COURSE DESCRIPTION CARD - SYLLABUS

Course name
Savoir-vivre and diplomatic protocol - academic customs [S2IBio1>SV]

Course

Field of study
Biomedical Engineering

Year/Semester
2/3

Area of study (specialization)
Bionics and Virtual Engineering

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
30

Laboratory classes
0

Other
0

Tutorials
0

Projects/seminars
0

Number of credit points

2,00

Coordinators

dr inż. Jakub Grabski
jakub.grabski@put.poznan.pl

Lecturers

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:

Learning outcomes presented above are verified as follows:
Oral test

Programme content

Basic principles of savoir-vivre (historical background, savoir-vivre in selected everyday situations) and diplomatic protocol.

Course topics

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
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	2,00
Classes requiring direct contact with the teacher	30	1,00
Student's own work (literature studies, preparation for laboratory classes/ tutorials, preparation for tests/exam, project preparation)	20	1,00