

## Tamkang University Academic Year 108, 2nd Semester Course Syllabus

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|---|--|------------|--|
| Course Title  | INTERNATIONAL ETIQUETTE  | Instructor | CHOU, CHIH-WEI   |
| Course Class  | TGVTB1B<br>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   |                  | 1578              | Lecture, Discussion, Imitation | Testing, Discussion(including classroom and online), Activity Participation |
| 2   |                  | 1578              | Lecture, Discussion, Imitation | Testing, Discussion(including classroom and online), Activity Participation |
| 3   |                  | 1578              | Lecture, Discussion, Imitation | Testing, Discussion(including classroom and online), Activity Participation |

**Course Schedule**

| Week | Date                     | Course Contents                       | Note |
|------|--------------------------|---------------------------------------|------|
| 1    | 109/03/02 ~<br>109/03/08 | course introduction                   |      |
| 2    | 109/03/09 ~<br>109/03/15 | dress code and grooming for ladies    |      |
| 3    | 109/03/16 ~<br>109/03/22 | dress code and grooming for gentlemen |      |
| 4    | 109/03/23 ~<br>109/03/29 | greeting and introduction             |      |
| 5    | 109/03/30 ~<br>109/04/05 | correspondence                        |      |
| 6    | 109/04/06 ~<br>109/04/12 | protocol                              |      |

|                                  |  |  |  |
|----------------------------------|--|--|--|
| 7                                | 109/04/13 ~<br>109/04/19   | dining manner                              |  |
| 8                                | 109/04/20 ~<br>109/04/26   | the finer points of tipping                |  |
| 9                                | 109/04/27 ~<br>109/05/03   | Midterm Exam Week                          |  |
| 10                               | 109/05/04 ~<br>109/05/10   | wine tasting I                             |  |
| 11                               | 109/05/11 ~<br>109/05/17   | traveling and staying at a hotel           |  |
| 12                               | 109/05/18 ~<br>109/05/24   | wine tasting II                            |  |
| 13                               | 109/05/25 ~<br>109/05/31   | entertaining                               |  |
| 14                               | 109/06/01 ~<br>109/06/07   | Ballroom and Latin dancing                 |  |
| 15                               | 109/06/08 ~<br>109/06/14   | dating                                     |  |
| 16                               | 109/06/15 ~<br>109/06/21   | about classic                              |  |
| 17                               | 109/06/22 ~<br>109/06/28   | Final Exam Week (Date:109/6/18-109/6/24)   |  |
| 18                               | 109/06/29 ~<br>109/07/05   | Supplementary teaching:<br>studying abroad |  |
| Requirement                      | <p>1. Please observe intellectual property right.</p> <p>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                   | <p>◆ Attendance : 20.0 %    ◆ Mark of Usual :        %    ◆ Midterm Exam : 20.0 %</p> <p>◆ Final Exam : 20.0 %</p> <p>◆ Other (as announced in W1) : 40.0 %</p>  |  |  |
| 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> |  |  |