POZNAN UNIVERSITY OF TECHNOLOGY

EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM (ECTS)

pl. M. Skłodowskiej-Curie 5, 60-965 Poznań

COURSE DESCRIPTION CARD - SYLLABUS

Course name
Savoir-vivre and diplomatic protocol - academic customs

Course

Field of study	Year/Semester
Mechanical and Automotive Engineering	1/2
Area of study (specialization)	Profile of study
-	general academic
Level of study	Course offered in
First-cycle studies	Polish
Form of study	Requirements
part-time	elective

Number of hours

Lecture	Laboratory classes	Other (e.g. online)
9		
Tutorials	Projects/seminars	
	0	

Number of credit points
1

Lecturers

Responsible for the course/lecturer:

Michal Brzoska

Responsible for the course/lecturer:

Prerequisites
General knowledge about diplomatic protocol in connection with business ethics.

Course objective
Gaining knowledge of theoretical principles of ethics, savoir-vivre as well as processes and regularities within social phenomena.

Course-related learning outcomes
Knowledge

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Has elementary knowledge of the impact of technology changes on the organization of social life as well as the health and psyche of individuals in human-machine contact.

Has elementary knowledge of law, in particular security, copyright and security law

industrial property and its influence on the development of technology.

Has elementary knowledge of the economics and economics of industrial enterprises, banking system, commercial law, and entrepreneurial accounting.

Skills

Can prepare and present a short verbal and multimedia presentation devoted to the results of an engineering task.

Can organize and substantively manage the process of designing and operating a simple machine from a group of machines from the group covered by the selected diploma path.

Can interact with other people as part of teamwork (also of an interdisciplinary nature).

Social competences

Is ready to fulfill social obligations and co-organize activities for the benefit of the social environment.

 Is ready to initiate actions for the public interest.

Is willing to think and act in an entrepreneurial manner.

Is ready to fulfill professional roles responsibly, including:

 - observing the rules of professional ethics and requiring this from others,

- caring for the achievements and traditions of the profession.

Methods for verifying learning outcomes and assessment criteria
Learning outcomes presented above are verified as follows:
Oral exam

Programme content

1. Savoir-vivre, ethics - the historical outline

2. Savoire-vivre in public places

3. Creating your own image - is savoir-vivre necessary?

4. Behaviour in academic environment - rules

5. Formal and informal correspondence - basic rules

6. E-correspondence

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7. Introducing yourself, greeting, shaking hands

8. Dress code

9. Verbal and non-verbal communication. The meaning of interpersonal skills

10. Job interview

11. Business cards

12. The principles of precedence

13. Savoir-vivre during receptions

14. The principles of organizing receptions and banquets

15. Ethics in business - rules

16. Business vs Ethics

Teaching methods

Lectures, presentations, online classes on zoom.us

Bibliography

Basic

1.   Modrzyńska J., Protokół dyplomatyczny, etykieta i zasady savoir-vivre'u, Warszawa 2014.

2.   Orłowski T., Protokół dyplomatyczny. Ceremoniał i etykieta, Warszawa 2010.

3.   Pietkiewicz E., Etykieta Menedżera, Warszawa 1998.

Additional

1.   Bortnowski A. W., Protokół dyplomatyczny i savoir-vivre dla każdego, Ciechanów 2003.

2.   Savoir-Vivre, Poradnik dobrego wychowania, Warszawa 2012.

3.   Kuspys P. Savoir-Vivre, Poznań 2012.

4.   Pietkiewicz E., Protokół dyplomatyczny, Warszawa 1998

5.   Witt U. Savoir-Vivre przy stole, Warszawa 2009.

6.   Bonneau. E., Wielka księga dobrych manier, Warszawa 2010

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Breakdown of average student's workload

	Hours	ECTS
Total workload	25	1,0
Classes requiring direct contact with the teacher	9	0,5
Student's own work (literature studies, preparation for laboratory classes/tutorials, preparation for tests/exam, project preparation) [1]	16	0,5

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[1] delete or add other activities as appropriate