

## 11. Diplomatic protocol



WYŻSZA SZKOŁA HANDLU I USŁUG  
W POZNANIU

### SUBJECT DESCRIPTION

<b>FIELD OF STUDY</b>	<b>Tourism and recreation</b>
<b>FIELD OF SPECIALIZATION</b>	International tourism
<b>MODE OF STUDY</b>	Full-time studies /part-time studies
<b>SEMESTER</b>	4

SUBJECT NAME		Diplomatic protocol		MPR_4_11
Number of hours of particular class forms <ul style="list-style-type: none"><li>Lectures</li><li>Other forms</li></ul>		Full-time studies – 30; Part-time studies -18		
		Full-time studies – 10; Part-time studies – 8		
		Full-time studies – 20; Part-time studies - 10		
Learning objectives		<ul style="list-style-type: none"><li>Getting the students familiar with the diplomatic protocol history</li><li>The art of choosing clothes to each occasion</li><li>Behavior etiquette, everyday propriety in various situations</li></ul>		
Subject learning outcomes				
No.	Learning outcomes: a student who has passed the course	Reference of learning outcomes to the curriculum	Reference of learning outcomes to the area	
K_W01	has general knowledge related to the field of study with the area of the subject entitled “Diplomatic protocol”.	K_W01	P6S_WG	
K_W02	knows and understands basic terminology related to the field of study and selected specialization.	K_W03	P6S_WG	
K_W03	has basic knowledge about psycho-social mechanisms related to tourism and recreation.	K_W16	P6S_WK	
K_U04	has specialist manual and motor skills related to the degree course and specialization of their own choice.	K_U02	P6S_UW	
K_U05	is able to keep records of entities and objects in the tourism and recreation area.	K_U03	P6S_UW	
K_U06	has the ability to prepare and present their own action results in an oral, written or electronic form.	K_U14	P6S_UU	
K_K07	understands the need for lifelong learning.	K_K01	P6S_KK	
K_K08	is aware of their own knowledge level, skills and constraints and knows when to ask experts.	K_K02	P6S_KK	
K_K09	shows respect to a consumer, client and guest and makes use of the ability to meet their needs.	K_K06	P6S_KK	

K_K10	can collaborate and work in a group in various roles.	K_K08	P6S_KK
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Content no.	Learning / Curriculum content	Reference of learning outcomes to the subject
	<b>Lectures/Classes</b>	
TP_1	The notion of a diplomatic protocol, its sources and history	K_W01 K_W02 K_K01
TP_2	Diplomatic protocol in the Polish tradition, contemporary Polish Diplomatic Protocol	K_W01 K_W02 K_K01
TP_3	National ceremonies, public ceremony organization	K_W01 K_W02 K_K01 K_K02 K_K03
TP_4	National symbols	K_W01 K_W02 K_K01
TP_5	Etiquette, that is good manners, savoir-vivre rules	K_W01 K_W02 K_W09 K_K01
TP_6	The notion of an order of precedence, the order of precedence of the highest office holders in a state, the order of precedence of the highest offices in the Republic of Poland	K_W01 K_W02 K_K01
TP_7	The order of precedence of counties and offices in the European Union and international conferences	K_W01 K_W02 K_K01
TP_8	Letter writing rules and forms, correspondence rules, formal letter parts, formal letter layout	K_W01 K_W02
TP_9	Business cards, type, appearance, business card as a conversation identification	K_W01 K_W02 K_W09 K_U08 K_K01 K_K03
TP_10	Business card as a correspondence form and paying a visit. Contemporary business card usage worldwide	K_W01 K_W02 K_U08 K_U11
TP_11	Foreign visits, organization and course, types of visits, welcome ceremony for a foreign head of state	K_W01 K_W02 K_W09 K_U08 K_K01 K_K02 K_K03
TP_12	Rules of organizing state dinner with a foreign head of state	K_W01 K_W02 K_W09 K_K01 K_K03 K_K04

TP_13	Receptions, preliminary preparations, reception types, invitations	K_W01 K_W02 K_K01 K_K02
TP_14	Types of tables during ceremonies, sits at the head of the table, seating arrangements, table plan	K_W01 K_W02 K_K01
TP_15	Table topography place setting, table setting cutlery order, culinary code	K_W01 K_W02 K_U01 K_K01
TP_16	Table manners, serving, dinner set	K_W01 K_W02 K_U01 K_K01 K_K03
TP_17	The order and selection of dishes, selection of wines, basic knowledge about choosing types of wine to dishes	K_W01 K_W02 K_K01 K_K02
TP_18	Types of clothing and its selection rules, clothing types	K_W01 K_W02 K_K01
TP_19	Certain types of clothing in business, accessories, common mistakes in clothing	K_W01 K_W02 K_K01

Teaching methods and forms in classes	Learning and curriculum content
Lecture with a multimodal presentation of selected problems	
Conversational lecture	T_03, T_04, T_05
Problem-focused lecture	
Information lecture	T_01, T_02
Discussion	T_08, T_09, T_10
Work with text	
Case study method	
Problem-based learning	
Teaching/simulation game	
Practice method	T_06, T_07, T_08, T_10
Workshop method	
Project method	T_11
Multimodal presentation	
Sound and/or video demonstrations	
Activating methods (e.g. „brainstorming”, SWOT analysis technique, decision-making tree technique, snowball sampling, “mind maps” construction )	
Others (what?)	
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Assessment criteria referred to particular learning outcomes				
Learning	With grade „2”	With grade „3”	With grade „4”	With grade „5”

outcome				
K_W01	The student has no general knowledge related to the field of study with the area of the subject entitled "Diplomatic protocol".	To the basic extent, the student has knowledge related to the field of study with the area of the subject entitled "Diplomatic protocol".	The student has knowledge related to the field of study with the area of the subject entitled "Diplomatic protocol" at an intermediate level.	The student has exhaustive knowledge related to the field of study with the area of the subject entitled "Diplomatic protocol".
K_W02	The student does not know and understand basic terminology related to the field of study and selected specialization.	To the basic extent, the student knows and understands basic terminology related to the field of study and selected specialization.	At an intermediate level, the student knows and understands basic terminology related to the field of study and selected specialization.	The student fully knows and understands basic terminology related to the field of study and selected specialization.
K_W03	The student has no basic knowledge about psycho-social mechanisms related to tourism and recreation.	The student has basic knowledge about psycho-social mechanisms related to tourism and recreation.	At an intermediate level, the student has basic knowledge about psycho-social mechanisms related to tourism and recreation.	The student has complete basic knowledge about psycho-social mechanisms related to tourism and recreation.
K_U04	The student has no specialist manual and motor skills related to the field of study and specialization of their own choice.	To the basic extent, the student has specialist manual and motor skills related to the degree course and specialization of their own choice.	At an intermediate level, the student has specialist manual and motor skills related to the degree course and specialization of their own choice.	The student fully has specialist manual and motor skills related to the degree course and specialization of their own choice.
K_U05	The student has no ability to prepare and present their own action results in an oral, written or electronic form	To the basic extent, the student has the ability to prepare and present their own action results in an oral, written or electronic form.	The student has the ability to prepare and present their own action results in an oral, written or electronic form at an intermediate level.	The student is fully able to prepare and present their own action results in an oral, written or electronic form.
K_U06	The student has no ability to prepare and present their own action results in an oral, written or electronic form	To the basic extent, the student has the ability to prepare and present their own action results in an oral, written or electronic form.	The student has the ability to prepare and present their own action results in an oral, written or electronic form at an intermediate level.	The student is fully able to prepare and present their own action results in an oral, written or electronic form.
K_U07	The student does not understand the need for lifelong learning.	The student understands the need for lifelong learning to its basic extent.	The student understands the need for lifelong learning at an intermediate level.	The student fully understands the need for lifelong learning.
K_K08	The student is unaware of their own knowledge level, skills and constraints and does not know when to ask experts.	To the basic extent the student is aware of their own knowledge level, skills and constraints and knows when to ask experts.	At an intermediate level, the student is aware of their own knowledge level, skills and constraints and knows when to ask experts.	The student is fully aware of their own knowledge level, skills and constraints and knows when to ask experts.
K_K09	The student does not show respect to a consumer,	To the basic extent, the student shows respect to a	At an intermediate level, the student shows respect to a	The student fully shows respect to a consumer, client and

	client and guest and makes no use of the ability to meet their needs.	consumer, client and guest and makes use of the ability to meet their needs.	consumer, client and guest and makes use of the ability to meet their needs.	guest and makes use of the ability to meet their needs.
K_K10	The student cannot collaborate and work in a group in various roles.	The student can collaborate and work in a group in various roles to the basic extent.	The student can collaborate and work in a group in various roles at an intermediate level.	The student can fully collaborate and work in a group in various roles.

Verification of learning outcomes	Symbols EK for a class/subject module					
	W01	W02	U03	U04	U05	K06
Written exam						
Oral exam						
Written examination						
Oral examination	X	X	X	X	X	X
Written test						
Oral test						
Quizz						
Project	X	X	X	X	X	X
Essay						
Report						
Multimodal presentation			X	X	X	X
In-class work	X	X	X	X	X	X
Others (what?)						

Wymiar godzinowy zajęć i pracy studenta	Stacjonarne	Niestacjonarne
1. Wykłady (wspólny udział nauczycieli akademickich i studentów)	10	8
2. Inne formy (wspólny udział nauczycieli akademickich i studentów)	20	10
3. Konsultacje z nauczycielem	-	-
<b>Razem 1+2+3</b>	<b>30</b>	<b>18</b>
4. Praktyki (realizowane samodzielnie przez studentów)	—	—
5. Praca własna studenta (w tym prace domowe i projektowe, przygotowanie się do zaliczenia/egzaminu)	20	32
<b>Razem 4+5</b>	<b>20</b>	<b>32</b>
<b>SUMA 1+2+3+4+5</b>	<b>50</b>	<b>50</b>
<b>Łącznie punktów ECTS wg planu studiów</b>	<b>2</b>	

<b>Basic literature</b>	<ul style="list-style-type: none"> <li>Orłowski T. Protokół dyplomatyczny – ceremonia i etykieta. Wyd. Akademia Dyplomatyczna MSZ. W-wa 2005.</li> <li>Pretkiewicz E. Nowoczesny menedżer. Wyd. Infor Ryszard Pieńkowski. W-wa 1996.</li> </ul>
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	<ul style="list-style-type: none"> <li>– Monitor Wielkopolski. Precedencja, czyli kto tutaj jest najważniejszy? Wyd. <a href="http://www.monitorwielkopolski.com.pl">www.monitorwielkopolski.com.pl</a> styczeń 2009.</li> <li>– Gumowska I. ABC dobrego wychowania. Wyd. PW „Wiedza Powszechna” W-wa 1969. Wyd. VI.</li> <li>– Heszen – Niejodek I. (red.) Psychologia w pracy menedżera. Wyd. Uniwersytet Śląski skrypt nr 49. Katowice 1994.</li> </ul>
<b>Complementary literature</b>	<ul style="list-style-type: none"> <li>– McGinnis A.L. Sztuka motywacji. Wyd. Oficyna Wydawnicza „Vocatio” W-wa 1993.</li> <li>– Tracy B. Osobowość lidera. Wyd. Studio Emka W-wa.2001.</li> <li>– Pietkiewicz E. Asystentka menedżera. Wyd. CIM Warszawa 1995.</li> <li>– Carnegie D. Jak zdobyć przyjaciół i zjednać sobie ludzi. Wyd. WZG Warszawa – New York 1981.</li> </ul>