

MODULE DESCRIPTION

Module code	Z-ZIP-1063
Module name	Akademickie dobre wychowanie
Module name in English	Academic good manners
Valid from academic year	2016/2017

A. MODULE PLACEMENT IN THE SYLLABUS

Subject	Management and Production Engineering
Level of education	1st degree <i>(1st degree / 2nd degree)</i>
Studies profile	General <i>(general / practical)</i>
Form and method of conducting classes	Full-time <i>(full-time / part-time)</i>
Specialisation	All
Unit conducting the module	Centre for Intellectual Property Protection
Module co-ordinator	Barbara Maj-Malinowska, MSc
Approved by:	

B. MODULE OVERVIEW

Type of subject/group of subjects	Other <i>(basic / major / specialist subject / conjoint / other HES)</i>
Module status	Compulsory <i>(compulsory / non-compulsory)</i>
Language of conducting classes	English
Module placement in the syllabus - semester	6th Semester
Subject realisation in the academic year	Summer semester <i>(winter semester/ summer)</i>
Initial requirements	No requirements <i>(module codes / module names)</i>
Examination	No <i>(yes / no)</i>
Number of ECTS credit points	1

Method of conducting classes	Lecture	Classes	Laboratory	Project	Other
Per semester	15				

C. TEACHING RESULTS AND THE METHODS OF ASSESSING TEACHING RESULTS

Module target	The aim of the course is to acquaint students with the rules of good manners (savoir vivre) governing social life and their influence on the perception of the man in the private and public sphere.
----------------------	--

Effect symbol	Teaching results	Teaching methods (l/c/lab/p/other)	Reference to subject effects	Reference to effects of a field of study
K_01	The student has a basic knowledge of good manners adopted in certain environments and social groups.	I	K_K03	T1A_K05
K_02	He/she properly uses generally accepted standards of good manners and understands well functioning codes of behavior governing social life. He/she sees the need for continuous education in this direction.	I	K_K01	T1A_K01
K_03	He/she can act within generally accepted standards both at university, while business contacts, as well as in non-business situations.	I	K_K06	T1A_K07

Teaching contents:

1. Teaching contents as regards lectures

Lecture number	Teaching contents	Reference to teaching results for a module
1	Savoir vivre in Everyday Life – General Rules.	K_01 K_02
2	Conscious Shaping their own Image – Dress code – Proper Attire for Every Occasion.	K_01 K_02
3	Savoir vivre at the Table: Coffee House and Restaurant.	K_01 K_03
4	Savoir vivre at the Table: Glassware and Dining Utensils.	K_01 K_03
5	Savoir vivre at the Table: Business Parties.	K_01 K_03
6	Job Interview Etiquette.	K_01 K_03
7	Business Manners: Good Manners at Work. Formal Business Letters.	K_01 K_03
8	Test.	K_01 K_02

2. Teaching contents as regards classes

Class number	Teaching contents	Reference to teaching results for a module

3. Teaching contents as regards laboratory classes

Laboratory class number	Teaching contents	Reference to teaching results for a

		module

4. The characteristics of project assignments

The methods of assessing teaching results

Effect symbol	Methods of assessing teaching results <i>(assessment method, including skills – reference to a particular project, laboratory assignments, etc.)</i>
K_01	Observation of student attitudes during the lectures, test.
K_02	The discussion on the content of the lecture, test.
K_03	Participation in role-play exercises, test.

D. STUDENT'S INPUT

ECTS credit points		
	Type of student's activity	Student's workload
1	Participation in lectures	15
2	Participation in classes	
3	Participation in laboratories	
4	Participation in tutorials (2-3 times per semester)	5
5	Participation in project classes	
6	Project tutorials	
7	Participation in an examination	
8		
9	Number of hours requiring a lecturer's assistance	20 <i>(sum)</i>
10	Number of ECTS credit points which are allocated for assisted work <i>(1 ECTS point=25-30 hours)</i>	0.8
11	Unassisted study of lecture subjects	5
12	Unassisted preparation for classes	
13	Unassisted preparation for tests	
14	Unassisted preparation for laboratories	
15	Preparing reports	
15	Preparing for a final laboratory test	
17	Preparing a project or documentation	
18	Preparing for an examination	
19		
20	Number of hours of a student's unassisted work	5 <i>(sum)</i>
21	Number of ECTS credit points which a student receives for unassisted work <i>(1 ECTS point=25-30 hours)</i>	0.2
22	Total number of hours of a student's work	25
23	ECTS points per module <i>1 ECTS point=25-30 hours</i>	1
24	Work input connected with practical classes <i>Total number of hours connected with practical classes</i>	0
25	Number of ECTS credit points which a student receives for practical classes <i>(1 ECTS point=25-30 hours)</i>	0

E. LITERATURE

Literature list	<ol style="list-style-type: none"> 1. Adams S., <i>A Guide to Business Etiquette: What's new?</i>, https://www.forbes.com, access: 04.2016. 2. Adams S., <i>The New Rules of Business Etiquette</i>, https://www.forbes.com, access: 04.2016. 3. Alkon A., <i>Good manners for nice people who sometimes say f*ck</i>, New York 2014. 4. Asghar R., <i>27 Etiquette Rules for our Time</i>, https://www.forbes.com, access: 04.2016. 5. Baldrigde L., <i>New Complete Guide to Executive Manners</i>, New York 1995. 6. Boylan J., <i>20 Cultural Do's and Taboos Manners Around the World</i>, https://www.oh-i-see.com, access: 04.2016.
-----------------	--

	<p>7. <i>Formal wear cultures Formal wear as a cultural heritage</i>, https://www.scabal.com, access: 04.2016.</p> <p>8. Johnson D., <i>Modern manners: tools to take you to the top</i>, USA 2013.</p> <p>9. Mayne D., <i>List of Etiquette Tips for your Personal and Professional Life</i>, https://www.etiquette.about.com, access: 04.2016.</p> <p>10. Mayne D., <i>Old School Manners</i>, www.etiquette.about.com, access: 04.2016.</p> <p>11. Mrs. Humphry, <i>Manners for men</i>, U.K. 1993.</p> <p>12. <i>Polish Etiquette</i>, https://www.a-to-z-of-mannes-and-etiquette.com, access: 04.2016.</p> <p>13. <i>Polish manners & etiquette How to interact with Poles</i>, https://www.justlanded.com, access: 04.2016.</p> <p>14. Schmalbruch S. <i>How to dine like a local in 10 countries around the world</i>, https://www.businessinsider.com, access: 04.2016.</p> <p>15. Smith J., <i>21 business-etiquette rules every professional should know</i>, https://www.businessinsider.com, access: 04.2016.</p> <p>16. <i>Social Etiquette, Customs and Protocol</i>, https://www.kwintessential.co.uk, access: 04.2016.</p>
Module website	