

DESCRIPTION OF THE COURSE OF STUDY

Course code	312.4.SM1.D211.IBE	
Name of the course in	Polish	Międzynarodowa Etykieta Biznesowa
	English	International Business Etiquette

1. LOCATION OF THE COURSE OF STUDY WITHIN THE SYSTEM OF STUDIES

1.1. Field of study	International Relations
1.2. Mode of study	Full-time study part –time study
1.3. Level of study	first-cycle studies
1.4. Profile of study*	General academic
1.5. Person/s preparing the course description	Institute of International Relations and Public Policies
1.6. Contact	ismipp@ujk.edu.pl

2. GENERAL CHARACTERISTICS OF THE COURSE OF STUDY

2.1. Language of instruction	English
2.2. Prerequisites*	-

3. DETAILED CHARACTERISTICS OF THE COURSE OF STUDY

3. DETAILED CHARACTERISTICS OF THE COURSE OF STUDY		
3.1. Form of classes		Lecture, classes
3.2. Place of classes		didactic rooms of the Jan Kochanowski University
3.3. Form of assessment		graded credit
3.4. Teaching methods		Lecture: problem lecture (lecture, discussion); viewing methods (demonstration, use of technical teaching aids). Classes: problem methods - activating learning (case analysis), methods of knowledge assimilation, moderated discussion presentation of a selected problem with the use knowledge
3.5. Bibliography	Required reading	L. Chaney, J.S. Martin, Global Bussines Etiquette, Westport 2012; A. M. Sabath, International Business Etiquette, Lincoln 2004; A. Jarczyński, Etykieta w biznesie, Gliwice 2011. Kamińska-Radomska; Współczesna etykieta biznesu w codziennej praktyce w Polsce, Warszawa 2015.
	Further reading	ABC of Diplomacy (2008). Federal Department of Foreign Affairs, Switzerland. Kissinger, H. (1994). Diplomacy. New York: Simon & Schuster. United State Diplomacy Center, U.S. Department of State (n.d.). Protocol for the Modern Diplomat. Washington D.C.

4. OBJECTIVES, SYLLABUS CONTENT AND INTENDED LEARNING OUTCOMES

4.1. Course objectives (including form of classes)
C1. Knowledge - student has: knowledge about international communication norms and customs as well as about mechanisms regulating legal status and business activity in the international sphere C2. Skills - student is able to: define and follow individual principles of the diplomatic protocol and analyze and explain the essence of international communication mechanisms C3. Social competences - student has competences: to communicate in an international environment related to foreign trade and conducting international negotiations
Lecture: principles of modern diplomatic protocol; sources of diplomatic protocol; contemporary meaning of diplomatic protocol; concept of international courtesy; precedence, ceremonial, savoir vivre in business and commerce. Classes: international negotiations, official visit of the foreign delegation. Protocol at an international conference. Label. Diplomatic, service and social events. Clothes and rules of their selection. Good manners, savoir vivre in social contacts and every day.

4.3 Intended learning outcomes

Code	A student, who passed the course	Relation to learning outcomes
within the scope of KNOWLEDGE:		
W01	Is familiar with major rules governing diplomatic protocol and etiquette. Is able to de-	SM1A _W09

	fine basic categories in diplomatic protocol and etiquette.	
W02	Knows the fundamental mechanisms ruling privileges and customs in the globalized world.	SM1A _W12
W03	He has comprehensive knowledge of various scientific, futurological, technological visions of realities and the future of the world.	SM1A _W13
within the scope of ABILITIES:		
U01	Knows how to solve problematic issued within diplomatic protocol and etiquette.	SM1A _U04
U02	On the basis of in-depth knowledge, he is able to construct scenarios for the development of processes in the field of international relations, in all their planes, and outline their strategic consequences for the world.	SM1A _U05
U03	He is able to spot a new research problem and propose its creative analysis – solution. Identifies weak signals of change, is aware of the nonlinearity of global processes.	SM1A _U11
within the scope of SOCIAL COMPETENCE:		
K01	Knows and understands the rules and regulations governing public and professional conduct.	SM1A _K01
K02	He is ready for objective and non-emotional reflection when assessing contemporary events and social, technological and economic trends, including the ability to competently and exhaustively refer to issues important in public life, primarily the social consequences of the growing integration of technological and biological domains.	SM1A _K03
K03	He is ready for objective and non-emotional reflection when assessing contemporary events and social, technological and economic trends, including the ability to competently and exhaustively refer to issues important in public life, primarily the social consequences of the growing integration of technological and biological domains.	SM1A _K06

4.4. Methods of assessment of the intended learning outcomes

Teaching outcomes (code)	Method of assessment (+/-)																				
	Exam oral/written*			Test*			Project*			Effort in class*			Self-study*			Group work*			Others* e.g. standardized test used in e-learning		
	Form of classes			Form of classes			Form of classes			Form of classes			Form of classes			Form of classes			Form of classes		
	L	C	...	L	C	...	L	C	...	L	C	...	L	C	...	L	C	...	L	C	...
W01				+	+					+	+			+			+				
W02				+	+					+	+			+			+				
W03				+	+					+	+			+			+				
U01					+						+			+			+				
U02					+						+			+			+				
U03					+						+			+			+				
K01										+	+			+			+				
K02										+	+			+			+				
K03										+	+			+			+				

*delete as appropriate

4.5. Criteria of assessment of the intended learning outcomes

Form of classes	Grade	Criterion of assessment
lecture (L) (including e-learning)	3	Student passed the written exam at the level of 50-60% of the maximum number of points that can be obtained
	3,5	Student passed the written exam at the level of 61-70% of the maximum number of points that can be obtained
	4	Student passed the written exam at the level of 71-80% of the maximum number of points that can be obtained
	4,5	Student passed the written exam at the level of 81-90% of the maximum number of points that can be obtained
	5	Student passed the written exam at the level of 91-100% of the maximum number of points that can be obtained
classes (C)* (including e-learning)	3	Student passed the test at the level of 50-60% of the maximum number of points possible,
	3,5	Student passed the test at the level of 61-70% of the maximum number of points possible
	4	Student passed the test at the level of 71-80% of the maximum number of points possible
	4,5	Student passed the test at the level of 81-90% of the maximum number of points possible, attended classes
	5	Student passed the test at the level of 91-100% of the maximum number of points possible, attended classes
inc	3	

	3,5	
	4	
	4,5	
	5	

5. BALANCE OF ECTS CREDITS – STUDENT'S WORK INPUT

Category	Student's workload	
	Full-time studies	Extramural studies
NUMBER OF HOURS WITH THE DIRECT PARTICIPATION OF THE TEACHER /CONTACT HOURS/	35	35
<i>Participation in lectures*</i>	30	30
<i>Participation in classes, seminars, laboratories*</i>	5	5
<i>Preparation in the exam/ final test*</i>		
<i>Others (please specify e.g. e-learning)*</i>		
INDEPENDENT WORK OF THE STUDENT/NON-CONTACT HOURS/	15	15
<i>Preparation for the lecture*</i>		
<i>Preparation for the classes, seminars, laboratories*</i>	10	10
<i>Preparation for the exam/test*</i>	5	5
<i>Gathering materials for the project/Internet query*</i>		
<i>Preparation of multimedia presentation</i>		
<i>Others *</i>		
TOTAL NUMBER OF HOURS	50	50
ECTS credits for the course of study	2	2

**delete as appropriate*

Accepted for execution (date and legible signatures of the teachers running the course in the given academic year)

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