

## Tamkang University Academic Year 108, 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"> <li>◆ General Course</li> <li>◆ Selective</li> <li>◆ One Semester</li> </ul>
Departmental Aim of Education			
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.			
Subject Departmental core competences			
<p>A. Every student will process essential understanding of theories of international relations. (ratio:10.00)</p> <p>B. Every student will have primary perception of current international issues.(ratio:10.00)</p> <p>C. Every student will become capable of Independent thinking and information processing to further improve international relations.(ratio:10.00)</p> <p>D. Every student will process essential knowledge of participation in governmental &amp; non-governmental affairs.(ratio:40.00)</p> <p>E. Every student will display high-level competence in English.(ratio:30.00)</p>			
Subject Schoolwide essential virtues			
<p>1. A global perspective. (ratio:30.00)</p> <p>2. Information literacy. (ratio:30.00)</p> <p>5. Independent thinking. (ratio:40.00)</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 &amp; Career. They will be taught to develop a basic global perspective &amp; cross-cultural sensitivity and 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 arranged to enable students to learn in a fun &amp; friendly environment.</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	To help students acquire good manners and social skills through quality etiquette guidance, and thus make them stand out from any peers personally & professionally.	Cognitive

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

No.	Core Competences	Essential Virtues	Teaching Methods	Assessment
1	ABCDE	125	Lecture, Discussion, Simulation, visits	Study Assignments, Discussion(including classroom and online), Report(including oral and written), Activity Participation

**Course Schedule**

Week	Date	Course Contents	Note
1	109/03/02 ~ 109/03/08	Course introduction	
2	109/03/09 ~ 109/03/15	Basic Introduction of Etiquette in Food, Clothing, Housing, Transportation, Education & Entertainment (1)	
3	109/03/16 ~ 109/03/22	Basic Introduction of Etiquette in Food, Clothing, Housing, Transportation, Education & Entertainment (2)	
4	109/03/23 ~ 109/03/29	Basic Introduction of Etiquette in Food, Clothing, Housing, Transportation, Education & Entertainment (3)	
5	109/03/30 ~ 109/04/05	Basic Introduction of Etiquette in Food, Clothing, Housing, Transportation, Education & Entertainment (4)	
6	109/04/06 ~ 109/04/12	Etiquette model and cultural background of Asian countries (1)	
7	109/04/13 ~ 109/04/19	Etiquette model and cultural background of Asian countries (2)	

8	109/04/20 ~ 109/04/26	Etiquette model and cultural background of Western countries (1)	
9	109/04/27 ~ 109/05/03	Midterm Exam Week	
10	109/05/04 ~ 109/05/10	Etiquette model and cultural background of Western countries (2)	
11	109/05/11 ~ 109/05/17	Field Trip (Further coordination is required )	
12	109/05/18 ~ 109/05/24	Case study of international celebrities' etiquette	
13	109/05/25 ~ 109/05/31	Etiquette in school and the workforce	
14	109/06/01 ~ 109/06/07	Fine Line between Sense of Humor & Cultural Faux Pas	
15	109/06/08 ~ 109/06/14	Final reports (1)	
16	109/06/15 ~ 109/06/21	Final reports (2)	
17	109/06/22 ~ 109/06/28	Final Exam Week (Date:109/6/18-109/6/24) Final reports (3)	
18	109/06/29 ~ 109/07/05	Self-directed review and learning	
Requirement			
Teaching Facility	Computer, Projector		
Textbooks and Teaching Materials	Textbook(s): 1. Practical Use of International Etiquette 2. 100+ Winning Answers to the Toughest Interview Questions		
References			
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 <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>		