

Tamkang University Academic Year 111, 2nd Semester Course Syllabus

Course Title	INTERNATIONAL ETIQUETTE	Instructor	YING-HSUEH MOELLER
Course Class	TRDXB1A DEPARTMENT OF DIPLOMACY AND INTERNATIONAL RELATIONS (ENGLISH-TAUGHT PROGRAM), 1A	Details	<ul style="list-style-type: none"> ◆ General Course ◆ Selective ◆ One Semester
Relevance to SDGs	SDG3 Good health and well-being for people SDG5 Gender equality SDG12 Responsible consumption and production SDG17 Partnerships for the goals		
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			
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			
A. Every student will process essential understanding of theories of international relations. (ratio:10.00) B. Every student will have primary perception of current international issues.(ratio:10.00) C. Every student will become capable of Independent thinking and information processing to further improve international relations.(ratio:10.00) D. Every student will process essential knowledge of participation in governmental & non-governmental affairs.(ratio:40.00) E. Every student will display high-level competence in English.(ratio:30.00)			
Subject Schoolwide essential virtues			
1. A global perspective. (ratio:10.00) 2. Information literacy. (ratio:10.00) 3. A vision for the future. (ratio:10.00) 4. Moral integrity. (ratio:15.00) 5. Independent thinking. (ratio:15.00) 6. A cheerful attitude and healthy lifestyle. (ratio:15.00) 7. A spirit of teamwork and dedication. (ratio:5.00) 8. A sense of aesthetic appreciation. (ratio:20.00)			

Course Introduction	The general scope of this course will focus on the understanding of international etiquette and protocol as well as their practices. Topics such as greetings, holding a impromptus speech, organizing an formal event, seating arrangements in a formal party, dress code, dining manners, even tipping will be entertained and discussed throughout the semester. Other soft skills that are practiced outside situation/board rooms which also cement relationships such as wine tasting and ballroom dancing will be introduced and practiced during class
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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; Appreciating various cultural characteristics; Enhancing interpersonal skill	Cognitive

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

No.	Core Competences	Essential Virtues	Teaching Methods	Assessment
1	ABCDE	12345678	Lecture, Discussion, Experience, Imitation	Testing, Study Assignments, Discussion(including classroom and online), Report(including oral and written), Activity Participation

Course Schedule

Week	Date	Course Contents	Note
1	112/02/13 ~ 112/02/19	Ice breaking and course introduction	
2	112/02/20 ~ 112/02/26	What is manner? Cross-cultural comparison	
3	112/02/27 ~ 112/03/05	Introduction and greetings	
4	112/03/06 ~ 112/03/12	How to do small talk	

5	112/03/13 ~ 112/03/19	How to do small talk	
6	112/03/20 ~ 112/03/26	Dress code	
7	112/03/27 ~ 112/04/02	Organizing an event and correspondence	
8	112/04/03 ~ 112/04/09	Correspondence and gifts for the host	
9	112/04/10 ~ 112/04/16	Table manners	
10	112/04/17 ~ 112/04/23	Midterm Exam Week	
11	112/04/24 ~ 112/04/30	To tip or not to tip	
12	112/05/01 ~ 112/05/07	Socializing	
13	112/05/08 ~ 112/05/14	What is bridge, the card game?	
14	112/05/15 ~ 112/05/21	How to give an impromptu speech	
15	112/05/22 ~ 112/05/28	How to give a toast	
16	112/05/29 ~ 112/06/04	Know your wine	
17	112/06/05 ~ 112/06/11	Watch your steps (ballroom dancing)	
18	112/06/12 ~ 112/06/18	Final Exam Week	
Requirement	attendance is essential; creativity and sense of humor are required		
Teaching Facility	Computer, Projector		
Textbooks and Teaching Materials	An Expert's Guide to International Protocol: Best Practices in Diplomacy and Corporate relations (2016) by Gilbert Monod de Froideville and Mark Verheul, University of Amsterdam		
References	Relevant youtube, documentaries and movies		
Number of Assignment(s)	8 (Filled in by assignment instructor only)		
Grading Policy	◆ Attendance : 20.0 % ◆ Mark of Usual : % ◆ Midterm Exam : 30.0 % ◆ Final Exam : 30.0 % ◆ Other (presentation) : 20.0 %		

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>.

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