

Tamkang University Academic Year 104, 1st Semester Course Syllabus

Course Title	INTERNATIONAL ETIQUETTE	Instructor	CHIH-WEI CHOU
Course Class	TGVTB1B GLOBAL OUTLOOK ON LANYANG CAMPUS, 1B	Details	<ul style="list-style-type: none"> ◆ Required ◆ One Semester ◆ 2 Credits
Academic Aim of Education			
<p>The educational goal of this unit of study is to help all TKU undergraduate students develop a foundational outlook on the world. It aims to help them develop a global perspective, and to equip them with the capacity to constantly strengthen their grasp.</p>			
Schoolwide essential virtues			
<ul style="list-style-type: none"> A. A global perspective. B. Information literacy. C. A vision for the future. D. Moral integrity. E. Independent thinking. F. A cheerful attitude and healthy lifestyle. G. A spirit of teamwork and dedication. H. A sense of aesthetic appreciation. 			
Course Introduction	<p>The general scope of this course will focus on the understanding of international etiquette as well as its practices. Issues like tipping, studying abroad, formal party, dress code, dining manners will be entertained throughout the semester. Also, wine tasting and ballroom dancing will be introduced and practiced during sessions. Students enrolled in this course will be asked to dress appropriately each session.</p>		

The Relevance among Teaching Objectives, Objective Levels and Schoolwide essential virtues

I.Objective Levels (select applicable ones) :

- (i) Cognitive Domain : C1-Remembering, C2-Understanding, C3-Applying,
C4-Analyzing, C5-Evaluating, C6-Creating
- (ii) Psychomotor Domain : P1-Imitation, P2-Mechanism, P3-Independent Operation,
P4-Linked Operation, P5-Automation, P6-Origination
- (iii) Affective Domain : A1-Receiving, A2-Responding, A3-Valuing,
A4-Organizing, A5-Characterizing, A6-Implementing

II.The Relevance among Teaching Objectives, Objective Levels and Schoolwide essential virtues :

- (i) Determine the objective level(s) in any one of the three learning domains (cognitive, psychomotor, and affective) corresponding to the teaching objective. Each objective should correspond to the objective level(s) of ONLY ONE of the three domains.
- (ii) If more than one objective levels are applicable for each learning domain, select the highest one only. (For example, if the objective levels for Cognitive Domain include C3,C5,and C6, select C6 only and fill it in the boxes below. The same rule applies to Psychomotor Domain and Affective Domain.)
- (iii) Determine the Schoolwide essential virtues that correspond to each teaching objective. Each objective may correspond to one or more Schoolwide essential virtues at a time. (For example, if one objective corresponds to three Schoolwide essential virtues: A,AD, and BEF, list all of the three in the box.)

No.	Teaching Objectives	Relevance	
		Objective Levels	Schoolwide essential virtues
1	Learning international etiquette	C2	AEGH
2	Appreciating various cultural characteristics	C4	AEGH
3	Enhancing interpersonal skills	A6	AEGH

Teaching Objectives, Teaching Methods and Assessment

No.	Teaching Objectives	Teaching Methods	Assessment
1	Learning international etiquette	Lecture	Written test
2	Appreciating various cultural characteristics	Lecture, Discussion, Appreciation	Written test
3	Enhancing interpersonal skills	Lecture, Discussion, Appreciation, Simulation, Practicum	Written test, Practicum, Participation

Course Schedule

Week	Date	Subject/Topics	Note
1	104/09/14~ 104/09/20	Introduction	
2	104/09/21~ 104/09/27	Dress code and grooming for ladies	
3	104/09/28~ 104/10/04	Dress code and grooming for gentlemen	
4	104/10/05~ 104/10/11	Greeting and introduction	
5	104/10/12~ 104/10/18	Correspondence and official protocol	

6	104/10/19 ~ 104/10/25	Field trip	
7	104/10/26 ~ 104/11/01	Dining manner	
8	104/11/02 ~ 104/11/08	The finer points of tipping	
9	104/11/09 ~ 104/11/15	Wine tasting	
10	104/11/16 ~ 104/11/22	Midterm Exam Week	
11	104/11/23 ~ 104/11/29	Traveling and staying at a hotel	
12	104/11/30 ~ 104/12/06	wine tasting II	
13	104/12/07 ~ 104/12/13	Entertaining	
14	104/12/14 ~ 104/12/20	Ballroom and Latin dancing	
15	104/12/21 ~ 104/12/27	Dating	
16	104/12/28 ~ 105/01/03	About classic	
17	105/01/04 ~ 105/01/10	Studying abroad	
18	105/01/11 ~ 105/01/17	Final Exam Week	
Requirement	<p>1. Please observe intellectual property right. 2. According to school regulation, Article 38, if a student' s class absence reaches one-third of the total class hours (in a semester) for a particular course, the course instructor will notify the Office of Academic Affairs, and the student will not be allowed to take part in the remaining course examinations and will receive a semester grade (for that course) of zero.</p>		
Teaching Facility	Computer		
Textbook(s)	Materials will be presented in regular sessions accordingly.		
Reference(s)	Etiquette		
Number of Assignment(s)	(Filled in by assignment instructor only)		
Grading Policy	◆ Attendance : 10.0 % ◆ Mark of Usual : % ◆ Midterm Exam : 20.0 % ◆ Final Exam : 30.0 % ◆ Other (As announced in W1) : 40.0 %		
Note	<p>This syllabus may be uploaded at the website of Course Syllabus Management System at http://info.ais.tku.edu.tw/csp or through the link of Course Syllabus Upload posted on the home page of TKU Office of Academic Affairs at http://www.acad.tku.edu.tw/CS/main.php .</p> <p>※ Unauthorized photocopying is illegal. Using original textbooks is advised. It is a crime to improperly photocopy others' publications.</p>		