POZNAN UNIVERSITY OF TECHNOLOGY

EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM (ECTS)

COURSE DESCRIPTION CARD - SYLLABUS

Course name
The Art of autopresentation [S1MiBP1>SzA]

Course

Field of study
Mechanical and Automotive Engineering

Year/Semester
1/2

Area of study (specialization)
–

Profile of study
general academic

Level of study
first-cycle

Course offered in
Polish

Form of study
full-time

Requirements
elective

Number of hours

Lecture
15

Laboratory classes
0

Other
0

Tutorials
0

Projects/seminars
0

Number of credit points

1,00

Coordinators	Lecturers
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Prerequisites

1. The Student knows the basic concepts related to the functioning of the individual in society and his institutions - knows the basic principles of ethics and savoir vivre as well as the principles of spelling and stylistics of the Polish language 2. The Student knows how to analyze and evaluate their own and the other person"s behavior - has the ability to perceive, associate and interpret the behavior of public persons 3. The Student is able to communicate efficiently in Polish and work in a team, and understands the need to take social responsibility for their own behavior - especially in terms of ethical and cultural behavior (clothing, written and spoken words)

Course objective

The subject serves to understand the complexity of the issues and the specifics of the art of autopresentation - with an emphasis on learning to prepare independently multimedial public speaking It is to develop Students" ability to effectively present their own achievements and also make Students aware of the importance of non-verbal communication, so-called "body language" in social relations, and understand the role and importance of a resume in the recruitment process The aim of education is also to learn by Students the rules on which effective self-presentation is based, as well as acquiring the skills of practical use of persuasive, negotiating and argumentative methods

Course-related learning outcomes

Knowledge:
1. Has basic knowledge of the basics of machine design and the theory of machines and mechanisms, including mechanical vibrations.
2. Is aware of the latest trends in machine construction, i.e. automation and mechatronization, automation of machine design and construction processes, increased safety and comfort of operation, the use of modern construction materials.
3. 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.

Skills:
1. Can obtain information from literature, the Internet, databases and other sources. Can integrate the obtained information, interpret and draw conclusions from it, and create and justify opinions.
2. Can search in catalogs and on manufacturers" websites ready-made machine components to be used in his own projects.
3. Can apply basic technical standards regarding unification and safety and recycling.

Social competences:
1. Is ready to critically assess his knowledge and received content.
2. Is ready to recognize the importance of knowledge in solving cognitive and practical problems and to consult experts in case of difficulties in solving the problem on his own.
3. Is ready to initiate actions for the public interest.

Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

Learning outcomes presented above are verified as follows:
Formative assessment: current activity during classes and participation in the discussions; preparing presentations in selected areas and its presentation during the classes; tests; written works (essay)
Summative assessment: the arithmetic average of the formative grades with rounding conditions given and placed on the MODDLE / eKursy platform - inability to getting promotion without a final test for a positive grade (min. 50% of points). The lecturer can conduct the final test in on-line formula via the Moodle / eKursy platform

Programme content

the course covers effective communication, influencing others and dealing with professional situations

Course topics

1. Social and cultural context of autopresentation behaviors and their consequences.
2. Principles for creating public speaking, types of presentations, multimedia tools and their role in public speaking
3. Interpersonal communication I (verbal aspects of communication)
4. Interpersonal communication II (non-verbal aspects of communication)
5. Methods of influence (building a positive self-image and winning people over): click - wrrr, rule of reciprocity, commitment and consistency, social evidence of equity, liking and sympathy, authority, inaccessibility, influence in the blink of an eye, style and wear as a contemporary technique of influence
6. The art of persuading and exerting influence on listeners (persuading, persuading, rhetorical questions, assertive ability to defend one"s beliefs, role and meaning: dialogue, discussion, conversation)
7. Principles of savoir vivre in private and business life
8. CV and job interview - preparation for job interview - key recruiter questions, contact questions, opening questions, questions about possibilities and skills, motivation, financial expectations
9. The conduct tactics during the interview, acceptable behavior of the person applying for a job
10. Stress and stage fright - behavior in emotionally difficult situations and under the influence of stress or stage fright, consequences of different styles of coping with stress for health, functioning in socially difficult situations
11. Motivation and commitment - their role and meaning in public speaking, questions, negation and discussion during and after public speaking
12. Assessing and analyzing public speaking (others" and own) - skilful listening as the basis of

communication

Teaching methods

I. FEEDBACK: Information lecture, Problem lecture, Conversational lecture, Talk, Lecture, Reading also in on-line formula
II. SEARCHING: Case study, Brainstorming, Round table discussion, Discussion - pyramid, Discussion - seminar, Discussion - paper also in on-line formula
III. TUTORIAL - PRACTICAL: Auditorium exercises, Demonstration method, Project method, Workshop method, Written essay - all pieces should be loaded at eKursy platform
IV. EXPOSING: Demonstration (film / presentation) also in on-line formula

Bibliography

Basic
O. Erdeli, Ye. Revtiuk, Komunikacja w zarządzaniu: słownik polsko-ukraiński wybranej terminologii ogólnej, Radom, Polska: Instytut Naukowo-Wydawniczy "Spatium", 2022 – 235 s.
Erdeli, O. Stereotypy w komunikacji międzykulturowej biznesowej, Wydawnictwo PP, Poznań 2020
Cialdini, R. (2016). Wywieranie wpływu na ludzi. Teoria i praktyka. Sopot: GWP
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Szmajke, A. (1999). Autoprezentacja. Maski, pozy, miny. Olsztyn: Ursa Consulting.
Gasparski, W. (2012). Biznes, etyka, odpowiedzialność. Warszawa: PWN
Forlicz, S. (2008). Informacja w biznesie. Warszawa: PWE
Peale, N.V., Blanchard, K. (2008). Etyka biznesu. Warszawa: Studio EMKAPisarek, W. (2008). Wstęp do nauki o komunikowaniu. Warszawa
Sztejnberg,A. (2006). Podstawy komunikacji społecznej w edukacji. Wrocław

Breakdown of average student's workload

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