

## Tamkang University Academic Year 108, 1st Semester Course Syllabus

Course Title	INTERNATIONAL ETIQUETTE	Instructor	CHOU, CHIH-WEI
Course Class	TGVTB1B GLOBAL OUTLOOK ON LANYANG CAMPUS, 1B	Details	<ul style="list-style-type: none"> <li>◆ General Course</li> <li>◆ Required</li> <li>◆ One Semester</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>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>			
Subject Schoolwide essential virtues			
<ol style="list-style-type: none"> <li>1. A global perspective. (ratio:30.00)</li> <li>5. Independent thinking. (ratio:20.00)</li> <li>7. A spirit of teamwork and dedication. (ratio:10.00)</li> <li>8. A sense of aesthetic appreciation. (ratio:40.00)</li> </ol>			
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 correspondences between the course's instructional objectives and the cognitive, affective, and psychomotor objectives.**

Differentiate the various objective methods among the cognitive, affective and psychomotor domains of the course's instructional objectives.

I. Cognitive : Emphasis upon the study of various kinds of knowledge in the cognition of the course's veracity, conception, procedures, outcomes, etc.

II. Affective : Emphasis upon the study of various kinds of knowledge in the course's appeal, morals, attitude, conviction, values, etc.

III. Psychomotor: Emphasis upon the study of the course's physical activity and technical manipulation.

No.	Teaching Objectives	objective methods
1	learning international etiquette	Cognitive
2	appreciating various cultural characteristics	Cognitive
3	enhancing interpersonal skills	Affective

The correspondences of teaching objectives : core competences, essential virtues, teaching methods, and assessment

No.	Core Competences	Essential Virtues	Teaching Methods	Assessment
1			Lecture, Discussion, Imitation	Testing, Discussion(including classroom and online), Activity Participation
2			Lecture, Discussion, Imitation	Testing, Discussion(including classroom and online), Activity Participation
3			Lecture, Discussion, Imitation	Testing, Discussion(including classroom and online), Activity Participation

**Course Schedule**

Week	Date	Course Contents	Note
1	108/09/09 ~ 108/09/15	course introduction	
2	108/09/16 ~ 108/09/22	dress code and grooming for ladies	
3	108/09/23 ~ 108/09/29	dress code and grooming for gentlemen	
4	108/09/30 ~ 108/10/06	greeting and introduction	
5	108/10/07 ~ 108/10/13	correspondence	
6	108/10/14 ~ 108/10/20	protocol	

7	108/10/21 ~ 108/10/27	dining manner	
8	108/10/28 ~ 108/11/03	the finer points of tipping	
9	108/11/04 ~ 108/11/10	wine tasting I	
10	108/11/11 ~ 108/11/17	Midterm Exam Week	
11	108/11/18 ~ 108/11/24	traveling and staying at a hotel	
12	108/11/25 ~ 108/12/01	wine tasting II	
13	108/12/02 ~ 108/12/08	entertaining	
14	108/12/09 ~ 108/12/15	Ballroom and Latin dancing	
15	108/12/16 ~ 108/12/22	dating	
16	108/12/23 ~ 108/12/29	about classic	
17	108/12/30 ~ 109/01/05	studying abroad	
18	109/01/06 ~ 109/01/12	Final Exam Week (Date:109/1/3-109/1/9)	
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 the course) of zero.</p>		
Teaching Facility	Computer		
Textbooks and Teaching Materials	Materials will be presented in regular sessions accordingly.		
References	etiquette		
Number of Assignment(s)	2 (Filled in by assignment instructor only)		
Grading Policy	◆ Attendance : 20.0 %   ◆ Mark of Usual :   %   ◆ Midterm Exam : 20.0 % ◆ Final Exam : 20.0 % ◆ Other (as announced in W1) : 40.0 %		
Note	<p>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> .</p> <p><b>※ Unauthorized photocopying is illegal. Using original textbooks is advised. It is a crime to improperly photocopy others' publications.</b></p>		