

## Tamkang University Academic Year 110, 1st Semester Course Syllabus

Course Title	INTERNATIONAL ETIQUETTE	Instructor	JHUANG, WU-LONG
Course Class	TNUTB0A GLOBAL OUTLOOK, 0A	Details	◆ General Course ◆ Required ◆ One Semester
Relevance to SDGs	SDG4 Quality education SDG16 Peace, justice and strong institutions		
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			
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.			
Subject Schoolwide essential virtues			
1. A global perspective. (ratio:30.00)  5. Independent thinking. (ratio:20.00)  7. A spirit of teamwork and dedication. (ratio:10.00)  8. A sense of aesthetic appreciation. (ratio:40.00)			
Course Introduction	Firstly this course interprets the practical use of etiquette and cultural norms via lectures and discussions in class. This part is organized by the instructor. The second part of this course explores diverse customs and cultural differences around the world. Students lead the part by oral presentations and written reports on different communities on earth.		

**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 learn and apply international etiquette. To appreciate various cultural characteristics and understand cultural differences.	Cognitive

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, Practicum, Imitation	Testing, Discussion(including classroom and online), Practicum, Report(including oral and written), Activity Participation

**Course Schedule**

Week	Date	Course Contents	Note
1	110/09/22 ~ 110/09/28	Course Introduction	
2	110/09/29 ~ 110/10/05	What Is Etiquette?	
3	110/10/06 ~ 110/10/12	Etiquette of First Meetings	
4	110/10/13 ~ 110/10/19	Workplace Etiquette	
5	110/10/20 ~ 110/10/26	Dinning Etiquette	
6	110/10/27 ~ 110/11/02	Dinning Etiquette	
7	110/11/03 ~ 110/11/09	Dress Code	
8	110/11/10 ~ 110/11/16	Internet Etiquette	
9	110/11/17 ~ 110/11/23	Midterm Exam Week	
10	110/11/24 ~ 110/11/30	Individual Team Meeting	

11	110/12/01 ~ 110/12/07	Individual Team Meeting	
12	110/12/08 ~ 110/12/14	Global Exploration--East Asia	
13	110/12/15 ~ 110/12/21	Global Exploration--Minority Groups	
14	110/12/22 ~ 110/12/28	Global Exploration--Middle East	
15	110/12/29 ~ 111/01/04	Global Exploration--Africa	
16	111/01/05 ~ 111/01/11	Global Exploration--Europe	
17	111/01/12 ~ 111/01/18	Final Exam Week	
18	111/01/19 ~ 111/01/25		
Requirement			
Teaching Facility		Computer, Projector	
Textbooks and Teaching Materials		Denton, Jeffrey E., & Tang, Hui-fen. (2017). The Practical Use of INTERNATIONAL ETIQUETTE (2th edition). Taipei: Bookman. 外交部禮賓司.(2018)有禮走天下-國際禮儀手冊.外交部	
References			
Number of Assignment(s)		2 (Filled in by assignment instructor only)	
Grading Policy		◆ Attendance : 10.0 %    ◆ Mark of Usual : 30.0 %    ◆ Midterm Exam : 20.0 % ◆ Final Exam : % ◆ Other 〈Final Project〉 : 40.0 %	
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>	