POZNAN UNIVERSITY OF TECHNOLOGY

EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM (ECTS)
pl. M. Skłodowskiej-Curie 5, 60-965 Poznań

COURSE DESCRIPTION CARD - SYLLABUS

Course name
PO: Humanities - Label and self-presentation

Course

Field of study	Year/Semester
Electromobility	1/1
Area of study (specialization)	Profile of study
	general academic
Level of study	Course offered in
First-cycle studies	polish
Form of study	Requirements
full-time	elective

Number of hours

Lecture	Laboratory classes	Other (e.g. online)
30		
Tutorials	Projects/seminars	

Number of credit points

2

Lecturers

Responsible for the course/lecturer:

dr inż. Żaneta Nejman

Institute of Safety Engineering

Department of Ergonomics Applications

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Responsible for the course/lecturer:

dr hab. Joanna Sadłowska-Wrzesińska

Institute of Safety Engineering

Risk and Quality Management Department

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Prerequisites

The student has basic knowledge of the humanities. Moreover, he or she has the basic ability to perceive, associate and interpret phenomena taking place in social groups. The student is aware of the importance of interpersonal communication in shaping proper relations in the work environment.

Course objective

To raise awareness of the role that etiquette and self-presentation play in personal development and professional life. Developing skills for effective self-presentation. To become familiar with the basics of academic etiquette and Savoir-vivre principles in business.

Course-related learning outcomes

Knowledge

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- The student has the basic knowledge necessary to understand the social conditions of engineering activities.

- The student has basic knowledge in the field of patents and application of copyright law, the Act on personal data protection and industrial and intellectual property.

Skills

- The student is able to select sources and information from them properly - He/she is able to use literary sources, integrate acquired information, evaluate it and interpret and draw conclusions in order to solve complex and unusual problems in the field of etiquette and self-presentation in electromobility.

- The student is able to formulate and solve tasks concerning etiquette and self-presentation in electromobility and is able to see their systemic and non-technical aspects, including environmental, economic and legal.

Social competences

- The student understands the need to formulate and communicate information and opinions to the public about the positive and negative aspects of etiquette and self-presentation in electromobility, and is ready to act in the public interest.

- Students are aware of the importance of their own work and the need to follow the rules of professional ethics, they are ready to submit to the rules of teamwork and take responsibility for jointly performed tasks, as well as take care of the achievements and traditions of the profession.

Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

formulation evaluation:

- knowledge is verified through short colloquia after the fifth and tenth didactic unit (problematic tasks) and in the project preparation process;

- social skills and competences are verified by means of partial assessments, resulting from: teamwork; activity bonuses; independent problem solving.

Summary evaluation:

knowledge is verified by means of a written colloquium concerning basic concepts and problems related to etiquette and self-presentation - 50% + 1.

Programme content

1. Self-presentation (rules for preparing self-presentation). 2 Rules of effective speech, use of audiovisual aids, most common mistakes. 3. Body language. What do our gestures mean? 4) Welcome and Dress code. 5. Building our own image. 6. Ethics in business and Savoir-vivre in public space. 7. Methods of persuasive communication. Types of persuasion. Rules of exerting influence on people. 8.

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Manipulation as a special case of interpersonal communication. 9. Methods of exerting influence. 10.Rules of creating presentations and their role in public speeches. 11. CV and interview. 12. Stress and stage fright - behaviors in difficult emotional situations and under the influence of stress or stage fright, functioning in a difficult situation. 13. Pathologies in the work environment and related consequences. 14. Motivation and involvement - their role and importance in public speaking.15. Evaluation and analysis of public speaking and skilful listening as a basis for effective communication.

Teaching methods

The lecture

- informative lecture, conversation lecture.

Bibliography

Basic

1. Sadłowska-Wrzesińska J., Znaczenie komunikacji interpersonalnej w procesie kształtowania wysokiej kultury bezpieczeństwa pracy, w: M. Kunasz (red.)., BPM vs. HRM, Seria Zarządzanie procesami w teorii i praktyce, Zeszyt nr 4, Szczecin 2016, ss. 95-107.

2. Stankiewicz J., Komunikowanie się w organizacji, Wrocław, 2006.

3. Modrzyńska J., Protokół dyplomatyczny, etykieta i zasady savoir-vivre?u, Warszawa 2014.

3. Nęcki Z., Komunikacja międzyludzka, Kraków, Antykwa 2007.

4. 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.

3. 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.

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Breakdown of average student's workload

	Hours	ECTS
Total workload	50	2,0
Classes requiring direct contact with the teacher	30	1,0
Student's own work (literature studies, preparation for laboratory classes/tutorials, preparation for tests/exam, project preparation) [1]	20	1,0

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[1] delete or add other activities as appropriate