

Tamkang University Academic Year 105, 1st Semester Course Syllabus

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| Course Title | INTERNATIONAL ETIQUETTE | Instructor | CHENG-HAO PAO |
| Course Class | TGVTB1A GLOBAL OUTLOOK ON LANYANG CAMPUS, 1A | Details | ◆ Required ◆ One Semester ◆ 2 Credits |
| Academic Aim of Education | | | |
| 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. | | | |
| Schoolwide essential virtues | | | |
| 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 | 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. | | |
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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 | Report |
| 2 | appreciating various cultural characteristics | Lecture, Discussion, Appreciation | Report |
| 3 | enhancing interpersonal skills | Lecture, Discussion, Appreciation, Practicum | Practicum, Report, Participation |

Course Schedule

| Week | Date | Subject/Topics | Note |
|------|--------------------------|---------------------------------------|------|
| 1 | 105/09/12 ~ 105/09/18 | course introduction | |
| 2 | 105/09/19 ~ 105/09/25 | dress code and grooming for ladies | |
| 3 | 105/09/26 ~ 105/10/02 | dress code and grooming for gentlemen | |
| 4 | 105/10/03 ~ 105/10/09 | greeting and introduction | |
| 5 | 105/10/10 ~ 105/10/16 | correspondence and official protocol | |

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|-------------------------|--|----------------------------------|--|
| 6 | 105/10/17 ~ 105/10/23 | field trip | |
| 7 | 105/10/24 ~ 105/10/30 | dining manner | |
| 8 | 105/10/31 ~ 105/11/06 | the finer points of tipping | |
| 9 | 105/11/07 ~ 105/11/13 | wine tasting I | |
| 10 | 105/11/14 ~ 105/11/20 | Midterm Exam Week | |
| 11 | 105/11/21 ~ 105/11/27 | traveling and staying at a hotel | |
| 12 | 105/11/28 ~ 105/12/04 | wine tasting II | |
| 13 | 105/12/05 ~ 105/12/11 | entertaining | |
| 14 | 105/12/12 ~ 105/12/18 | Ballroom and Latin dancing | |
| 15 | 105/12/19 ~ 105/12/25 | dating | |
| 16 | 105/12/26 ~ 106/01/01 | about classic | |
| 17 | 106/01/02 ~ 106/01/08 | studying abroad | |
| 18 | 106/01/09 ~ 106/01/15 | Final Exam Week | |
| Requirement | 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 the course) of zero. | | |
| Teaching Facility | Computer | | |
| Textbook(s) | materials will be presented in regular sessions accordingly. | | |
| Reference(s) | etiquette | | |
| Number of Assignment(s) | 2 (Filled in by assignment instructor only) | | |
| Grading Policy | ◆ Attendance : 30.0 % ◆ Mark of Usual : % ◆ Midterm Exam : 20.0 % ◆ Final Exam : 20.0 % ◆ Other (as announced in W1) : 30.0 % | | |
| Note | 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 . ※ Unauthorized photocopying is illegal. Using original textbooks is advised. It is a crime to improperly photocopy others' publications. | | |