



## COURSE DESCRIPTION CARD - SYLLABUS

Course name

Etiquette and self-presentation [N2Eltech2>PO2-EiA]

### Course

Field of study

Electrical Engineering

Year/Semester

2/4

Area of study (specialization)

Distribution Devices and Electrical Installations

Profile of study

general academic

Level of study

second-cycle

Course offered in

Polish

Form of study

part-time

Requirements

elective

### Number of hours

Lecture

10

Laboratory classes

0

Other

0

Tutorials

0

Projects/seminars

0

### Number of credit points

1,00

### Coordinators

dr inż. Żaneta Nejman

zaneta.nejman@put.poznan.pl

### Lecturers

### Prerequisites

The student has basic knowledge of ergonomics and occupational safety, the ability to think logically and use the knowledge he has. The student demonstrates cognitive openness to the humanistic aspects of innovations related to electrical engineering.

### Course objective

Acquisition of knowledge and skills in the formation of better work organization, employee team building and commitment. Acquisition of knowledge in ethics, interpersonal communication and self-presentation in particular in the face of situations of innovative electrical engineering technologies. To raise awareness of the role that interpersonal and group communication plays in professional life and to emphasize the role of effective communication in various situations of professional life.

### Course-related learning outcomes

Knowledge:

Students know the general principles for the creation and development of forms of individual entrepreneurship and the principles of protection of industrial property and copyright K2\_W20

## Skills:

A student is able to acquire information from literature, databases and other sources, interpret, evaluate, critically analyze and synthesize it, as well as draw conclusions and formulate and fully justify opinions K2\_U01

## Social competences:

The student is aware of the need to develop professional achievements and comply with the principles of professional ethics, fulfill social obligations, inspire and organize activities for the benefit of the social environment K2\_K02

## Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

### formative assessment:

- knowledge is verified through short - problem tasks realized fourth didactic unit;
- skills and social competencies are verified through the issuance of partial grades, resulting from: working in teams (taking responsibility for decisions made); rewarding activity; solving the problem independently.

### summative assessment:

- knowledge is verified through a colloquium at the last teaching unit. The colloquium consists of 10-20 questions (test and open), variously scored. Passing threshold: 50% + 1.

## Programme content

Descriptive and normative ethics. Social communication. Social conflicts. Negotiations. Savoir vivre. Self-presentation.

## Course topics

Introduction to ethics. Descriptive and normative ethics. Introduction to the process of social communication and types and models of social communication. Negotiation and communication in conflict situations. Interpersonal communication. Communication barriers: technical, organizational, social. Communication and problem solving in groups. Communication in the organization, mass communication and public communication (public relations). Communication competencies and their impact on interpersonal relations. Principles of savoir vivre in private and business life. How do others see me?

## Teaching methods

### Lecture

- Informative lecture, conversational lecture, multimedia presentation, illustrated by examples given on the blackboard.

## Bibliography

### Basic:

Zimbardo Ph., Gerrig R., Psychologia i życie, Wydawnictwo Naukowe PWN, Warszawa 2016.  
Ratajczak Z., Psychologia pracy i organizacji, Wydawnictwo Naukowe PWN, Warszawa 2008.  
Stankiewicz J., Komunikowanie się w organizacji, Wrocław, 2006.  
Gasparski W. (red.), Biznes, etyka, odpowiedzialność. Wydawnictwo Naukowe PWN, Warszawa 2021.  
Brenkert G.G., Beauchamp T.L., The Oxford handbook of business ethics, Oxford University Press, 2010.  
James W., The Principles of psychology, Encyclopaedia Britannica, 1996.

### Additional:

Sadłowska-Wrzesińska J., Nejman Ż., Gabryelewicz I., Kultura bezpieczeństwa pracy w roli czynnika motywacyjnego - analiza różnic płciowych, Przedsiębiorczość i Zarządzanie, t. 18, z. 6, cz. 1, 2017.  
Bańka A., Psychologia pracy, [w:] Psychologia. Podręcznik akademicki t.3, red. J.Strelau, GWP, Gdańsk, 2000.  
Tarniowa-Bagieńska M., Siemieniak P., Psychologia w zarządzaniu, Wyd. Politechniki Poznańskiej, 2010.

## Breakdown of average student's workload

	Hours	ECTS
Total workload	25	1,00
Classes requiring direct contact with the teacher	10	0,50
Student's own work (literature studies, preparation for laboratory classes/ tutorials, preparation for tests/exam, project preparation)	15	0,50