

Tamkang University Academic Year 107, 2nd Semester Course Syllabus

Course Title	INTERNATIONAL ETIQUETTE	Instructor	LEONARD CHAO
Course Class	TRDXB1A DEPARTMENT OF DIPLOMACY AND INTERNATIONAL RELATIONS (ENGLISH-TAUGHT PROGRAM), 1A	Details	<ul style="list-style-type: none"> ◆ Selective ◆ One Semester ◆ 2 Credits
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 & 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 & 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 through its norm and practice.</p> <p>2.Major teaching emphasis will be put on the development support of the students in "2Cs": Culture & Career. They will be taught to develop a basic global perspective & cross-cultural sensitivity, and to familiarize with tips on job interviews & international business meetings/travels.</p> <p>3.In addition to lectures/discussions, videos & field trips will be arranged to enable students to learn in a fun & 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-Charaterizing, 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 acquire good manners and social skills through quality etiquette guidance, and thus make them stand out from any peers personally & professionally.	C3	ABCDE

Teaching Objectives, Teaching Methods and Assessment

No.	Teaching Objectives	Teaching Methods	Assessment
1	To help students acquire good manners and social skills through quality etiquette guidance, and thus make them stand out from any peers personally & professionally.	Lecture, Discussion, Simulation, Visit	Report, Participation, Cosplay

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	108/02/18 ~ 108/02/24	Course introduction	
2	108/02/25 ~ 108/03/03	(No class on 2/28)	
3	108/03/04 ~ 108/03/10	Basic Introduction of Etiquette in Food, Clothing, Housing, Transportation, Education & Entertainment (1)	
4	108/03/11 ~ 108/03/17	Basic Introduction of Etiquette in Food, Clothing, Housing, Transportation, Education & Entertainment (2)	
5	108/03/18 ~ 108/03/24	Basic Introduction of Etiquette in Food, Clothing, Housing, Transportation, Education & Entertainment (3)	
6	108/03/25 ~ 108/03/31	Basic Introduction of Etiquette in Food, Clothing, Housing, Transportation, Education & Entertainment (4)	
7	108/04/01 ~ 108/04/07	(No class on 4/4)	
8	108/04/08 ~ 108/04/14	Field Trip to MOFA (Further coordination is required)	
9	108/04/15 ~ 108/04/21	Asian Culture & Values	
10	108/04/22 ~ 108/04/28	Midterm Exam Week	
11	108/04/29 ~ 108/05/05	Social Manners & Greetings	

12	108/05/06 ~ 108/05/12	Fine Line between Sense of Humor & Cultural Faux Pas	
13	108/05/13 ~ 108/05/19	N-etiquette in the "Internet+" world	
14	108/05/20 ~ 108/05/26	How to survive in a Tough Job Interview ?	
15	108/05/27 ~ 108/06/02	Final Report Orientation	
16	108/06/03 ~ 108/06/09	Final Report (1)	Final Exam will be replaced by Final Report
17	108/06/10 ~ 108/06/16	Final Report (2)	Final Exam will be replaced by Final Report
18	108/06/17 ~ 108/06/23	Final Exam Week	
Requirement			
Teaching Facility	Computer, Projector		
Textbook(s)	1. Practical Use of International Etiquette 2. 100+ Winning Answers to the Toughest Textbook(s) Interview Questions		
Reference(s)	Other reading material will be introduced in class.		
Number of Assignment(s)	(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 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.		