**Assignments and methodical recommendations for student’s individual work.**

The student’s individual work includes performance of individual tasks, such as: essays, writing exercises, reports, abstracts, case-studies etc.

All the tasks of the course are aimed at the practical work of a student and are required to show acquired knowledge and skills in the process of learning.

**The objective** of the student’s individual work is to acquire professional skills, abilities and experience in the process of individual learning.

The students have to submit the assignments in time and actively review the literature and additional sources.

**REQUIRED OUT OF CLASS EXPECTATIONS**: This 3 credit course meets 3 hours per week. The third hour is made up through several out of class requirements that include the interview, field and final project, speakers, and/or film screenings. It is expected that all students will fully participate in alternate class meetings. Speakers/Presentations (report/critique related to an appropriate topic in communications is required of each).

**Schedule of submitting individual assignments**

|  |  |
| --- | --- |
| **Giving the tasks** | **Submitting the tasks** |
| Theme №1 – 2 week  Theme №2 – 2 week  Theme №3 – 3 week  Theme №4 – 4 week  Theme №5 – 5 week  Theme №6 – 6 week  Theme №7 – 7 week  Theme №8 – 8 week  Theme №9 – 9 week  Theme №10 – 10 week  Theme №11 – 11 week  Theme №12 – 12 week  Theme №13 – 13 week  Theme №14– 14 week | 2-week  3-week  4-week  5-week  6-week  7-week  8-week  9-week  10-week  11-week  12-week  13 -week  14-week  15 -week |

**Assignments and methodical recommendations for student’s individual work during office hours**

This kind of work is conducted according to the schedule. Different forms are used for the control of learning process during office hours: discussions, presentations, round tables, individual and group projects, SWOT-analysis etc.

**Looking to sharpen your international negotiation skills?** I provide the students with knowledge of negotiations, conferences, business and cross cultural processes.

Cross Cultural Negotiation training class provides instructive and insightful coaching on how to negotiate effectively with different cultures.

Business Conference, Negotiation training is aimed at diplomats and business personnel either travelling abroad for negotiations or hosting clients/customers from abroad. I provide you with key information on approaches to, tactics in and etiquette surrounding negotiation.

Negotiating Across Cultures

Our diplomatic, business, cultural Negotiation class covers areas such as:

•The **etiquette** of meeting, greeting, communication (verbal and non-verbal) gift giving, entertaining and business meetings.

• **Preparing** for the negotiation – how to approach the negotiation, building rapport and other preparatory steps.

• Necessary **information** – tips on what, when and the way in which facts, statistics and other supporting evidence should be used in negotiations.

• Negotiation **tactics** – examining cross cultural differences in negotiation styles such as haggling, stalling, changing demands, seeking concessions and closing deals. We take a case by case approach concentrating on the country/region you want.

**Materials for the control and assessment of student’s achievements (writings, list of control questions, examination questions, projects).**

**Course Requirements**

**IMPORTANT:** This is a course about the IR and the role of international organizations. All projects must use as a basis for discussion elements of the course, the textbook, and issues of IR. While, as an example, discussing fixed incomes for the elderly may be a key issue related to that class of individuals. So, in selecting topics for projects, remember that you must discuss them from the standpoint of IR relevant to class, the textbook, and to specific theories addressed.

**GROUP REPORT**: In groups of two, students will present a fifteen-minute instructional report on a current topic in international community related to those listed for the date in the calendar or a single topic drawn from the immediately previous classes. The report must have an international focus and present a summary of the topic in general, discuss specific issues regarding the IR, and draw relevance to the class. Each student is expected to participate equally in the development and presentation of the report.

**FINAL PROJECT**: The final project is an in-depth, mediated, oral presentation of a particular foreign country. The project should examine the socio-cultural, economic, and political impact of relations in that country, noting historical, current and future concerns. A well-balanced variety of properly documented research sources are to be used including original country sources. At the presentation, a written bibliography of cited sources are to be submitted. Fifteen minutes. Each student in the class is to be presented with an electronic packet of materials from the report (not a copy of the speech). The packet will be printed and submitted to the instructor. Contacts and work on the project must begin the first week of class.

**SPECIAL PROJECTS**: Students are to pick one of the two projects to complete for the last portion of their grade.

**SPECIAL PROJECT 1:** Read 3 articles and write an analysis of each. NOT A SUMMARY. Research sources are to be utilized to give depth to the analysis and must be cited. The 1-page analysis is due at the next class.

**Tasks on ISW:**

**ISW 1:”The Role and Place of Kazakhstan in the World Community”**

ISW2:”Can the Regional Organizations be the Counterweight to NATO?”

**ISW 3“Does Globalization mean Americanization”**

**ISW 4”To What Extent Can Globalization Make Impact on the National Identity?”**

**ISW 5:”Terrorizm in the world”**

**List of Literature for individual work:**

1.КайрбаеваР. С.,МакишеваМ. К. Reader for Students of International Relations Department. – Алматы: Казакуниверсететi, 2005 – 55 с.

2. Английский язык в международных документах/ Борисенко И. И., Евтушенко Л. И. – учеб. Пособие. К.: Логос-М, 2007.

3.Murphy R. English Grammar in Use. Cambridge University Press, 2004

4.The WWW Virtual Library <http://www.vlib.org/>

5.Яндекс. Каталог [http://yaca.yandex.ru]

6.CNN Student News: <http://cnnstudentnews.cnn.com/fyi/index.html>

7.Martin, J.N. and Nakayama, T.K. (2004). Intercultural Communication in Contexts. (Third Edition.) Boston: McGrawHill.

8.Введенская Л. Павлова Л. Культура и искусство речи. – Ростов-на-Дону, 1996 с.10-211

9.Агентство Культурной Информации [http://www.aki-ros.ru]