

## Tamkang University Academic Year 104, 2nd Semester Course Syllabus

Course Title	INTERNATIONAL ETIQUETTE	Instructor	
Course Class	TIDXB1A DEPARTMENT OF DIPLOMACY AND INTERNATIONAL RELATIONS (ENGLISH-TAUGHT PROGRAM), 1A	Details	<ul style="list-style-type: none"> <li>◆ Selective</li> <li>◆ One Semester</li> <li>◆ 2 Credits</li> </ul>
D e p a r t m e n t a l   A i m   o f   E d u c a t i o n			
<p>To provide students with an understanding of the major theories in diplomacy &amp; international relations and to equip students with practical skills and help them become outstanding members of the diplomatic and international relations community.</p>			
D e p a r t m e n t a l   c o r e   c o m p e t e n c e s			
<p>A. Every student will process essential understanding of theories of international relations.</p> <p>B. Every student will have primary perception of current international issues.</p> <p>C. Every student will become capable of Independent thinking and information processing to further improve international relations.</p> <p>D. Every student will process essential knowledge of participation in governmental &amp; non-governmental affairs.</p> <p>E. Every student will display high-level competence in English.</p>			
Course Introduction	<p>1.This course is primarily initiated to help TKU students acquire knowledge and understanding of international etiquette in terms of its norm and practice.</p> <p>2.Major teaching emphasis will be put on the development of 2 fold-culture &amp; career. Students will be taught, culturally, to develop a basic global perspective &amp; cross-cultural sensitivity, and, on the career front, to familiarize with tips on job interviews &amp; international business meetings/travels.</p> <p>3.In addition to lectures/discussions, videos &amp; field trips will be introduced to enable students to learn in a fun &amp; friendly environment.</p>		

### The Relevance among Teaching Objectives, Objective Levels and Departmental core competences

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 Departmental core competences :

- (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 Departmental core competences that correspond to each teaching objective. Each objective may correspond to one or more Departmental core competences at a time. (For example, if one objective corresponds to three Departmental core competences: A, AD, and BEF, list all of the three in the box.)

No.	Teaching Objectives	Relevance	
		Objective Levels	Departmental core competences
1	To help students possess top notch manners & social skills which comes from quality etiquette guidance and will make them stand out from any peers personally & professionally.	C3	ABCDE
2	To help student possess top notch manners and social skills which comes from quality etiquette guidance and will help them stand out from their peers personally & professionally.	C3	ABE

### Teaching Objectives, Teaching Methods and Assessment

No.	Teaching Objectives	Teaching Methods	Assessment
1	To help students possess top notch manners & social skills which comes from quality etiquette guidance and will make them stand out from any peers personally & professionally.	Lecture, Discussion, Appreciation, Simulation, Visit	Report, Participation
2	To help student possess top notch manners and social skills which comes from quality etiquette guidance and will help them stand out from their peers personally & professionally.	Lecture, Discussion, Appreciation, Simulation, Visit	Report, Participation

This course has been designed to cultivate the following essential qualities in TKU students

Essential Qualities of TKU Students	Description
◇ A global perspective	Helping students develop a broader perspective from which to understand international affairs and global development.
◇ Information literacy	Becoming adept at using information technology and learning the proper way to process information.
◇ A vision for the future	Understanding self-growth, social change, and technological development so as to gain the skills necessary to bring about one's future vision.
◇ Moral integrity	Learning how to interact with others, practicing empathy and caring for others, and constructing moral principles with which to solve ethical problems.
◇ Independent thinking	Encouraging students to keenly observe and seek out the source of their problems, and to think logically and critically.
◇ A cheerful attitude and healthy lifestyle	Raising an awareness of the fine balance between one's body and soul and the environment; helping students live a meaningful life.
◇ A spirit of teamwork and dedication	Improving one's ability to communicate and cooperate so as to integrate resources, collaborate with others, and solve problems.
◇ A sense of aesthetic appreciation	Equipping students with the ability to sense and appreciate aesthetic beauty, to express themselves clearly, and to enjoy the creative process.

#### Course Schedule

Week	Date	Subject/Topics	Note
1	105/02/15 ~ 105/02/21	Course introduction	
2	105/02/22 ~ 105/02/28	Class Autognosis in Etiquette	
3	105/02/29 ~ 105/03/06	Basic Introduction of Etiquette in Food, Clothing, Housing, Transportation, Education & Entertainment (1)	
4	105/03/07 ~ 105/03/13	Basic Introduction of Etiquette in Food, Clothing, Housing, Transportation, Education & Entertainment (2)	
5	105/03/14 ~ 105/03/20	Introduction of International Organizations (1)	
6	105/03/21 ~ 105/03/27	"Globalization" or "Americanization" ?	
7	105/03/28 ~ 105/04/03	Introduction of International Organizations (2)	
8	105/04/04 ~ 105/04/10	Field Trip	
9	105/04/11 ~ 105/04/17	Asian Culture & Values	
10	105/04/18 ~ 105/04/24	Midterm Exam Week	
11	105/04/25 ~ 105/05/01	Social Manners & Greetings	
12	105/05/02 ~ 105/05/08	Fine Line between Sense of Humor & Cultural Faux Pas	

13	105/05/09 ~ 105/05/15	N-etiquette in the "Internet+ " World	
14	105/05/16 ~ 105/05/22	How to survive in a Tough Job Interview? (1)	
15	105/05/23 ~ 105/05/29	How to survive in a Tough Job Interview? (2)	
16	105/05/30 ~ 105/06/05	Film/Video Appreciation	
17	105/06/06 ~ 105/06/12	Students' Report	
18	105/06/13 ~ 105/06/19	Final Exam Week	
Requirement	1.Students' basic English communication ability is strictly required. 2.Students'attendance accounts for the largest ratio of the total grade, and their active participation in class discussion will be anticipated & appreciated. 2.Other laws and school regulations are required to be observed.		
Teaching Facility	Computer		
Textbook(s)	1. Practical Use of International Etiquette 2. 100+ Winning Answers to the Toughest Interview Questions		
Reference(s)	Other reading material will be presented in class		
Number of Assignment(s)	2 (Filled in by assignment instructor only)		
Grading Policy	◆ Attendance : 50.0 %    ◆ Mark of Usual :        %    ◆ Midterm Exam : 20.0 % ◆ Final Exam : 30.0 % ◆ Other < > :        %		
Note	This syllabus may be uploaded at the website of Course Syllabus Management System at <a href="http://info.ais.tku.edu.tw/csp">http://info.ais.tku.edu.tw/csp</a> or through the link of Course Syllabus Upload posted on the home page of TKU Office of Academic Affairs at <a href="http://www.acad.tku.edu.tw/CS/main.php">http://www.acad.tku.edu.tw/CS/main.php</a> . <b>※ Unauthorized photocopying is illegal. Using original textbooks is advised. It is a crime to improperly photocopy others' publications.</b>		