



## COURSE DESCRIPTION CARD - SYLLABUS

Course name

Etiquette and self-presentation [S2Elmob1>PO2-EiA]

### Course

Field of study

Electromobility

Year/Semester

1/2

Area of study (specialization)

Alternative Fuels and Energy Storage

Profile of study

general academic

Level of study

second-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

dr inż. Żaneta Nejman

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### Lecturers

### Prerequisites

The student has basic knowledge of humanities subjects. The student has the basic ability to perceive, associate and interpret the phenomena occurring in social groups.

### Course objective

To acquire knowledge and skills in social rules and norms that regulate behavior in various social and cultural situations. To realize that understanding and predicting appropriate behavior facilitates communication and interaction between people. To acquire knowledge and skills in the use of various behaviors, verbal and non-verbal communication, dress, gestures and other elements that affect the way others perceive us. To raise awareness of the role that etiquette and self-presentation play in professional life.

### Course-related learning outcomes

Knowledge:

1. Students are able to obtain information related to the topic of etiquette and self-presentation from various sources, interpret it, critically evaluate, analyze and synthesize it, and draw conclusions.

[K2\_U02]

#### Skills:

- 1 The student is able to prepare and give a presentation on the implementation of a task related to the topic of etiquette and self-presentation. [K2\_U13]
2. The Student is able to determine the directions of further learning, organize the process of self-education and indicate the directions of professional development in the field of etiquette and self-presentation. [K2\_U16]

#### Social competences:

1. The student is aware of the need to follow professional ethics. [K2\_K04]

### Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

#### formative assessment:

- knowledge is verified through a short problem task realised on the fourth teaching 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.

#### Grading scale:

- 0 - 50 pts - 2.0;
- 51-60 pts - 3.0;
- 61-70 pts - 3.5;
- 71-80 pts - 4.0;
- 81-90 pts - 4.5;
- 91-100 pts- 5.0

### Programme content

Social etiquette. Social rules and norms. Interpersonal communication. Self-presentation. Personal image.

### Course topics

Introduction to social etiquette. Principles of social etiquette that shape behavior and relationships with people. Analysis of the importance of politeness, personal culture and principles of interpersonal communication. Principles and social norms that regulate behavior in various social and cultural situations. Fundamentals of interpersonal communication. Barriers and challenges to effective interpersonal communication. The impact of non-verbal language on communication. Analysis of the importance of body language, gestures, facial expressions, body posture and eye contact in the communication process. Intercultural communication. Understanding the importance of self-presentation and the role it plays in shaping personal image. The use of behavior, verbal and non-verbal communication, clothing, gestures and other elements that affect our perception. Ethics of self-presentation. Ethical aspects related to self-presentation, authenticity, sincerity and intention. Discussion on the responsibility for creating a reliable personal image.

### Teaching methods

Lecture: multimedia presentation illustrated with examples, informative lecture, conversational lecture.

### Bibliography

#### Basic:

1. Stankiewicz J., Komunikowanie się w organizacji, Wrocław, 2006.
2. Modrzyńska J., Protokół dyplomatyczny, etykieta i zasady savoir-vivre'u, Warszawa 2014.
3. Nęcki Z., Komunikacja międzyludzka, Kraków, A
4. Zimbardo Ph., Gerrig R., Psychologia i życie, Wydawnictwo Naukowe PWN, Warszawa 2016.
5. 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.

Additional:

1. Tice D., M. Faber J. 2005. Rola procesów poznawczych i motywacyjnych w autoprezentacji [w:] Forgas J.P., Kipling D.W., Wheeler L. (red.). Umysł społeczny. Gdańsk: GWP1.
2. Bortnowski A. W., Protokół dyplomatyczny i savoir-vivre dla każdego, Ciechanów 2003.
2. 2.Savoir-Vivre, Poradnik dobrego wychowania, Warszawa 2012.
3. 3.Kuspys P. Savoir-Vivre, Poznań 2012
4. Hamilton Ch., Skuteczna komunikacja w biznesie, PWN, Warszawa 2011.
4. Stewart J., Mosty zamiast murów, PWN, Warszawa 2005.
5. Orłowski T., Protokół dyplomatyczny. Ceremoniał i etykieta, Warszawa 2010.

Breakdown of average student's workload

|                                                                                                                                         | Hours | ECTS |
|-----------------------------------------------------------------------------------------------------------------------------------------|-------|------|
| Total workload                                                                                                                          | 28    | 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) | 13    | 0,50 |