

## Tamkang University Academic Year 113, 2nd Semester Course Syllabus

Course Title	INTERNATIONAL ETIQUETTE	Instructor	FRANCES LEE
Course Class	TRDXB1A DEPARTMENT OF DIPLOMACY AND INTERNATIONAL RELATIONS (ENGLISH-TAUGHT PROGRAM), 1A	Details	♦ General Course ♦ Selective ♦ One Semester ♦ 2 Credits
Relevance to SDGs	SDG3 Good health and well-being for people SDG4 Quality education		
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	<p>The economic ranking of Republic of China(Taiwan) is 21st in 2023. R.O.C.(Taiwan) ranks top 10 tourist destination in Asia. It indicates the importance of international etiquette for Taiwan in terms of social and business etiquette.</p> <p>This course will cover major aspects of International Etiquette including dining, dress code, communication skills etc. It will enhance the students life-time skills,character-development and confidence in their future practical dealing on international etiquette.</p>
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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	To acquire knowledge and daily practice on social etiquette and business etiquette.	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	Testing, Discussion(including classroom and online), Practicum, Activity Participation

**Course Schedule**

Week	Date	Course Contents	Note
1	114/02/17 ~ 114/02/23	Introduction to International Etiquette	
2	114/02/24 ~ 114/03/02	National Holiday	
3	114/03/03 ~ 114/03/09	Dining Etiquette	
4	114/03/10 ~ 114/03/16	Dress code	

5	114/03/17 ~ 114/03/23	Accommodation Etiquette	
6	114/03/24 ~ 114/03/30	Travel Etiquette	
7	114/03/31 ~ 114/04/06	National Holiday	
8	114/04/07 ~ 114/04/13	Diplomatic Etiquette	
9	114/04/14 ~ 114/04/20	Midterm Exam/Midterm Assessment Week (teachers can adjust the week as needed)	
10	114/04/21 ~ 114/04/27	Effective Communication Skills	
11	114/04/28 ~ 114/05/04	Interview Etiquette	
12	114/05/05 ~ 114/05/11	Workplace Etiquette	
13	114/05/12 ~ 114/05/18	Meeting Etiquette	
14	114/05/19 ~ 114/05/25	Correspondence Etiquette (1)	
15	114/05/26 ~ 114/06/01	Correspondence Etiquette (2)	
16	114/06/02 ~ 114/06/08	Business Etiquette	
17	114/06/09 ~ 114/06/15	Final Exam/Final Assessment Week (teachers can adjust the week as needed)	
18	114/06/16 ~ 114/06/22	Flexible Teaching Week: Generally, no in-person classes; teachers may arrange teaching activities or final assessments, among other options.	
Key capabilities		self-directed learning Humanistic Caring Problem solving Interdisciplinary	
Interdisciplinary		STEAM course (S:Science, T:Technology, E:Engineering, M:Math, A field:Integration of Art and Humanist) Competency-based education 'competency exploration' sustained competency or global issues STEEP (Society, Technology, Economy, Environment, and Politics)	
Distinctive teaching		Special/Problem-Based(PBL) Courses	
Course Content		Logical Thinking	

Requirement	
Textbooks and Teaching Materials	Self-made teaching materials:Presentations Using teaching materials from other writers:Presentations
References	
Grading Policy	<p>◆ Attendance : 40.0 %    ◆ Mark of Usual :       %    ◆ Midterm Exam : 30.0 %</p> <p>◆ Final Exam : 30.0 %</p> <p>◆ Other &lt;   &gt; :       %</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>