



COURSE DESCRIPTION CARD - SYLLABUS

Course name

Savoir-vivre and diplomatic protocol

Course

Field of study

Mechatronics

Area of study (specialization)

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Level of study

Second-cycle studies

Form of study

full-time

Year/Semester

2/3

Profile of study

general academic

Course offered in

Polish

Requirements

elective

Number of hours

Lecture

30

Laboratory classes

Tutorials

Projects/seminars

Other (e.g. online)

Number of credit points

2

Lecturers

Responsible for the course/lecturer:

Michał Brzóska

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Responsible for the course/lecturer:

Head of the Secretariat of the Vice-Rectors

Prerequisites

General knowledge in the field of sociology, ethics, cooperation in a group.

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

Student will have the knowledge of human being as the creator of business and culture, especially as the entity constituting social structures and their rules, being an active part of those structures.

Skills

Students will have the skill of predicting human behaviour, analyzing the reasons behind them as well as their social (cultural, political, legal and economic) consequences.



Social competences

Student will be ready to actively participate in groups (teams) and organizations accomplishing social goals (political, economic and civic). Student will have awareness of the importance of their professional and ethical behaviour.

Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

Oral pass or test. Correct answers to the questions asked will be assessed according to the following criteria:

> 50 % - ndst

≤ 50%; 60% ≥ dst.,

< 60%; 70% > dst plus,

≤70%, 80% ≥ db,

< 80%, 90 > db plus,

≤90%, 100%≥ bdb.

Programme content

1. Savoir-vivre, ethics - the historical outline
2. Savoir-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
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

Breakdown of average student's workload

	Hours	ECTS
Total workload	50	2,0
Classes requiring direct contact with the teacher	30	1,0
Student's own work (literature studies, preparation for tests) ¹	20	1,0

¹ delete or add other activities as appropriate