete the Christian Perspectives on Learning course (GE 100) to prepare them for their studies at RACU. In some disciplines, a student has a choice of courses depending on the availability of the courses. Therefore, it is important that a student plan his/her program carefully to make sure that all required disciplines and courses are covered in the expected time of study. For some courses certain prerequisites are required

while others have a certain order or certain academic year in which they must be completed. It is recommended that students complete their general education requirements as early in the program as possible in order to focus later on requirements for their major.

### ***Departmental Curriculum***

The specialized courses help to prepare the student for a specific profession. Currently a student can choose to complete a major in English, Business & Economics or Social Work. A major within a field of study consists of a group of introductory courses and advanced courses leading to a highly specialized level of knowledge. This is further enhanced by an internship within a designated organization and additional seminars presented by experienced professionals.

### **Four-Year Program**

Although a full-time student is classified as one who takes at least 12 hours per semester, if a student is to finish the undergraduate program in four years, s/he must complete at least 17 credit hours each semester during the 8 semesters, plus the maximum additional courses offered in the summer modules.

## **Evening and Continuing Adult Education Programs**

The Business and Economics Evening Program has the same requirements as the day-time Business and Economics Program, though the academic schedule differs.

Currently RACU offers a variety of programs for adult learners including the following:

- A range of courses from full semester courses (15 weeks) to modular (intensive) courses lasting a few days or weeks, but meeting several times each week.
- Seminars and workshops that are presented in various formats. Skilled and experienced professionals will offer specialized training in these seminars. These individual modular or semester courses, seminars, and workshops cover the major areas of business and economics, social work, general humanitarian disciplines, and disciplines such as Biblical studies, apologetics, philosophy, and ethics.
- Language certificate programs in English as a Second Language (ESL): Each of the three levels of study (beginning, intermediate, and advanced) consist of one semester of study meeting three to six hours per week for 15 weeks.
- Language certificate program in Russian for native speakers: This is a two-semester program designed to help native Russian-speaking students to improve their language skills.

- Certificate program in Information Technology: Various levels of modular or semester courses are available that cover topics such as an introduction to computers or advanced networking systems.

Those interested in attending one or several of these courses, seminars, or workshops are encouraged to contact the Registrar at RACU to register or to be put on a mailing list for information about future courses. Usually semester courses are planned at least one semester in advance, but modular courses, seminars, and workshops will be offered with a minimum of one month's advance notice.

## GENERAL EDUCATION CURRICULUM COURSE DESCRIPTIONS



### **PE 100-400 Physical Culture (Sports) 280 hrs (8 credits)**

2 Hours a week of sports during 8 semesters. (90 Hours of Health course complete requirement.) This program of instruction emphasizes health-related fitness and the relationship between lifestyle, physical fitness, and chronic disease risk.

### **PE 101 Health 90 hrs (2 credits)**

This course will introduce the major components of health, including physical fitness, nutrition and diet control (weight management), hygiene, stress management, and the use of leisure time.

### **PL 100 Philosophy 120 hrs (3 credits)**

A general introduction to philosophy and the place and role of philosophy in culture; major theories pertaining to existence; social philosophy related to man, society and culture; the meaning of the human being; ethics; aesthetics; and religious values; consciousness and cognition; faith and knowledge; truth; the structure of science and scientific revolutions; and the future of mankind. Additional emphasis will be placed upon a Christian perspective and world-view.

### **HI 111 History of Russia 120 hrs (3 credits)**

Brief introduction to historic knowledge and Russian historiography; the ancient Greek and Roman heritage; the spread of Islam; Russia and the medieval states in Europe and Asia; characteristics and main stages of Russian economic development; Russia in the 20th Century; the Russian Revolution and transformation of society; World War I; World War II; attempts at political and economic reforms; Russia from the 60s-80s and the growth of cities; Perestroika; formation of the CIS; events of October 1993; formation of the new Russian statehood (1993-1999); Russia on the road toward radical socio-economic modernization; culture in contemporary Russia; and foreign policy in conditions of a new geo-political situation.

### **RL 031 Russian Language: Practice and Review 135 hrs (3 credits)**

Required course for those who score low on the Russian Entrance Examination. Russian grammar will be heavily emphasized.

### **RL 132 Russian Composition I (Stylistics) 90 hrs (2 credits)**

Styles of contemporary Russian language; speech interaction; main units of communication; functional styles of modern Russian and their interaction; scientific style; and official-business style. Special emphasis will be placed upon preparing students for upper level coursework.

### **RL 133 Russian Composition II (Composition) 90 hrs (2 credits)**

Advanced study of the principles of composition, with a goal of mastery of the writing process.

### **RL 110 Introduction to the Study of Literature 90 hrs (2 credits)**

An introduction to basic literary analysis, theory, and literary genres: prose fiction, essay, poetry and drama. Students will learn techniques in the analysis of literature through a variety of writing assignments.

### **CO 101 Culture of Speech (Public Speaking) 135 hrs (3 credits)**

A study of the principles of speech preparation, presentation and criticism, including audience analysis and the development of critical listening and thinking skills. Topics include genre differentiation; orator and audience; main types of debate; preparation and presentation of speeches; spoken language in the system of functional styles of the Russian literary language; non-language factors (non-verbal communication); the culture of speech; basic instructions for improving grammatical skills in speech. A heavy emphasis will be placed upon the preparation, delivery, and critique of various types of speeches and presentations.

### **HI 113 American History 100 hrs (2 credits)**

A general survey course of major events, trends, and problems encountered in American history. Topics include colonization: the American Revolution; westward expansion; the Civil War; World War I; the depression; World War II; the Korean War; the Cold War; the Vietnam War and the strategy to contain the spread of Communism; and the end of the Cold War and the emergent new world order. Special emphasis will be placed upon U.S. - Russia relations.

### **PS 210 Introduction to Political Science 100 hrs (2 credits)**

A study of the major ideas on politics and society in Western Civilization from the ancient Greeks to the present. Topics include introductory concepts of political science; history of political teachings; the Russian political tradition; contemporary schools of political science; civil society; institutional aspects of politics; political power; political systems; political regimes, parties, and electronic systems; political relationships, conflict, and conflict resolution; political organizations and movements; socio-cultural aspects of politics; world politics and international relations; national and state interests of Russia; political knowledge; and political analysis and prognostics. This course will stress comparative analyses of American and Russian political practices.

### **AR 111 Cultural Studies (Appreciation of Fine Arts) 135 hrs (3 credits)**

A survey of the music and art of Russia and the Western world, including the major periods and artists, and the relations of music and art to culture. Topics include knowledge of culture; philosophy of culture; sociology of culture; cultural anthropology; cultural research; basic concepts of culturology; typology of cultures; culture and nature; and culture and the individual in relation to enculturation and socialization. Special emphasis will be given to the critical analysis of culture from a Christian perspective.

### **RL 111 Russian Literature 135 hrs (3 credits)**

Prerequisite: RL 110. A survey of selected major writers from the 19th and 20th Century. Special emphasis is placed upon literary analysis and the role of literature in culture.

**LL 221A American Literature I** **135 hrs (3 credits)**

This course surveys selected major writers of American literature from its beginnings until the American Civil War (1865). Special emphasis is placed upon literary analysis and the role of literature in culture.

**LL221B American Literature II** **135 hrs (3 credits)**

This course surveys major writers of American Literature from 1865 to present. Special emphasis is placed upon literary analysis and the role of literature in culture.

**PY 231 Psychology I** **110 hrs (2 credits)**

A survey of the discipline, its history and its methodology. Topics include psyche and organism; development of the psyche in the process of ontogenesis and philogenesis; brain and psyche; structure of the psyche; cognitive processes; emotions and feeling; psychic regulation of behavior and activity; communication and speech; psychology of personality; interpersonal relations; psychology of small groups; and inter-group relations.

**SO 230 Sociology I** **110 hrs (2 credits)**

General survey of the discipline, its history, and methodology. Topics include classical and modern sociological theories; society and social institutions; globalization; social groups and communities; social structures; social movements; social inequality, stratification, and mobility; social interaction and social relations; public opinion as an institute of civil society; culture as a factor in social changes; the individual; social control and deviance; social changes, revolutions, reforms and social progress; the place of Russia in the world community; and methods of sociological research. Special emphasis will be placed upon comparative analyses of Russia and the United States.

**EN.F03 NS 131 Natural Sciences I** **90 hrs (2 credits)**

A survey of the history and basic methodology of the natural sciences, with particular attention given to the philosophical and religious background of scientific ideas and to an understanding of the impact of the scientific revolution of modern culture. Topics include natural science and culture; the scientific method; history of natural science; panorama of contemporary natural science; tendencies of development; concepts of nature description; order and disorder; chaos theory; structural levels of the organization of matter; principles of relativity, principles of symmetry; laws of conservation; interaction; principles of superposition, indeterminacy principle, and supplementation; dynamic and static regularities in nature; law of conservation of energy; principle of entropy; and chemical processes.

**EN.F03 NS 232 Natural Sciences II** **90 hrs (2 credits)**

The ecology of natural systems will be studied, including the interaction of humans with their natural surroundings. The basic principles and concepts of environmental science will be surveyed, with attention to modern environmental problems. Topics include geological concepts; the geo-sphere and lithosphere; ecological functions of the lithosphere pertaining to resources; geographical crust of the earth; features of biological levels of the organization of matter; principles of evolution, reproduction, and development of organic systems; diversity of living organisms; genetics and evolution; bioethics; principles of universal evolutionism; and ways to a unified culture.

**IT 110 Computer Literacy (Information Technology)** **135 hrs (3 credits)**

This course will help students to have a general understanding and basic ability to use computers. A combination of theory and application make students familiar with the present condition of IT: conceptions, basic hardware, basic system software, and conceptual applications such as databases, graphics and spreadsheets are studied.

**GE 100 Christian Perspectives on Learning** **90 hrs (2 credits)**

This introductory study of the relationship between learning and the Christian faith surveys some contemporary alternatives and challenges to Christianity and proceeds to an examination of current statements about the nature of Christian faith and discipleship. This foundational course also describes how different views of the Christian faith and of its relationship to culture produces different responses by people of faith.

**RS 212 Biblical Literature I: Old Testament** **120 hrs (3 credits)**

An overview of the Old Testament: its history, its social and cultural context, and its teachings and major themes.

**RS 213 Biblical Literature II: New Testament** **120 hrs (3 credits)**

Prerequisite: RS 212. An overview of the New Testament: its history, its social and cultural context, and its teachings and major themes.

**RS 350 Current Topics in Bible and Theology** **120 hrs (3 credits)**

A variety of religious and theological topics are presented by visiting faculty from which a student may choose to complete this requirement.

*The above descriptions are subject to change, upon the recommendation of the appropriate university committees.*

*The University's long-range goal is to require a laboratory course of all students. Until facilities allow for this, one of the above non-laboratory courses is required instead.*

## DEPARTMENT OF LINGUISTICS AND LITERATURE - ENGLISH CURRICULUM



### Goal Statement

One of the desired outcomes of a RACU education is English language competency for all students, developing each student's proficiency in speaking, listening, reading and writing. The primary goal of English language instruction is to prepare students for university-level English before and during their first academic year. This will help students take part in

courses presented in English only, read English texts and journals, and be ready for a professional position in an organization. An additional option for students enrolled in degree programs at RACU is to add an English minor (certificate program) to their major field of study.

### Curriculum

Students will be assigned a learning level upon entry to the University. The highest level of placement for new students is in Advanced Academic English. The University reserves the right to make the final decision in all matters of individual student placement and evaluation.

In general the program is divided into 3 levels: beginning, intermediate, and advanced. Each of the first two levels consists of a semester of intensive instruction where English language study is the full time occupation of the students. The first two levels, beginning and intermediate, are non-credited preparatory studies; they are not part of a student's undergraduate studies program. A total of 12 credit hours (which count toward graduation requirements) is given for the advanced-level English language course completed during the first academic year. Those students who complete the threshold examination taken at the end of the preparatory program will be allowed to enroll in the advanced English, general education, and specialized courses.

Students enrolled in the English language preparatory program receive 20 hours of instruction per week during the first two levels (beginning and intermediate) and are expected to spend at least 20 additional hours studying and working on their own. During the first academic year, students in the advanced level will complete one 6 credit-hour course in each of the two semesters. They may also enroll in other required courses at the same time.

### Threshold Examination

Although a student may receive passing grades during the semester, the threshold examination is designed to measure one's comprehensive knowledge and ability. For this reason, it is of greater importance than one's graded progress.

### English Language Curriculum Requirements

EN 030	Introduction to English Language .....	900 hrs (20 cr.) <sup>1</sup>
EN 031	Intermediate Academic English .....	900 hrs (20 cr.)
EN 132	Advanced Academic English I .....	240 hrs (6 cr.)
EN 133	Advanced Academic English II .....	240 hrs (6 cr.)

### English Minor

In addition to the core RACU English requirements, students have the option of completing an English Minor. Students who complete this minor will receive a certificate acknowledging a higher level of proficiency in the English language. Requirements for completing the minor are as follows:

<b>Linguistics</b> (choose at least one of the following courses) .....	3 cr.
LN 101 Introduction to Linguistics .....	3 cr.
LN 201 English Phonology and Pronunciation .....	3 cr.
LN 220 Socio-linguistics .....	3 cr.

<b>Literature</b> (choose at least one of the following courses) .....	3 cr.
LL 221A American Literature I .....	3 cr.
LL 221B American Literature II .....	3 cr.
LL 222A British Literature I .....	3 cr.
LL 222B British Literature II .....	3 cr.

<b>English for Special Purposes</b> (choose at least one of the following courses) .....	3 cr.
ES 201 Business English (Prerequisite: EN 132) .....	3 cr.
ES 202 English for Social Work .....	3 cr.
ES 203 English for Bible and Theology .....	3 cr.
ES 300 Translation .....	3 cr.
Elective* .....	3 cr.

**TOTAL** **12 credit hours**

\* For the elective, students may choose a course from any of the three categories or they can take an approved independent study (EN 250, 350, 450)

<sup>1</sup> Courses are indicated in total academic hours of class and homework (One academic hour = 50 minutes) and/or credit hours (One credit hour = 15 academic hours of class work per semester or one class hour per week).

## English Language Course Descriptions<sup>1</sup>

### **EN 030 Introduction to English Language** 900 hrs (20 credits)

This beginning level semester program provides a basic introductory foundation of English. All four skills (reading, writing, listening, and speaking) are targeted. The course also emphasizes basic grammatical knowledge and vocabulary development.

### **EN 031 Intermediate Academic English** 900 hrs (20 credits)

Prerequisite: Pass the EN 030 examination. The EN 031 semester builds upon the foundation laid in the introductory semester, preparing students primarily for academic competence in English in all four skills.

### **EN 132 Advanced Academic English I** 240 hrs (6 credits)

Prerequisite: Pass the Threshold Examination. This advanced semester of English studies is the first of two final courses in the basic-English sequence for all RACU students. This course focuses more broadly on all four skills, preparatory to being able to do advanced academic work in English.

### **EN 133 Advanced Academic English II** 240 hrs (6 credits)

Prerequisite: EN 132. This advanced semester of English studies, a continuation of EN132, is the final course in the basic-English sequence for all RACU students. This course focuses more broadly on all four skills, preparatory to being able to do advanced academic work in English.

### **EN 101 Practicum in Tutoring English** 1 credit hour

Prerequisite: Concurrent enrollment in or completion of EN 132 as well as invitation from the instructor. This practicum teaches basic skills in tutoring English. This course consists of grammar review, practical instruction in tutoring techniques, and practice tutoring with observations. Students who successfully complete this course are eligible, if selected, to become undergraduate tutoring assistants.

## English Minor Course Descriptions

### **ES 201 Business English** 3 credit hours

This course presents, analyzes, and practices English used in business settings.

### **ES 202 English for Social Work** 3 credit hours

This course presents, analyzes and practices English used in the field of Social Work.

### **ES 203 English for Bible and Theology** 3 credit hours

This course presents, analyzes, and practices English used in biblical studies and theology.

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<sup>1</sup> **Please note:** Courses are indicated in total academic hours of class and homework (One academic hour = 50 minutes) and/or credit hours (One credit hour = 15 academic hours of class work per semester or one class hour per week)

### **ES 300 Translation** 3 credit hours

The focus of this course is the set of skills related to effective translation between Russian and English.

### **LL 221A American Literature I** 3 credit hours

This course surveys selected major writers of American literature from its beginnings until the American Civil War (1865).

### **LL 221B American Literature II** 3 credit hours

This course surveys major writers of American literature from 1865 to present.

### **LL222A British Literature** 3 credit hours

A survey of major figures in British Literature from its beginnings through the 17th century.

### **LL222B British Literature II** 3 credit hours

A survey of major figures in British Literature from the 1800s to the present.

### **LN 101 Introduction to Linguistics** 3 credit hours

An introduction to the basic principles of the field of linguistics.

### **LN 201 English Phonology and Pronunciation** 3 credit hours

An introduction to the English sound system and the components of phonological analysis.

### **LN 220 Socio-linguistics** 3 credit hours

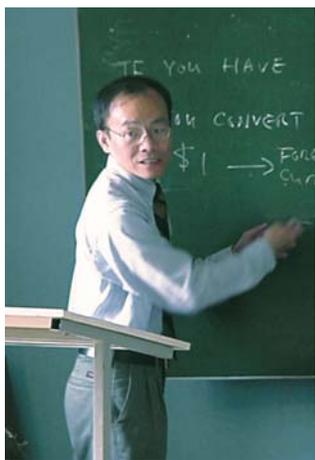
A survey of the models and methods used to study language use in social context.

### **EN 250, 350, 450 Independent Study** 3 credit hours

Individualized advanced study, research, or project development in a clearly defined and limited area not covered by a regular course.

*The above descriptions are subject to change, upon the recommendation of the appropriate university committees.*

## DEPARTMENT OF BUSINESS AND ECONOMICS



### Goal Statement

The Department of Business and Economics exists in order to provide a broad liberal arts introduction to the study of this academic specialization, with a concentration on managerial training. Through its curriculum, the Department strives to accomplish the following goals:

- Help students understand the global context of business and economics and the realities of changing from a state-controlled economy to a free market system.
- Instill in students a Christian and ethical framework grounded in biblical principles and values for understanding the nature and practice of business and economics.

- Provide students with the basic skills needed to operate a modern business enterprise.
- Prepare students for general managerial roles in business and industry.
- Prepare students for graduate-level studies in business and economics.

(See further the Ministry of Education of the Russian Federation's **Guidelines for Professional Training of Business-Economics Bachelors** at the end of this section.)

### Program for Business & Economics (521600)

All courses must be completed to meet graduation requirements. A student must complete at least 40 credit hours per year to complete the program in 4 years (17 credits per semester + 6 credits each year during the spring modular sessions).

Business and Economics Evening Program can be completed within 6 years.

Faculty should use the Ministry of Education of the Russian Federation Standards for 521600 - Economics (Moscow 2000) when developing course content and course syllabi.

#### GENERAL HUMANITIES AND SOCIAL-ECONOMIC CURRICULUM

##### Required Course Work ..... 2075 hrs (49 credits)

EN 132	Advanced Academic English I .....	240 hrs (6 cr.)
EN 133	Advanced Academic English II .....	240 hrs (6 cr.)

PE 1-400	Sports .....	280 hrs (8 cr.)
PE 101	Health .....	90 hrs (2 cr.)
PL 100	Philosophy .....	120 hrs (3 cr.)
HI 111	History of Russia .....	120 hrs (3 cr.)
RL 132	Russian Composition I (Stylistics) .....	90 hrs (2 cr.)
RL 133	Russian Composition II (Composition) .....	90 hrs (2 cr.)
RL 110	Introduction to the Study of Literature .....	90 hrs (2 cr.)
CO 101	Public Speaking .....	135 hrs (3 cr.)
HI 113	American History .....	100 hrs (2 cr.)
PS 210	Introduction to Political Science .....	100 hrs (2 cr.)
AR 111	Appreciation of Fine Arts .....	135 hrs (3 cr.)

##### Literature (choose one)

RL 111	Russian Literature .....	135 hrs (3 cr.)
LL 221A	American Literature I .....	135 hrs (3 cr.)
LL 221B	American Literature II .....	135 hrs (3 cr.)

##### Social Sciences (choose one)

PY 231	Psychology I .....	110 hrs (2 cr.)
SO 212	Social Anthropology .....	110 hrs (2 cr.)
SO 230	Sociology I .....	110 hrs (2 cr.)

#### MATHEMATICS & NATURAL SCIENCE ..... 1155 hrs (25 credits)

MS 133	Mathematics I .....	180 hrs (4 cr.)
MS 234	Mathematics II .....	180 hrs (4 cr.)
MS 235	Mathematics III .....	180 hrs (4 cr.)
NS 131	Natural Sciences I .....	90 hrs (2 cr.)
NS 232	Natural Sciences II .....	90 hrs (2 cr.)
IT 110	Computer Literacy (Information Technology) .....	135 hrs (3 cr.)
IT 211	Computer Applications in Business .....	150 hrs (3 cr.)
IT 312	Management Information Systems .....	150 hrs (3 cr.)

#### CHRISTIAN PERSPECTIVES ..... 450 hrs (11 credits)

GE 100	Christian Perspectives on Learning .....	90 hrs (2 cr.)
RS 212	Biblical Literature I: Old Testament .....	120 hrs (3 cr.)
RS 213	Biblical Literature II: New Testament .....	120 hrs (3 cr.)
RS 350	Current Topics in Bible and Theology .....	120 hrs (3 cr.)

#### DEPARTMENTAL CURRICULUM ..... 3805 hrs (75 credits)

##### General Professional Requirements ..... 1335 hrs (27 credits)

##### Economics 1335 hrs (27 cr.)

EC 210	Introduction to Business and Economics .....	100 hrs (2 cr.)
EC 211	History of Economics & Economic Teachings .....	135 hrs (3 cr.)
EC 212	Microeconomics I .....	150 hrs (3 cr.)
EC 313	Microeconomics II .....	150 hrs (3 cr.)
EC 314	Macroeconomics I .....	150 hrs (3 cr.)
EC 415	Macroeconomics II .....	150 hrs (3 cr.)
EC 316	Global (World) Economy I .....	150 hrs (3 cr.)
EC 417	Global (World) Economy II .....	150 hrs (3 cr.)
MS 216	Probability and Mathematical Statistics I .....	100 hrs (2 cr.)
MS 317	Probability and mathematical Statistics II .....	100 hrs (2 cr.)

**Special Professional Requirements ..... 2470 hrs (48 credits)****Finances & Accounting 700 hrs (14 cr.)**

AC 330	Financial Accounting (GAAP system) .....	150 hrs (3 cr.)
AC 331	Managerial Accounting .....	150 hrs (3 cr.)
AC 432	Russian Accounting and Taxation I .....	150 hrs (3 cr.)
AC 433	Russian Accounting and Taxation II .....	150 hrs (3 cr.)
AC 415	Money and Banking .....	100 hrs (2 cr.)

**Business & Management 1770 hrs (34 cr.)**

BE 260	Business Organization & Management .....	100 hrs (2 cr.)
BE 311	Human Resource Management .....	135 hrs (3 cr.)
BE 312	Organizational Behavior & Management .....	135 hrs (3 cr.)
BE 314	Production and Operations Management .....	100 hrs (2 cr.)
BE 414	Marketing Management .....	135 hrs (3 cr.)
BE 415	Strategic Management .....	135 hrs (3 cr.)
BE 316	Entrepreneurship .....	135 hrs (3 cr.)
BE 317	Business Ethics .....	100 hrs (2 cr.)
BE 318	Research in Management .....	100 hrs (2 cr.)
SL 413	Business Law .....	135 hrs (3 cr.)
SL 414	Non-Profit Organizations (Legal Aspects) .....	100 hrs (2 cr.)
BE 400	Business Practicum & Seminar .....	460 hrs (6 cr.)

**General:** ..... 2075 hours (49 credits)**Mathematics and Natural Sciences:** ..... 1155 hours (25 credits)**Christian Perspectives:** ..... 450 hours (11 credits)**Major:** ..... 3805 hours (75 credits)**Total:** ..... **7485 hours (160 credits)**<sup>1</sup>

Theoretical education, scientific research, laboratory work, examinations .....	154 weeks
Senior Internship .....	12 weeks
Holidays .....	38 weeks
State Examinations (preparations & examination) .....	4 weeks

**TOTAL:** ..... **208 weeks (4 years)****Guidelines for Completion of Courses Each Semester****FIRST YEAR: (1555 Hours, 37 Credits)****Fall: 20 hrs/week class work (17 cr.)**

EN 132	Advanced Academic English I .....	240 hrs (6 cr.)
PL 100	Philosophy .....	120 hrs (3 cr.)
RL 132	Russian Composition I (Stylistics) .....	90 hrs (2 cr.)
RL 110	Introduction to the Study of Literature .....	90 hrs (2 cr.)
IT 110	Computer Literacy (Information Technology) .....	135 hrs (3 cr.)
PE 100	Sports .....	35 hrs (1 cr.)

**Spring: 24 hrs/week class work (20 cr.) (Intensive modules - electives)**

EN 133	Advanced Academic English II .....	240 hrs (6 cr.)
GE 100	Christian Perspectives on Learning .....	90 hrs (2 cr.)

<sup>1</sup> This total = 8234 Academic Hours according to the Russian system of 45 minutes per academic hour.

HI 111	History of Russia .....	120 hrs (3 cr.)
RL 133	Russian Composition II (composition) .....	90 hrs (2 cr.)
MS 133	Mathematics I .....	180 hrs (4 cr.)
PE 101	Health .....	90 hrs (2 cr.)
PE 100	Sports .....	35 hrs (1 cr.)

**SECOND YEAR: (1675 hours, 37 credits)****Fall: 26 hrs/week class work (19 cr.)**

RS 212	Biblical Literature I: Old Testament .....	120 hrs (3 cr.)
PS 210	Introduction to Political Science .....	100 hrs (2 cr.)
MS 234	Mathematics II .....	180 hrs (4 cr.)
NS 231	Natural Sciences I .....	90 hrs (2 cr.)
IT 211	Computer Applications in Business .....	150 hrs (3 cr.)
EC 210	Introduction to Business and Economics .....	100 hrs (2 cr.)
BE 260	Business & Organization Management .....	100 hrs (2 cr.)
PE 200	Sports .....	35 hrs (1 cr.)

**Spring: 24 hrs/week class work (18 cr.) (Intensive modules - electives + req. courses)**

RS 213	Biblical Literature II: New Testament .....	120 hrs (3 cr.)
MS 235	Mathematics III .....	180 hrs (4 cr.)
NS 232	Natural Sciences II .....	90 hrs (2 cr.)
EC 211	History of Economics & Economic Teachings .....	135 hrs (3 cr.)
EC 212	Microeconomics I .....	150 hrs (3 cr.)
MS 216	Probability Theory and Mathematical Statistics I .....	100 hrs (2 cr.)
PE 200	Sports .....	35 hrs (1 cr.)

**THIRD YEAR (1775 hours, 37 credits)****Fall: 25 hrs/week class work (18 cr.)**

IT 312	Management Information Systems .....	150 hrs (3 cr.)
EC 313	Microeconomics II .....	150 hrs (3 cr.)
MS 317	Probability Theory and Mathematical Statistics II .....	100 hrs (2 cr.)
AC 330	Financial Accounting (GAAP system) .....	150 hrs (3 cr.)
BE 312	Organizational Behavior & Management .....	135 hrs (3 cr.)
BE 316	Entrepreneurship .....	135 hrs (3 cr.)
PE 300	Sports .....	35 hrs (1 cr.)

**Spring: 27 hrs/week class work (19 cr.) (Intensive modules - electives/ req. courses)**

EC 314	Macroeconomics I .....	150 hrs (3 cr.)
EC 316	Global (World) Economy I .....	150 hrs (3 cr.)
AC 331	Managerial Accounting .....	150 hrs (3 cr.)
BE 311	Human Resource Management .....	135 hrs (3 cr.)
BE 314	Production and Operations Management .....	100 hrs (2 cr.)
BE 317	Business Ethics .....	100 hrs (2 cr.)
BE 318	Research in Management .....	100 hrs (2 cr.)
PE 300	Sports .....	35 hrs (1 cr.)

**FOURTH YEAR (1735 hours, 33 credits)****Fall: 21 hrs/week class work (14 cr.) + 2 days/week practicum (16 hrs)**

EC 415	Macroeconomics II .....	150 hrs (3 cr.)
EC 417	Global (World) Economy II .....	150 hrs (3 cr.)
AC 432	Russian Accounting and Taxation I .....	150 hrs (3 cr.)

SL 413	Business Law .....	135 hrs (3 cr.)
BE 400	Business Practicum & Seminar (Fall and Spring) .....	460 hrs (6 cr.)
PE 400	Sports .....	35 hrs (1 cr.)

**Spring: 20 hrs/week class work (13 cr.) + 2 days/week practicum (16 hrs) (Intensive modules - none)**

AC 433	Russian Accounting and Taxation II .....	150 hrs (3 cr.)
AC 415	Money and Banking .....	100 hrs (2 cr.)
BE 414	Marketing Management .....	135 hrs (3 cr.)
BE 415	Strategic Management .....	135 hrs (3 cr.)
SL 414	Non-Profit Organizations (Legal Aspects) .....	100 hrs (2 cr.)
PE 400	Sports .....	35 hrs (1 cr.)

**ANY YEAR: (735 hours, 16 credits)**

RS 350	Current Topics in Bible and Theology .....	120 hrs (3 cr.)
CO 101	Public Speaking .....	135 hrs (3 cr.)
HI 113	American History .....	100 hrs (2 cr.)
RL 111	Russian Literature .....	135 hrs (3 cr.)
LL 221A	American Literature I .....	135 hrs (3 cr.)
LL 221B	American Literature II .....	135 hrs (3 cr.)
PY 231	Psychology I .....	135 hrs (3 cr.)
SO 230	Sociology I .....	135 hrs (3 cr.)
AR 111	Appreciation of Fine Arts .....	135 hrs (3 cr.)
SO 212	Social Anthropology .....	110 hrs (2 cr.)

Please note the prerequisites mentioned with certain courses in the course description section.

## Business & Economics Course Descriptions

NOTE: Introduction to Business & Economics (EC 210) is a prerequisite for entry into all B&E courses.

### EN.F01<sup>1</sup> MS 133 Mathematics I 180 hrs (4 credits)

Concept of quantification; functional dependence; graphs of basic functions; roots of the function; aspects of quantification and sequences; general qualities of continuous functions; derivative and differential; solutions to basic differential equations and their coefficients; convex function; indefinite integral; irregular integrals; "Dot" quantification in N-dimensional space; functions with several variables and their continuity; derivatives and differentials of functions with several variables; classical methods of optimization; functions of demand and supply; utility functions; and indifference curves.

### EN.F01 MS 234 Mathematics II 180 hrs (4 credits) (Elements of Linear Algebra and Analytical Geometry)

Prerequisite: MS133. Systems of linear equations; elements of analytical geometry on a line, plane, and in three-dimensional space; determinants; vector systems and matrix range; N-dimensional linear vector space; linear operators and matrices; complex numbers and multi-numbers; linear operators' vectors; and Euclidean space.

### EN.F01 MS 235 Mathematics III 180 hrs (4 credits) (Linear Programming )

Prerequisite: MS 234. This course advances upon the concepts covered in MS 234 and considers the following topics: quadratic equations; systems of linear inequalities; linear methods of optimization; basic definitions and methods of linear programming; simplex method; theory of duality; discrete programming; dynamic programming; and non-linear programming.

### EN.F01 MS 216 Probability Theory and Mathematical Statistics I 100 hrs (2 credits)

Prerequisite: MS 234. Introduction to probability theory. Topics include basic concepts, probability space, random numbers, models of probability distribution most commonly encountered in the socio-economic sciences; law of probability distribution for stochastic functions; Chebyshev's inequality; and the law of big numbers and its application.

### EN.F01 MS 317 Probability Theory and Mathematical Statistics II 100 hrs (2 credits)

Prerequisite: MS 216. Topics covered include the special role of the normal distribution and the central limits theorem, Markov's chains and their use in modeling socio-economic processes, statistical verification of hypotheses, and statistical methods of experimental data processing, and statistical process control.

### EN.F02 IT 211 Informatics I 150 hrs (3 credits) (Computer Applications in Business)

Prerequisite: IT 110. Concept of information, general characteristics of data acquisition, communication, processing and accumulation of information; technical and program means of data-processing; office programming and developing text documents.

### EN.F02 IT 312 Informatics II 150 hrs (3 credits) (Management Information Systems)

Prerequisite: IT 211. Financial and economic spreadsheets; data bases; data-base software in economics; local and global computer networks; basics of protecting state sensitive information; methods of encryption.

### OPD.F01 EC 210 Introduction to Business and Economics 100 hrs (2 credits)

An introduction to basic economic theory and business practices. Survey of the basic principles of economics and the leading "schools" of thought in the Western world (classical, Austrian, and Keynesian contemporary) with their implications for present day life and political policy. A survey of the business environment, organization, career opportunities and current issues and developments with particular attention paid to the business environment in Russia and other post-Communist societies.

### OPD.F01 EC 212 Microeconomics I 150 hrs (3 credits)

Prerequisite: EC 211. An introduction into economic theory. Economic theory and practice; economic agents; "shadow" economy; property and economic management; theory of "bundles of property right," economic interests, goals and instruments, economic rationality; optimal decision choice; competition; economic values; time factor and discounting practices; circular flow of products and income; input and output; total, marginal, and average variables; alternative costs; opportunity costs; economic limits; production possibility frontier, social compromise of

<sup>1</sup> Ministry of Education designation

efficiency and equality, consumption-leisure decision; economic risks; short-run and long-run periods of economic analysis; comparative advantage and Pareto efficiency.

**OPD.F01 EC 313 Microeconomics II 150 hrs (3 credits)**

Prerequisite: EC 212. Market, competitive market, law of supply and demand, equilibrium; equilibrium price; consumer's and producer's surplus and elasticity; theories of consumer and producer behavior, budget constraint, indifference curves, substitution, curve of compensatory demand; profit maximization; market power, monopoly, and price discrimination; oligopoly, play theory and strategic behavior of firms; production function; money flow; variable and fixed costs; marginal costs and returns; efficiency; production, labor and market factors; household behavior theory; social values; concepts of external and internal environments; diversification versus centralization; technological environments; risks, insurance, and economic safety.

**OPD.F02 EC 314 Macroeconomics I 150 hrs (3 credits)**

Prerequisite: EC 313. Social reproduction, national economy information system, residential and non-residential institutional units; macroeconomic indices; gross domestic product (production, distribution, and consumption), disposable income, final consumption, models of consumption, savings, investments, national wealth, industries and segment patterns of national economy; shadow economy; equilibrium of aggregate demand and supply (AD-DS Model); Keynesian multiplier; adaptive and rational expectations; money supply, money demand, and monetary policy; state budgets, deficits, and profits; taxation; macroeconomic policy; and economic cycles.

**OPD.F03 EC 415 Macroeconomics II: Econometrics 150 hrs (3 credits)**

Prerequisite: EC 314. The study of econometrics. Linear model of multiple regression (method of least mean squares - LMS); methods of evaluating LMS. Analysis of regression statistics; linear regression models with heterostochastic and autocorrelated residuals; regression models with variable structures; non-linear models of regression and their linearization; characterization of times series; models of stationary and non-stationary time series and their identification; time series and cross-sectional analysis; indirect, two-step, and three-step methods of LMS.

**SD.00 EC 211 History of Economics & Economic Teachings 135 hrs (3 credits)**

Prerequisite: EC 210. A study of the ideas of the great economic thinkers and the development of various schools of economic thought including the mercantilists, Smith, Malthus, Ricardo, Mill, Marx, Marshall, the Neo-classical and Keynesian revolutions. The origins of the more prominent contemporary developments and schools are examined. Special emphasis will be placed on a contrast and comparison of Smith and Marx.

**SD.00 BE 260 Business Organization and Management 100 hrs (2 credits)**

A study of the principles and problems of organizing and managing the firm, with emphasis on organization goals, structure, and the effective use of human resources. Not open to first-year students.

**SD.00 AC 330 Financial Accounting (GAAP system) 150 hrs (3 credits)**

An introductory course giving a basic overview of accounting, including GAAP, introducing students to concepts such as assets and liabilities, inventory valuation, budgeting and controlling manufacturing and departmental operations, the development of financial statements, reporting financial conditions, and analyzing the results of operations.

**SD.00 BE 312 Organizational Behavior & Management 135 hrs (3 credits)**

Organizational behavior is the study and application of knowledge about how and why people, as individuals and as groups, act within organizations. Organizational management and development is the systematic application of behavioral science knowledge at various levels (group, intergroup, and total organization) to bring about planned change. The goal is to describe, understand, predict, develop, and (to some degree) control human activity at work. This course will challenge the student to develop a cognitive framework for understanding organizational behavior combined with an integration of the values expressed within the Christian faith. Students will develop a capacity to analyze organizational behavior situations critically and to give thoughtful answers to situations and case studies.

**SD.00 BE 314 Production and Operations Management 100 hrs (2 credits)**

Prerequisite: BE 260. A study of the management of production and operations within a business, including planning, control, and evaluation of resources, inventory, schedules, and product or service quality. Techniques for making location decisions, implementing just-in-time purchasing and production, scheduling production, and using statistical process control (SPC) are studied. Computer applications are occasionally integrated for analysis and simulation purposes.

**SD.00 BE 316 Entrepreneurship 135 hrs (3 credits)**

This course focuses on the study of the application of management principles (general, strategic, and operational) to small businesses. Emphasis is placed upon the importance of small businesses in an economy. Students consider and plan a small business startup, including determination of financial, facility, and resource needs surrounding a proposed product or service, and the development of a business plan.

**SD.00 EC 316 Global (World) Economy I 150 hrs (3 credits)**

An introduction to the major international financial institutions, the variety of international business structures, the world of international trade and finance, and the issues of conducting business in different cultural settings.

**SD.00 AC 331 Managerial Accounting 150 hrs (3 credits)**

Prerequisite: AC 330. Study of accounting as a management tool for business. The course will focus on the concepts and principles underlying the management of income within an organization, including incremental cost and profit analysis, break-even analysis, and budgeting.

**SD.00 BE 311 Human Resource Management 135 hrs (3 credits)**

A study of the role and functions of the human resource department of an organization with an up-to-date examination of the principles, policies, and problems of labor and management. Topics include employee relations, job analysis, compensation structures, recruitment and selection practices, motivation, training, performance evaluation, promotion, transfer and management-union relationships.

**SD.00 BE 317 Business Ethics 100 hrs (2 credits)**

This course begins with a careful analysis of the foundations of contemporary ethical thought as it relates to business. The course then progresses to a consideration of more traditional business ethics issues related to human resources, marketing, finance, product quality, and the environment. Lastly, the course confronts and challenges the student with the task of developing his or her own ethical creed. This creed is to set forth one's theoretical assumptions and commitments, one's approach to the analysis of ethical issues related to business, and the extent of one's personal commitment to moral leadership.

**SD.00 BE 318 Research in Management** 100 hrs (2 credits)

Must include 4 weeks of actual research work and the submission of a project result. The course will focus upon research methods appropriate for business and economics including data collection and analysis, literary research via library collections and electronic data bases, and the use of research for the purposes of drawing and supporting conclusions.

**SD.00 EC 417 Global (World) Economy II** 150 hrs (3 credits)

Prerequisite: EC 316. A study of the causes of widespread poverty in many nations and regions of the world, and an analysis of policies designed for its alleviation.

**SD.00 AC 432 Russian Accounting and Taxation I** 150 hrs (3 credits)

Theory of accounting; accounts and double-record balance; organization of accounting in Russian Federation; system of regulations for accounting in Russia; taxation regulations and practices.

**SD.00 AC 433 Russian Accounting and Taxation II** 150 hrs (3 credits)

Prerequisite: AC 432. Accounting of supply, expenses, sales, and profitability in accordance with the system of regulations for accounting in Russia; taxation registrations, practices, and investigation of tax records.

**SD.00 SL 413 Business Law** 135 hrs (3 credits)

The state and the law; legal norms and normative legal documents; contemporary legal systems; international law; sources of Russian law; the Russian legal system and branches of law; legal offence and responsibility; Constitution of the Russian Federation; features of the Federal structure; civil legal relationships and property rights; marriage as a legal institution; labor law; administrative offences and responsibility; crime and criminal liability; ecological law; peculiarities of legal control of professional activities; legal foundations of defending state secrets. The course will also compare and contrast elements of Russian law with U. S. law.

**SD.00 AC 415 Money and Banking** 100 hrs (2 credits)

A variety of practical banking topics is covered including a review of the development of the banking system, attention to the corresponding evolution of money and the demand deposit system, and an overview of non-bank financial intermediaries and their role in the present economy. Further emphasis is placed upon such topics as stock and bond valuation, working capital management, and capital structure. Contrasts and comparisons will be drawn between banking structures and practices of the United States and Russia.

**SD.00 BE 414 Marketing Management** 135 hrs (3 credits)

A study of the many facets involved in the field of marketing. Emphasis is given to both the modern marketing system in today's international economy and to the marketing strategies of an organization. Topics include types of markets, market segmentation methods, research methods, product and service strategies, strategic management, product planning, new product development, distribution channels, sales, advertising, and pricing. Special emphasis is placed upon international marketing practices.

**SD.00 BE 415 Strategic Management** 135 hrs (3 credits)

This course will focus on strategic management and business policy; the strategy of an enterprise; strategic marketing; external environmental analysis; organizational analysis and strategy formulation; strategy implementation, evaluation, and control; strategic issues in technology and innovation, entrepreneurial ventures and small businesses, and not-for-profit organizations.

**SD.00 SL 414 Non-Profit Organizations (Legal Aspects)** 100 hrs (2 credits)

Focus is placed on the Russian legal system as it pertains to the operation of non-profit organizations; legal rights and responsibilities of non-profit organizations; laws pertaining to operation of religious organizations (registration, reporting, and taxability issues) will be given special emphasis.

**BE 400 Business Practicum & Seminar** 460 hrs (6 credits)

(Internship for duration of Senior year (fall - 15 weeks + spring - 12 weeks): 2 days (16 hours)/week = 432 hrs + 1 hour/ week seminar = 460 hrs.)

The application of business theory and principles to an approved and supervised business setting; the transition of theory to practice. Internships involve sixteen hours of work per week under an employer/supervisor and a weekly seminar where interns meet under the supervision of a faculty member. Each student is required to develop and defend a thesis paper that focuses on a specific problem encountered during the practicum. The thesis will be written up in a case study format, with appropriate literature research as a major component, and will analyze and report on appropriate economic data.

Requirements may vary for students enrolled in the Evening Business and Economics program.

*The above descriptions are subject to change, upon the recommendation of the appropriate university committees.*

## Guidelines for Professional Training of Business-Economics Bachelors

Graduates of RACU's Business-Economics curriculum shall master problem-solving skills, corresponding to their major, in accordance with the State Educational Standard of Higher Professional Education.

Graduates shall know:

- Systematic knowledge of structures and tendencies of Russian and world economies.
- The variety of economic processes in the contemporary world, and their link with other processes, going on in society.
- Theoretical basics and laws of economic processes, including transitional ones.
- Principles of adopting and implementing economic and managerial decisions.

Graduates shall be able to:

- Identify economic problems when analyzing specific situations, offer potential solutions and assess the expected results.
- Analyze and draw conclusions on issues pertaining to professional activities, as well as edit, write summaries, and critical reviews.
- Use basic methods of economic analysis of statistical, accounting and financial information.
- Use computer technologies for tackling economic problems.

Graduates shall master:

- Economic terminology and vocabulary pertaining to economics in at least one foreign language (English).
- Skills of self-study, using modern educational technologies.
- Skills of carrying scientific debates.
- Skills of passing economic knowledge in the educational process.

Specific requirements to specialized training of Business-Economics Bachelors are set by RACU, proceeding from the content of special disciplines and with account to professional needs, possibilities of RACU and students' wishes.

**Final Comprehensive Exam** includes a state examination that allows assessment of the students' level of theoretical knowledge as a background for solving professional tasks, and a Graduate Qualification Paper.

## Goal Statement

The Department of Social Work is interdisciplinary in focus, designed to instill a broad understanding of social problems and issues and to develop the skills needed to ameliorate those problems while working within a professional setting. Through this generalist approach in its curriculum, the Department strives to accomplish the following goals:



- Prepare students to help people in a wide variety of settings.
- Provide students with the skills needed to facilitate resolution of problems of individuals, groups, and organizations.
- Instill in students a Biblical and ethical framework for understanding the nature and practice of Social Work.
- Prepare students for graduate-level studies in Social Work.

(See further the Ministry of Education of the Russian Federation's **Guidelines for Professional Training of Social Work Bachelors** at the end of this section.)

## Admission to Department

### **Academic Admission:**

By the end of the second academic year, students must have completed at least 4 courses (12 credit hours) in the major, with a GPA for those courses of at least 3.5. If these conditions are met, students will receive academic admission.

### **Professional Admission:**

At the end of the third academic year, a special screening committee will interview students. Students who pass this interview will be allowed to continue to graduate in the department if they have maintained an overall GPA of 3.5 and remain in good standing with the University.

## Program for Social Work (521100)

All courses must be completed to meet graduation requirements. A student must complete at least 42 credit hours per year to complete the program in 4 years (18 credits per semester + 6 credits each year during the spring modular sessions).

Faculty should use the Ministry of Education of the Russian Federation Standards for 521100 - Social Work (Moscow 2000) and recommendations of UMO on social work education when developing course content and course syllabi.

**GENERAL HUMANITIES ..... 1596 hrs. (40 cr.h.)**

EN 132,133	Advanced Academic English I, II	340 hrs. (12 cr.h.)
PE 1-400	Sports	408 hrs. (8 cr.h.)
HIS 111	History of Russia	136 hrs. (3 cr.h.)
HIS 113	History of the USA	86 hrs. (3 cr.h.)
PL 100	Philosophy	136 hrs. (3 cr.h.)
SL 210	Introduction to Law	120 hrs. (3 cr.h.)
EC 210	Economics	120 hrs. (3 cr.h.)
RL 132	Russian Composition	130 hrs. (3 cr.h.)
	<b>Elective</b> (choose one of two):	
PS 210	Political Science	60 hrs. (2 cr.h.)
SS 101	Culturology	60 hrs. (2 cr.h.)

**CHRISTIAN PERSPECTIVES ..... 802 hrs. (11 cr.h.)**

GE 100	Christian Perspectives on Learning	98 hrs. (2 cr.h.)
RS 212	Biblical Literature I: Old Testament	102 hrs. (3 cr.h.)
RS 213	Biblical Literature II: New Testament	102 hrs. (3 cr.h.)
RS ***	Current Topics in Bible & Theology- <b>elective</b> (choose two of five):	
RS 250	World Religions	131 hrs. (3 cr.h.)
RS 260	Philosophy of Religion	153 hrs. (3 cr.h.)
RS 270	History of Protestant Reformation	90 hrs. (3 cr.h.)
RS 350	Christian Apologetics	50 hrs. (3 cr.h.)
RS 214	Religion & Spirituality in Social Work Practice	76 hrs. (3 cr.h.)

**MATHEMATICS & NATURAL SCIENCE ..... 652 hrs. (15 cr.h.)**

MS 131,232	Mathematics I, II	190 hrs. (4 cr.h.)
IT 110	Computer Literacy	114 hrs. (3 cr.h.)
NS 131, 232	Natural Sciences I, II	188 hrs. (4 cr.h.)
IT 210	Information Technologies in Social Work	108 hrs. (2 cr.h.)
SW 321	Social Statistics	52 hrs. (2 cr.h.)

**SOCIAL WORK CURRICULUM**

**General professional requirements ..... 422 hrs. (71 cr.h.)**

SW 201	Introduction to Social Work	82 hrs. (1 cr.h.)
SO 212	Anthropology	108 hrs. (2 cr.h.)
SW 432,433	Social & Psychological Aspects of Health	216 hrs. (4 cr.h.)
PY 230,331	Psychology I, II	270 hrs. (6 cr.h.)
PY 334,335	Pedagogy I, II (Social Pedagogy)	270 hrs. (6 cr.h.)
SO 230,331	Sociology I, II (Applied Sociology)	270 hrs. (6 cr.h.)
SW 319	Social Work Policies	108 hrs. (2 cr.h.)
SW 215	History of Social Work in Russia	136 hrs. (3 cr.h.)
SW 217	History of Social Work in the USA	96 hrs. (2 cr.h.)
SW 230,231	Theory of Social Work I, II	250 hrs. (6 cr.h.)
SW 332,333	Social Work Technologies I, II	250 hrs. (6 cr.h.)
SW 415	Social Work Values & Ethics	134 hrs. (3 cr.h.)
SW 417	Social Work Administration & Management	150 hrs. (3 cr.h.)

EC 413	Economics of Social Work	108 hrs. (2 cr.h.)
SL 312	Social Law	150 hrs. (3 cr.h.)
SW 418	Modeling & Forecasting in Social Work	134 hrs. (3 cr.h.)
SW 414	Conflict Resolution in Social Work	108 hrs. (2 cr.h.)
SW 250	Research in Social Work	154 hrs. (3 cr.h.)
SO 213	Social Ecology	74 hrs. (2 cr.h.)

**Elective** (choose two of four):

SW 340	Substance Abuse and Addiction	72 hrs. (3 cr.h.)
SW 310	Gerontology	80 hrs. (3 cr.h.)
PY 431	Psycho Diagnostics	76 hrs. (2 cr.h.)
SW 210	Marriage & Family	126 hrs. (3 cr.h.)

**Special Professional Requirements ..... 1070 hrs. (cr.h.)**

SW 323	Social Work Practice with Special Groups	198 hrs. (4 cr.h.)
SW 324	Social Work Practice in Various Organizational Structures	198 hrs. (4 cr.h.)
SW 419	Counseling and Meditation in Social Work	156 hrs. (3 cr.h.)
SW 425	Moral & Ethical Problems of Modern Society (Senior Ethics Seminar)	90 hrs. (2 cr.h.)
CO 101	Public Speaking (Rhetoric)	90 hrs. (3 cr.h.)
SW***	Social Resources - <b>elective</b> (choose one of four):	
SW 426	Social Rehabilitation	82 hrs. (2 cr.h.)
SW 428	Social Insurance	80 hrs. (2 cr.h.)
SW 427	Retirement Structures	86 hrs. (2 cr.h.)
SW 429	Social Security	90 hrs. (2 cr.h.)

**Additional Coursework (non-required) ..... 454 hrs. (12 cr.h.)**

ES 202	English for Social Work	74 hrs. (3 cr.h.)
AR 111	Appreciation of Fine Arts	100 hrs. (3 cr.h.)
RL 110	Christian Aspects of New European Literature (Introduction to Literature)	156 hrs. (3 cr.h.)
	<b>Elective</b> (choose one of two):	
RL 111	Religious Foundation of Russian Character (Russian Literature)	82 hrs. (3 cr.h.)
LL 221A/B	Christian Aspects in American Literature (American Literature I or II)	100 hrs. (3 cr.h.)

**Internship ..... 360 hrs. (10 cr.h.)**

SW 100	Introductory Practicum (Field Trips)	60 hrs. (2 cr.h.)
SW 200	Educational Practicum	60 hrs. (2 cr.h.)
SW 300	Practical SW Experience	180 hrs. (4 cr.h.)
SW 400	Thesis	60 hrs. (2 cr.h.)

**General ..... 1592 hrs. (40 cr.h.)**

**Mathematics and Natural sciences ..... 652 hrs. (15 cr.h.)**

**Christian Perspectives ..... 802 hrs. (11 cr.h.)**

**General Professional Requirements ..... 3422 hrs. (71 cr.h.)**

**Special Professional Requirements ..... 1070 hrs. (18 cr.h.)**

**Additional Coursework (non-required) ..... 454 hrs. (12 cr.h.)**

**Internship ..... 12 weeks**

**Total: ..... 7992 ac. hrs. (167 cr.h.)**

Theoretical education, scientific research, laboratory work	132 weeks
Examinations (2 weeks/semester)	148 weeks

Internship	
Field Trips (1st year) .....	2 weeks
Educational Practicum (2nd year) .....	4 weeks
Practical SW Experience (3rd year) .....	4 weeks
Research (4th year)(optional - can be taken in place of special professional requirements) .....	4 weeks
Thesis .....	2 weeks
Holidays .....	38 weeks
State Examinations (preparation & examinations) .....	2 weeks
<b>TOTAL: .....</b>	<b>204 weeks (4 years)</b>

### Guidelines for Completion of Courses Each Semester

#### **FIRST YEAR: (1949 hours)**

##### **Fall: 20 Hrs/week class work**

EN 132	Advanced Academic English I .....	170 hrs. (6 cr.h.)
PE 1-400	Sports .....	51 hrs. (1 cr.h.)
HI 111	History of Russia .....	136 hrs. (3 cr.h.)
RL 132	Russian Composition .....	130 hrs. (3 cr.h.)
MS 131	Mathematics I .....	95 hrs. (2 cr.h.)
IT 110	Computer Literacy .....	114 hrs. (3 cr.h.)
NS 131	Natural Sciences I .....	94 hrs. (2 cr.h.)

##### **Spring: 26 Hrs/week class work**

EN 133	Advanced Academic English II .....	170 hrs. (6 cr.h.)
PE 1-400	Sports .....	51 hrs. (1 cr.h.)
MS 232	Mathematics II .....	95 hrs. (2 cr.h.)
IT 210	Information Technology in Social Work .....	108 hrs. (2 cr.h.)
EH 232	Natural Science II .....	94 hrs. (2 cr.h.)
GE 100	Christian Perspectives on Learning .....	98 hrs. (2 cr.h.)
PL 100	Philosophy .....	136 hrs. (3 cr.h.)
SW 100	Introductory Practicum (Field Trips) .....	60 hrs. (2 cr.h.)

##### Spring modules:

SW 216	History of Social Work in Russia .....	136 hrs. (3 cr.h.)
SW 217	History of Social Work in the USA .....	96 hrs. (2 cr.h.)
SW 201	Introduction to Social Work .....	82 hrs. (1 cr.h.)

#### **SECOND YEAR: (1760 hours)**

##### **Fall: 20 Hrs/week class work**

RS 212	Biblical Literature I: Old Testament .....	102 hrs. (3 cr.h.)
SL 210	Introduction to Law .....	120 hrs. (3 cr.h.)
SW 432	Social & Psychological Aspects of Health I .....	108 hrs. (2 cr.h.)
SO 230	Sociology .....	135 hrs. (3 cr.h.)
SO 212	Anthropology .....	108 hrs. (2 cr.h.)
PY 230	Psychology I .....	135 hrs. (3 cr.h.)
SW 230	Theory of Social Work I .....	135 hrs. (3 cr.h.)
PE 1-400	Sports .....	51 hrs. (1 cr.h.)

##### **Spring: 22 Hrs/week class work**

RS 213	Biblical Literature II: New Testament .....	102 hrs. (3 cr.h.)
SO 213	Social Ecology .....	74 hrs. (2 cr.h.)

SW 433	Social & Psychological Aspects of Health II .....	108 hrs. (2 cr.h.)
PY 331	Psychology II .....	135 hrs. (3 cr.h.)
SO 331	Applied Sociology .....	135 hrs. (3 cr.h.)
PE 1-400	Sports .....	51 hrs. (1 cr.h.)
SW 200	Educational Practicum .....	120 hrs. (2 cr.h.)
Spring modules:		
SW 231	Theory of Social Work II .....	125 hrs. (3 cr.h.)
RS 214	Religion & Spirituality in Social Work Practice .....	76 hrs. (3 cr.h.)

#### **THIRD YEAR (2054 hours)**

##### **Fall: 21 Hrs/week class work**

RL 110	Christian Aspects of New European Literature (Introduction to Literature) .....	98 hrs. (3 cr.h.)
PY 334	Economics .....	120 hrs. (3 cr.h.)
SW 332	Social Work Technologies I .....	125 hrs. (3 cr.h.)
SW 321	Social Statistics .....	52 hrs. (2 cr.h.)
SW 417	Social Work Administration & Management .....	150 hrs. (3 cr.h.)
SL 312	Social Law .....	150 hrs. (3 cr.h.)
PE 1-400	Sports .....	51 hrs. (1 cr.h.)

##### **Spring: 25 Hrs/week class work**

PY 335	Social Pedagogy .....	135 hrs. (3 cr.h.)
SW 418	Modeling & Forecasting in Social Work .....	134 hrs. (3 cr.h.)
SW 324	Social Work in Various Organizational Structures .....	198 hrs. (4 cr.h.)
EC 318	Economics of Social Work .....	108 hrs. (2 cr.h.)
SW 319	Social work Policies in Russia .....	108 hrs. (2 cr.h.)
PE 1-400	Sports .....	51 hrs. (1 cr.h.)
SW 300	Practical SW Experience .....	180 hrs. (4 cr.h.)

##### Spring modules:

SW 333	Social Work Technologies II .....	125 hrs. (3 cr.h.)
SW 415	Social Work Values & Ethics .....	134 hrs. (3 cr.h.)

#### **FOURTH YEAR (942 hours)**

##### **Fall: 13 Hrs/week class work**

SW 323	Social Work with Special Groups .....	198 hrs. (4 cr.h.)
SW 419	Counseling and Meditation in Social Work .....	156 hrs. (3 cr.h.)
SW 425	Moral & Ethical Problems of Modern Society (Senior Ethics Seminar) .....	90 hrs. (2 cr.h.)
ES 202	English for Social Work .....	74 hrs. (3 cr.h.)
PE 1-400	Sports .....	51 hrs. (1 cr.h.)

##### **Spring: 8 Hrs/week class work**

SW 414	Conflict Resolution in Social Work .....	108 hrs. (2 cr.h.)
SW 320	Research in Social Work .....	154 hrs. (3 cr.h.)
PE 1-400	Sports .....	51 hrs. (1 cr.h.)
SW 400	Research .....	60 hrs. (2 cr.h.)

#### **ANY YEAR: (719 hours)**

RS ***	Current Topics in Bible & Theology .....	153 hrs. (3 cr.h.)
HI 113	History of the USA .....	86 hrs. (3 cr.h.)
AR 111	Appreciation of Fine Arts .....	100 hrs. (3 cr.h.)
SW ***	Social Resources .....	min 80 hrs. (2 cr.h.)

**Elective** (Choose two of four):

SW 340	Substance Abuse & Addiction .....	72 hrs. (3 cr.h.)
SW 310	Gerontology .....	80 hrs. (3 cr.h.)
PY 431	Psycho Diagnostics .....	76 hrs. (2 cr.h.)
SW 210	Marriage & Family .....	126 hrs. (3 cr.h.)

**Elective** (Choose one of two):

RL 111	Religious Foundation of Russian Character (Russian Literature) .....	82 hrs. (3 cr.h.)
LL 221A/B	Christian Aspects in American Literature (American Literature I or II) .....	100 hrs. (3 cr.h.)

**Elective** (Choose one of two):

SS 101	Culturology .....	60 hrs. (2 cr.h.)
PS 210	Political Science .....	60 hrs. (2 cr.h.)

## Social Work Course Descriptions

### **OPD.F.00 SW 201 Introduction to Social Work 82 hrs (1 credits)**

Professional values and distinguishing features of SW, its place and role among other types of human activities. Methods of study and problem solving with different groups of population.

### **OPD.F.01 SO 212 Anthropology 108 hrs (2 credits)**

Concepts of Social Anthropology. Its place in the system of sciences and practice. Anthropogenesis: natural and social nature and evolution of man. Human being - personality - individual. Basic needs, interests and values of individuals. Their psychic and physical capabilities and involvement in social activities. Anthropological foundations of social work.

### **OPD.F.02 SW 432 Basics of Social Medicine I 108 hrs (2 credits)**

Social medicine: basic definitions and categories. Interrelationships of social and clinical medicine. Indices of health situation, individual and public health. Way of life and health. Risk factors of diseases. Sanitary legislation. Classification of diseases, structure of sickness rates. General principles and social factors of prophylactics, diagnosing and treatment of diseases. Socio-medical ethics.

### **OPD.F.02 SW 433 Basics of Social Medicine II 108 hrs (2 credits)**

Skills of emergency medical aid. Socio-medical educational activities. Basics of the Russian Federation legislation on Protection of Citizens' Health; strategy of the World Health Organization in protecting health of population. Socio-medical problems in organizing social work.

### **OPD.F.03 PY 230 Psychology I 135 hrs (3 credits)**

Subject, object and methods of psychology. Place of psychology in the system sciences. Psyche and organism. Psyche, behavior and activities. Main functions of psyche. structure of psyche. Correlation between conscious and unconscious. Main psychic processes. Psychic regulation of behavior and activity. Psychology of personality. Interpersonal relations. Psychology of small groups. Inter-group relationships and interactions.

### **OPD.F.03 PY 331 Psychology II 135 hrs (3 credits)**

Practice-oriented course which includes psychology of social interactions among people. Understanding an individual and his evaluation from the Biblical perspective. Psychological

basics of social work. Psychological help to an individual or a group of people in difficult life situations. Techniques and methods of psychological support of various categories of population.

### **OPD.F.04 PY 334 Pedagogy I 135 hrs (3 credits)**

Object, subject, tasks, functions and methods of pedagogy. Education as an all-human value, as a socio-cultural phenomenon and pedagogical process. Educational system of Russia. Pedagogical process. Upbringing in pedagogical process. Methods, ways, means of organization and management of pedagogical process. Teaching/learning process and its educational, upbringing, and developing functions.

### **OPD.F.04 PY 335 Pedagogy II (Social Pedagogy) 135 hrs (3 credits)**

Pedagogical basics of Social Work. Human behavior in social environment. Problems of a person's involvement in community life. Individual and community. Social institutions and their educational environment. Family as a subject of pedagogical interaction. The role of socio-cultural environment in the upbringing and development of an individual. Forms and methods of social/pedagogical work with children and teenagers.

### **OPD.F.05 SO 230 Sociology I 135 hrs (3 credits)**

Prehistory and socio-philosophical prerequisites of sociology as a science. Sociological project of A.Comte. Subject, functions and methods of sociology. Classical and contemporary sociological theories. World system. Social revolutions and reforms. Place of Russia and USA in the world community. Social movements. Social inequality, stratification and social mobility. Society and social groups and communities. Types of communities. Community and an individual. Small groups and collectives. Social interaction and social relations. An individual as a social type. Concept of social status. Social control and deviation. An individual as an active subject. Sociological problems in Social Work.

### **OPD.F.05 SO 331 Sociology II (Applied Sociology) 135 hrs (3 credits)**

Social changes (globalization), social institutions (political, economic, religious), analysis of modern societal theories, social aspects of mass media communication venues, family and planned parenthood issues, gender research, issues of age-dependent sociology.

### **OPD.F.06 SW 319 Social Policy 108 hrs (2 credits)**

Essence, basic principles, objects and main categories of social policy. Subjects of social policy (state, political parties, social movements, associations, communities, groups, etc.) Social policy in the system of public relations. Social policy and principles of the population's social defense.

### **OPD.F.07 SW 216 History of Social Work in Russia 136 hrs (3 credits)**

Stages, forms and models of development of SW. Problems of division into periods of SW history in Russia.

### **OPD.F.07 SW 217 History of Social Work in the USA 96 hrs (2 credits)**

SW as a phenomenon of contemporary world, main modern concepts and models of SW. International SW experience.

### **OPD.F.08 SW 230 Theory of Social Work I 125 hrs (3 credits)**

Object, subject and categories of the theory of SW, its integrative and comprehensive character. Principles and regularities of SW development. Theoretical paradigms of SW. Problems of scientific identification of SW. Objects and subjects of SW.

**OPD.F.08 SW 231 Theory of Social Work II** **125 hrs (3 credits)**

Trends, levels, forms and methods of SW. Essence and content of SW in various areas of society's functioning. Problems of efficiency in SW. Problems and guidelines of SW theory development in the 21st century.

**OPD.F.09 SW 332 Technology of Social Work I** **125 hrs (3 credits)**

Essence, principles and main concepts of SW technology. Problems of technical modernization in SW. Main types, forms and methods of SW technology in different spheres of human activities and with different groups of people.

**OPD.F.09 SW 333 Technology of Social Work II** **125 hrs (3 credits)**

Peculiarities of social diagnostics, prophylactics, social adaptation, social therapy and social rehabilitation. Technology of social expertise. Problems of innovation in SW technology: regularities, mechanisms, procedure, methods. Experience of technological approaches in the system of social work both in Russia and the USA.

**OPD.F.10 SW 415 Social Work Values and Ethics** **134 hrs (3 credits)**

Professional values of SW, their essence and types. Place and role of values in SW. Distinguishing features of the SW Code of Ethics. Deontological issues in SW. Professional and ethical requirements to professional scale of social workers.

**OPD.F.11 SW 417 Social Work Administration and Management** **150 hrs (3 credits)**

Principles, structure, functions and methods of management in the system of SW both at the federal and regional levels. Administrative functions in social agencies. Characteristics of management in organizations, agencies and services in the system of SW. Issues of personnel management in the system of SW.

**OPD.F.12 EC 413 Economic Foundations of Social Work** **108 hrs (2 credits)**

Economic policy and well-being of population, its structure, differentiation and dynamics. Social guarantees, privileges and benefits. Economic bases of work in social organizations, agencies and services.

**OPD.F.13 SL 312 Legal Provision of Social Work** **150 hrs (3 credits)**

International documents and Russian Constitution on Social Rights and Freedom of Man and Citizen. Systems of social guarantees: structure, kinds, subjects of guarantees, mechanism of realization. State guarantees of social protection of people's interests.

**OPD.F.14 SW 418 Strategic Management in Social Work** **134 hrs (3 credits)**

Predicting social trends as a method of scientific cognition of human environment. Object, subject, kinds, functions and principles of trend-predicting in SW, technological stages and methods. Essence and technology of projecting and modeling in SW.

**OPD.F.15 SW 414 Conflict Resolution in Social Work** **108 hrs (2 credits)**

Concepts, factors, structure and types of conflicts dealt with in SW. Stages of conflict development; destructive and constructive ways of conflict development. Methods of conflict resolution in SW.

**OPD.F.16 SW 250 Research Methods in Social Work** **154 hrs (3 credits)**

Characteristics of scientific research in SW. Methods of planning and implementing research in SW. Basic requirements to designing the results of research, methods in preparation for the graduate (qualification) paper.

**OPD. SR 340 Fundamentals of Social Narcology** **72 hrs (3 credits)**

Particular attention is paid to discussion of alcohol and drug dependencies and the specific manifestations of relevant problems among various social layers of population. Causes and conditions of the existence of such dependencies as well as the preventive measures undertaken in this area by social work practitioners in both state and non-state organizations are examined.

**OPD. SR 310 Gerontology** **80 hrs (3 credits)**

The rapidly evolving science of gerontology, the study of ageing population, their concerns, ways of socialization and the continually changing social environment. The experience of social workers in this area from Russia, US and other countries is examined. The methods used by social work practitioners in working with pensioners, retired and aging persons in urban and rural settings are introduced.

**OPD. SR 210 Family Dynamics** **126 hrs (3 credits)**

The basis of the course is the study of all aspects of family life, including modern family classifications, types of families, functions of family members, problems common to different categories of families. Social work approaches to resolving difficult issues within various family settings are examined. Course provides the opportunity to acquire diagnostic skills for determining a family's psychological health as well as consulting skills to aid with family problem-resolution.

**OPD. PS 431 Psychodiagnostics** **76 hrs (3 credits)**

Traditional and modern methods of collecting, evaluating and utilizing psychological information for use by social work practitioners are introduced. Students acquire skills necessary for utilizing and adapting various methodologies, surveys and questionnaires by social work practitioners.

**SD.01 SW 323 Experience of Social Work with Different Groups of People** **198 hrs (4 credits)**

Studying different types of families, children and teenagers and their social problems. Spouse and parental problems. Relationships among relatives and the problem of generation gap in families, divorce and other family problems. Contemporary trends in SW with families. Methods and techniques of SW with children and teenagers in local communities. Problems of dependence in the old age and long-term care of the elderly. Role of family in the lives of the elderly. Social care of the elderly. Experience of social defense agencies with the unemployed, migrants, refugees and the homeless, with victims of natural and technological calamities, ethnic conflicts, etc.

**SD.02 SW 324 Experience of SW in Different Spheres of Human Activities** **198 hrs (4 credits)**

Contemporary SW experience in the sphere of production, industrial and social infrastructure. Specific features of methods of SW in organizations and institutions in the sphere of education, healthcare, defense, justice, internal affairs, etc.; in cities and villages; in the field of culture and leisure, etc. Studying prerequisites for contemporary development of Christian world-view in SW theory and practice. Tendencies in the new role of Christian church in society. The role of church in promoting charity. Forms and methods of SW in churches and faith-based organizations.

## **SD. SW \*\*\* Social Resources of Population:**

### **SD.03 SW 426 Social Rehabilitation 82 hrs (2 credits)**

Concepts, systems and principles of social rehabilitation. Basic methods and means of social rehabilitation. Experience of social rehabilitation in institutions of social defense, healthcare, education, etc.

### **SD.04 SW 428 Social Insurance 80 hrs (2 credits)**

Concepts, principles and systems of social insurance. Main types and forms of social insurance. Work experience of different social insurance agencies.

### **SD.05 SW 427 System of Pensions 86 hrs (2 credits)**

Concepts and principles of system of pensions in Russia and abroad. Kinds and forms of pensions, and their sources. Contemporary experience of organizations and institutions in dealing with pensions.

### **SD.06 SO 213 Social Ecology 74 hrs (2 credits)**

Emergence and development of ecology, its main categories. Ecological crisis, its reasons, social aspects and possible solutions. Principles of ecological safety. Ecological aspects in SW. Formation of ecological ethics, principles of formation. Experience of social services in shaping people's ecological culture.

### **SD.07 SW 429 Social security 90 hrs (2 credits)**

Concepts, principles and functions of social security. Basic types and ways of providing social security. Problems of social security in SW. Providing social security by means of SW.

### **SD.08 SW 419 Counseling and Meditation in Social Work 156 hours (3 credit hours)**

The role counseling plays in the field of social work. The objectives, forms and methods utilized for individual as well as group (family) counseling. Counseling practices. Organizing home-based counseling sessions. Moderation as a social work tool for client problem resolution. Types of moderation. The essence of a social worker's moderation activities.

### **EN.F.04 IT 210 Information Technologies in Social Area 108 hrs (2 credits)**

Integrated information systems. Their use in solving problems in social area. Role of computers in the fast analysis of information. Computer technologies in elaborating long-term prognoses of social processes. Computer technologies in managerial work of institutions dealing with labor, employment and social defense of population.

### **FTD.00 RS 214 Religion and Spirituality in Social Work Practice 76 hrs (2 credits)**

SW and its role in serving the interests of social ethics and high spiritual standards of people. Religious aspects in the work of SW specialists. Role and place of Biblical ethical norms and principles of Christian faith in understanding the character and in improving the practice of SW. Christian behavior as the foundation in building "social worker - client" relationship.

### **P.00 SW 400 Practicum 864 hrs (10 credits)**

Introductory (1st year) - 2 weeks; Educational (2nd year) - 4 weeks; practical training in SW agency (3rd year) - 4 weeks; research (in preparation to defending a thesis) (4th year) - 4

weeks; practicum during the study of specialized courses - 2 weeks; research done in preparation for defending a thesis (4th year students) - 2 weeks.

Learning the experience of different social agencies; their functional characteristics; methods and techniques of work with clients; carrying out research of vital issues in SW.

## **Guidelines for Professional Training of SW Bachelors**

Graduates of RACU's SW Bachelor program shall master problem-solving skills, corresponding to their major, in accordance with the State Educational Standard of Higher Professional Education.

### Graduates shall know:

- The main stages and tendencies of SW development as a public institution both in Russia and abroad.
- Concepts and categories, principles and regularities, forms and levels of SW, the techniques of acquiring knowledge, predicting trends, projecting and modeling.
- The essence, content, tools, main methods and kinds of SW technologies.
- Economic, administrative, managerial and value aspects of SW.
- Bases of sociological analysis.
- Psychological bases of SW.
- Foundations of pedagogical theory and activity, main forms and methods of teaching and upbringing; problems of pedagogical work in organizations, institutions and services dealing with SW.
- Social and medical bases of health.
- Legislative foundations of SW.

### Graduates shall have experience in:

- Practical work in organizations, institutions and agencies dealing with the issues of social defense and services.
- Administration and management in SW institutions and services.
- Receiving and processing information about the system of SW.
- Analysis and monitoring of condition and perspectives of SW objects.
- Using information technologies in SW institutions.
- Research, writing term-papers and research papers at an adequate level.

### Graduates shall know how to apply:

- Basic methods of SW with different groups of population and individuals.
- Rational labor organization methods, managerial decisions in SW institutions.
- Methods of interaction with governmental and non-governmental institutions and organizations, methods of coordinating direct person-to-person SW, carrying out counseling, and preventive work with the SW objects.
- Methods of analytical, trend predicting, expert and monitoring work.
- Basic methods of psychology and pedagogy.
- Methods of educational and developmental work in social organizations and services.

Specific requirements to specialized training of SW Bachelors are set by RACU, proceeding from the content of special disciplines and with account to professional needs, possibilities of RACU and students' wishes.

**Final Comprehensive Exam includes** a state examination that allows the assessment of a student's level of theoretical knowledge as a background for solving professional tasks, and a Graduate Qualification Paper.

# *student* life



## New Student Orientation

All new students entering the Russian-American Christian University for the first time are required to attend the orientation session planned at the beginning of each new academic year. This special session will provide students with the opportunity to meet some of the faculty and administrative staff, as well as gain insights about the uniqueness of RACU's program. Orientation is further developed in the Christian Perspectives on Learning (GE 100) course required for all new students.

## Weekly Community Chapel

A meeting is held weekly for the purposes of worship and fellowship.

## Extracurricular Activities

Extracurricular activities are organized on a regular basis. Activities may include special speakers, parties, educational and recreational field trips, community service projects, and the like. Student organizations (special interest clubs) are also encouraged.

## Spiritual Activities

All members of the RACU community (students, staff, and faculty) are encouraged to include a daily devotional time in their schedule. Each student is, therefore, expected to actively take part in the worship and other activities of one of the many churches in and around Moscow. Students from other regions and countries will be assisted upon request to find a Christian fellowship to which they can belong during their time of study. Besides active membership in a local church, RACU encourages students to organize spiritual activities themselves at RACU or to join in one of the existing activities offered.

## Bible Studies

Weekly Bible study sessions have been specially prepared for students, helping them to grow spiritually as they study the richness of God's Word together. Students are also encouraged to form their own groups. They can apply for an available room during the week to be reserved for a specific time.

## Standards for Behavior

RACU is a Christian university that desires and attempts to create an environment that honors Jesus Christ. Respect towards fellow students, faculty, and administra-

tive staff is taken seriously at all times. One of the most important aspects of the educational program at RACU is the development of Christian ethical and moral standards that will help a student in his or her ministry or professional career. Therefore, all students are expected to model a Christian lifestyle and abide by the standards of the University as long as they are enrolled. This includes sexual purity, abstinence from substance abuse such as alcohol and non-prescription drugs, the use of tobacco, and gambling. We believe in honoring our bodies as God's temples. Violations will be confronted, and discipline may include dismissal from the University.

The following behaviors are prohibited and will not be tolerated on campus or at any activity sponsored by RACU:

- Violations of the civil and criminal law of the land.
- Vandalism, theft, fraud, unauthorized entry, and other forms of dishonest behavior.
- Abusive, vulgar or profane language.
- Any behavior that shows intolerance of other persons, including violence or threats of violence as well as disrespect for race gender, religion, nationality, and ethnic origin.
- Academic dishonesty (see Academic Dishonesty Policy).
- Creating any interference during lectures that includes talking with other students, speaking out loud without the professor's permission, and walking around during class.
- Consuming alcohol at RACU functions.
- Smoking on campus.
- Any behavior that results in damage to, or loss of, University and/or student property.
- Using the computer lab for the purpose of viewing pornographic materials (See Computer Class and Lab Use Policy).
- Dressing in a manner that detracts from the learning environment.

## Academic Dishonesty Policy

Plagiarism consists of stealing another person's work, e.g., ideas, story, song, poem, musical composition, etc., and presenting it as if it were one's own. In the event a student uses a source, the student must appropriately paraphrase or quote the material, using quotation marks, or indentation, as appropriate. All paraphrases and quotations must be properly cited.

Cheating consists of copying another person's paper, quiz, examination, case study, etc., with or without the other person's consent.

Both plagiarism and cheating constitute academic dishonesty. Both are grounds for rejection of the assignment in question, or for a failing grade. The first instance of plagiarism or cheating will result in a warning, a copy of which will be placed in the student's file. Continued plagiarism or cheating is grounds for dismissal. In no case is the lack of language skills an acceptable excuse for plagiarism or cheating.

## Student Rights

Students have the right to appeal any disciplinary action, including dismissal from the University. A formal appeals committee will deal with such requests. At RACU an important goal is to teach all students to become model Christians by being a witness in the community. One aspect that receives special attention is the attempt to resolve conflict and learning to accept one another, especially in the multicultural environment of RACU. Included in this is conflict among students or between students and administrative staff or faculty. Conflict must be handled with an attitude of restoration and therefore clear guidelines are in place to assist students with this.

If a student has criticism of a professor for which s/he requests some action, the student should present such criticism directly to the faculty member. Faculty should be open to constructive criticism and should give these comments serious consideration.

If the faculty member's response does not satisfy the student, or if the student, for good reason, does not feel free to approach the faculty member, the student should bring the criticism to the department chairman or vice rector. If no satisfactory solution can be found, an ad hoc committee comprised of faculty members and students will then be appointed to review the student's protest. A further appeal can be brought to the President and, by way of the President, to the Board of Trustees.

## Student Council

A Council consisting of up to eight members (one representative from each class) serves as a liaison between the administration and student body. Elections are held at the beginning of the fall semester. The goal of the Council is to meet regularly with students, faculty, and administration to discuss concerns, developments, suggestions and other related student affairs. The Council is also responsible for the arrangement of social and cultural activities at RACU.

## Student Counseling Service

A counseling service by a professional counselor is always available to students. Students with personal and spiritual problems are encouraged to get in touch with the counselor to discuss these issues in private. Information shared by students is kept confidential.

## Work Study Program

A work-study program is available for students to work off the cost of their education in a timely manner. Any full-time student with a GPA above 3.0 may apply for participation in

this program. Students do not receive cash for their work; their tuition bill is credited in lieu of cash. To fairly distribute the available work assignments, students are normally limited to a maximum of 150 work hours per academic year. If a student is given permission to work more than 150 hours per academic year and received less than a \$500 scholarship, the additional hours may be added to receive a maximum total of \$800.00 in financial aid.

Although the university will do everything in its power to help students who need it, we cannot guarantee that all who desire to work will be admitted to the program, or that all who are admitted will be able to work the maximum number of allotted hours.

Since participation in the work-study program is a privilege, students who do not fulfill their duties satisfactorily will not be allowed to continue in the program. Also, students who received hours but did not actively pursue work opportunities or refused available work will not be taken into consideration for any work-study during the next academic year.

RACU is also actively seeking job opportunities for students outside its structures. Unfortunately we cannot have this work count towards a student's work-study hours, but we ask contacts to pay a student directly. Once contact is established between the employer and student, the student is responsible for negotiating the rate of pay.

1. Those who are accepted into the work-study program (i.e., those who are given financial aid) will be expected to perform their duties in a responsible manner.
2. RACU will provide an initial orientation and training session to help students understand the work-study program.
3. Each student who participates in the work-study program will be assigned to a supervisor. The supervisor is responsible for issuing work and evaluating the finished work. The student must meet regularly with his/her supervisor to receive work assignments.

## Housing

The University is presently unable to provide housing in a dormitory or apartment, or to assist students in paying for private housing. While RACU cannot accept responsibility for such problems, the University will provide advice or contacts if possible. Students from outside the Moscow region should, therefore, only enter the University if they have made satisfactory living arrangements prior to arriving in the city or before they commence their studies. Students must also note that no one will be allowed to study at RACU without proper registration with the Moscow City authorities (see "Registration with Moscow Government").

## Library

RACU is committed to the development of a quality library. It is RACU's goal to develop a computerized library that can be accessed by students on campus, or through the

Internet by distance learning students. Currently the library consists of one of the best collections of theological materials in the Russian language, as well as a growing selection of books that cover the variety of courses presented at RACU. A reading section is also available to all members of the RACU community. Questions and suggestions concerning the library operation and expansion should be presented to the librarian.

### **Rules of the Library**

I. Students may not:

- Create disturbances, bring food or drinks into the library, or make any mess in the library.
- Remove books, magazines, newspapers, etc., without signing them out.
- Use the telephone or other devices without the librarian's permission.

II. Students are responsible for the books they take from the library; if a book is lost or damaged, the student will have to reimburse the library for its replacement.

III. Borrowed books should be returned by the due date.

IV. Students may not register for courses until all library materials have been returned.

## **Computer Class and Lab Use Policy**

### **Computer Center**

The Information Technology department is responsible for providing computer services to students, faculty, and administrative offices. The Computer Center is regularly upgraded and expanded to provide students with the best possible facilities during their time of study. Free Internet access and E-mail facilities are also available to approved users of the Center.

The IT department is currently in the process of developing several networks at RACU that include special networks for students, faculty, administrators, and Distance Education. The IT department is also developing various Internet facilities, data replication capabilities, and a virtual library. Xerox facilities are also available by means of coded access.

### **General Statement**

Access to the computer classroom and the lab at RACU is a privilege. The hardware and software provided for students' use are valuable and should be treated with due care.

The seeming anonymity of the virtual world often tempts people to "cross the line" of ethics and act inappropriately towards others, themselves, the school, and different institutions. Understanding the risk, we make computer equipment and Internet resources available for our students, hoping that they will act responsibly and be good ambassadors of RACU, even in a virtual community.

### **Access Time and Policy**

Due to the limited number of work stations, RACU's computer rooms are available **ONLY** to RACU faculty, currently enrolled students, and staff. Students on academic leave are not given access to the RACU computer facilities. Exceptions to this rule are the prerogative of the RACU executive administration and RACU IT Center administration.

As a rule, the computer class and lab are open during Fall and Spring semesters every working day, Monday through Friday, from 10 AM till 10 PM. The computer classroom and lab are closed during weekends and holidays. In addition, the computer classroom is not available during the lectures that take place there.

However, the computer classroom and lab may be accessed only on the condition that at least one staff person or IT faculty is present on campus, and is staying on the same floor where the computer rooms are located. When a staff person, or IT faculty is not present, the computer classroom and lab should be locked and unavailable for use.

Due to the high value of the equipment located in the computer classroom and lab, it is critical for the user to be equipped with proper knowledge of hardware and software usage and maintenance. Therefore, access to the computer class or lab is provided to the students who have successfully passed IT110 "Computer Literacy" course at RACU. Exceptions are made for students currently enrolled in IT110, who may use computer class and lab facilities for the class projects and assignments.

During the intensive modules, students currently registered for the intensive courses have first priority to use the computer class and/or lab as they might have assignments to be accomplished. As for vacations, the computer class and lab are open during normal working hours and can be used on the same conditions as stated above. They are closed during the breaks stated in the catalogue. The IT staff retains the right to close the computer class and/or lab for the purpose of maintenance, check-up, or upgrade: advance notice will generally be given.

After graduation, students who have completed their coursework at RACU may no longer use the University's computer labs. Exception is given to those graduates who are still working on their final papers.

### **Classroom, Hardware and Software Maintenance**

Hardware present in the computer class and lab is of high value and should be treated with care. Therefore, food and/or drinks of any kind are not allowed in the computer class or lab.

Students should show respect to other computer users. Therefore, it is not allowed to change a computer's setup in any way, since the same settings are set for all the

users of the computer class and lab, and any changes would jeopardize the work of the IT personnel and other users. Also, upon leaving the computer class or lab you should leave the computer desk clean. Do not leave behind any books, notes, or any personal belongings, as it might create a mess at a work place for the next user.

### **Character of Work Performed**

The small size of our computer class and lab, and the large number of students with access to the lab, results in high demand for workstations. Considering these factors, and the non-profit nature of our institution, students are not allowed to use RACU computer classes and/or lab resources to earn revenue. The computer class and lab resources are reserved for research and other educational endeavors.

With a concern for well being of our student body in general it is strictly forbidden to visit/view any web sites containing pornographic materials of any kind. The same rule applies to pornographic materials of any kind in any electronic or printed format. Our server keeps track of sites visited by users. Anyone caught viewing or accessing pornographic materials will immediately lose his/her access to the computer class and lab; IT personnel and faculty will be properly notified.

### **Safety and Privacy**

Due to the risk of virus exposure, users are not allowed to use floppy disks, and it is not advisable to download files from the Internet. However, understanding the value of Internet-based materials, it is allowed to download texts and pictures providing that the students are sure about the source of files and take every precaution against computer viruses. Archived files and programs, e.g., .exe, .zip, .arj, and others, may be downloaded only with consent and under the direct supervision of RACU IT personnel (presently Ilya Terekhov and Sergey Savushkin).

IT personnel retain the right to view any information stored on the RACU network including files saved by the students and other users. Attempts to view somebody else's files, or official RACU files stored on the network, will not be tolerated. Persons caught attempting to view somebody else's files without that person's consent will immediately lose their access to the computer class and lab.

When a person is removed from the access list, e.g. loses his/her right to access the computer classroom and lab for any reason (graduation, termination of studies at RACU, violation of computer class/lab rules, etc.), IT personnel will remove any files stored by that person from the RACU network.

### **Cost of Electronic and Printed Materials**

Internet access and the use of computer class and lab resources are provided free of charge. In addition to that, every student is given up to 60 Mb of space on the RACU server to store files for personal use and academic research.

Although students are not allowed to use floppy disks in the computer class and/or lab, they have a right to request a copy of their files located at the RACU network from the IT personnel. If such request approved, IT personnel will make a copy of the files either on a floppy disk or on a recordable CD (according to the size of the materials and the student's preferences). Students will be charged for floppy disk(s) or CD(s) provided by IT personnel. Proper records of such payments will be maintained.

Printed materials, however, should be paid for. The current rate for a one-sided printed page is 2 rubles per page. Printed materials that have not been paid for will not be given to the user. Students may pay Secretary, Accountant or any of the RACU IT personnel (presently Sergey Savushkin and Ilya Terekhov). Proper records should be made in the registry book regarding the number of pages printed, name of the user, and the amount paid. Any student having a debt for printed materials outstanding at the beginning of a semester will lose his/her access to the computer class and lab resources.

*The price of the printed materials and the size of the server space provided are subject to change. Students will be notified immediately of changes.*

### **Violation of the Stated Rules**

Violation of the stated computer class and lab rules will result in an official warning by the RACU personnel (except in cases when a violation would result in an immediate cancellation of access to the computer class and lab, stated above). The warning will be made first in oral form, and secondly in writing, with IT personnel and faculty properly informed. Once a user gets his/her third warning, he/she immediately loses his/her access to the computer class and lab. The student will be officially informed of the change of status, and proper notification will be given all IT personnel, faculty, and the RACU Registrar.

A request for renewed access can be filed with the RACU IT personnel. An Administrative Committee will review such requests.

# directory



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*Associate, C. S. Lewis Institute*

Mr. Donald R. Mulder ..... Illinois, USA  
*Entrepreneur*

Mr. James T. Priest ..... Oklahoma, USA  
*Director - Attorney, McKinney, Stringer & Webster*

Mr. Kyle H. Royer ..... Washington, D.C., USA  
*VP for Finance,  
 Council for Christian Colleges and Universities*

The Honorable Mark E. Souder ..... Washington, D.C., USA  
*Member of the U.S. Congress,  
 U.S. Representative from Indiana*

Dr. Andrew Steer ..... Washington, D.C., USA  
*Country Director - Vietnam, The World Bank*

Mrs. Anita Deyneka ..... Illinois, USA  
*Member, Board of Directors Russian Ministries*

Mr. William A. Mitchell, Jr. .... Georgia, USA  
*CEO and Chairman, Carter & Associates*

### Russia

Dr. Alexander Abramov ..... Moscow, Russia  
*President, Institute for Development of Educational Systems*

Dr. Alexei Bodrov ..... Moscow, Russia  
*Rector, St. Andrews Biblical Theological College*

Dr. Boris S. Gershunsky ..... Moscow, Russia  
*Academician & Founder, Russian Academy of Education*

Mr. Andrew G. Ivanov ..... Moscow, Russia  
*Vice Chairman of the Board, Credit Bank of Moscow*

Dr. Vladimir Kinilev ..... Moscow, Russia  
*Director, Institute for Information Technologies  
 in Education (UNESCO)*

Dr. Mikhail M. Matskovsky ..... Moscow, Russia  
*General Director, International Center for Human Values*

Dr. Anatoli Pchelintsev ..... Moscow, Russia  
*Director, The Institute for Religion & Law*

Mr. Mikhail V. Timin ..... Nizhny Novgorod, Russia  
*President, TALIS Holding Company*

Dr. Nikolai Trofimov ..... Moscow, Russia  
*Former Vice Rector,  
 Russian Peoples' Friendship University*

### Partner Colleges & Universities in the United States

California Baptist University ..... Riverside, California

Calvin College ..... Grand Rapids, Michigan

Dordt College ..... Sioux Center, Iowa

Eastern Nazarene College ..... Quincy, Massachusetts

Geneva College ..... Beaver Falls, Pennsylvania

Gordon College ..... Wenham, Massachusetts

Lee University ..... Cleveland, Tennessee

Malone College ..... Canton, Ohio

Northwestern College ..... St. Paul, Minnesota

Taylor University ..... Upland, Indiana

Wheaton College ..... Wheaton, Illinois

## Administration

Dr. John A. Bernbaum .....	Founder, President
Dr. Larry V. Ort .....	VPAA and Executive Vice President
Dr. Vladimir V. Obrovets .....	Vice President for External Relations
Dr. David H. Broersma .....	Chair, Department of Languages & Literature
Donoso Escobar .....	Chair, Social Work Department
Dr. Vladimir Torokhty .....	Consulting Chair, Social Work Department
Nadezhda Grubaya .....	Internship Coordinator, SW Department
Albert Van Houwelingen .....	Acting Chair, Business and Economics Department
Natalya Kondrashova .....	Director Learning Resources Center
Evgeni Gubanova .....	Registrar
Erna Abramyan .....	Secretary of the Academic Council
Susan C. Clark .....	Assistant to the President
Natalya Pletnyova .....	Executive Assistant/Office Manager
Rimma N. Gromova .....	Chief Accountant
Tatiana Zhukova .....	Accountant
Yana Grushina .....	PR Coordinator/ Multi-National Corporate Liaison
Tatiana Yaskova .....	Publications Administrator
Maria Priemisheva .....	Receptionist/Office assistant
Nina A. Koryakina .....	Translator/Web Researcher
Sergey Atamankin .....	Librarian
Sergey Koryakin .....	Administrative Assistant
Natalya Popova .....	Receptionist/Web Specialist
Emily and Nathaniel Wilsons .....	Student Service

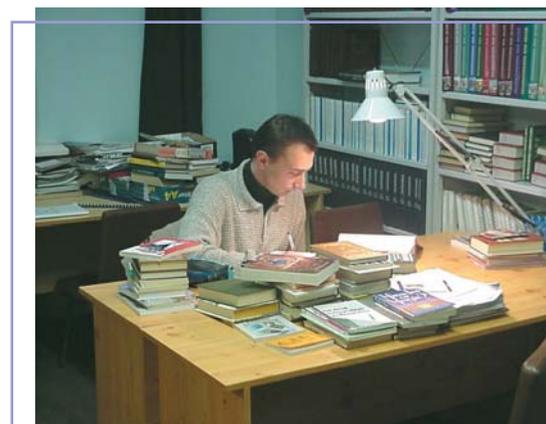
## RACU Center for Information Systems

Evgeni Malkov .....	Manager
Sergey Savushkin .....	Head IT Administrator
Ilya Terekhov .....	IT Administrator
Dmitri Motrienko .....	Administrator, Virtual Campus & Web Site

## Regular Faculty of Instruction

(See [www.racu.ru](http://www.racu.ru) website for an updated list of faculty)

# academic calendar



## Academic Year 2001 - 2002

### September

- 3 Fall 2001 semester starts
- 7 Last day to change course registrations

### November

- 7 **Reconciliation Day**
- 9 Board Meeting (USA)
- 22 **Thanksgiving Day**

### December

- 12 **Constitution Day**
- 14 Last day of Fall semester
- 17-21 Fall semester examinations
- 25 **Christmas**

### January 2002

- 1,2 **New Year's Day**
- 7 **Orthodox Christmas**
- 9 Last day to submit Fall 2001 grades
- 9-11 Registration for Spring 2002 semester
- 14 Spring 2002 semester starts
- 18 Last day to change course registrations

### March

- 5-8 Spring break
- 8 **Women's Day**

### May

- 1, 2 **Labor Day**
- 3 Last day of spring semester
- 6-11 Spring semester examinations
- 9 **Victory Day**
- 15 Spring Intensive Module 1 starts
- 16-17 Board Meeting (Moscow)
- 18 RACU graduation
- 24 Last day to submit Spring 2002 grades

### June

- 4 Spring Intensive Module 1 ends
- 5 Spring Intensive Module 2 starts
- 12 **Independence Day (Russia)**
- 25 Spring Intensive Module 2 ends

### July

- 4 **Independence Day (USA)**
- 9-10 First examination session for new applicants
- 11-12 First interview session for new applicants
- 15 English placement test

### August

- 13 Last day to submit applications for the academic year
- 15-16 Second examination session for new applicants
- 16 English placement test
- 19-20 Second interview session for new applicants
- 21-22 Staff retreat
- 22-23 Faculty retreat
- 26 Freshmen orientation
- 25-29 Fall semester registration

### September

- 2 Fall 2002 semester starts

### Notes:

1. Each semester is 15 weeks long (15 lecture weeks plus 1 examination week).
2. The Intensive sessions are 3 weeks long (examination on final class day).

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**Moscow Office:**

117420 Moscow, Russia, Noviye Cheryomushky  
kvartal 29/30, Korpus 5  
Telephone: (095) 719-78-18, 719-78-32  
Fax: (095) 719-78-43  
E-mail: racumoscov@racu.ru

**U.S. Office:**

P.O. Box 2007, Wheaton, MD 20915-2007  
Phone: (301) 681-1456  
Fax: (301) 681-1458  
E-mail: RACUUS@aol.com

RACU web sites: <http://www.racu.org>, [www.racu.ru](http://www.racu.ru)

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