

DESCRIPTION OF THE COURSE OF STUDY

Course code	0912-7LEK-A10.11-ZA	
Name of the course in	Polish	Zarządzanie sobą w czasie
	English	Yourself management

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

1.1. Field of study	Medicine
1.2. Mode of study	Full-time
1.3. Level of study	Uniform Master's studies
1.4. Profile of study*	General academic
1.5. Person preparing the course description	Mgr Karolina Kulikowska
1.6. Contact	

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

3.1. Form of classes	Classes- 30h	
3.2. Place of classes	Courses in the teaching rooms of UJK	
3.3. Form of assessment	Project (c) – prepare the project about which part of their lives student wants to improve – assess, analyze and prepare a complex plan for using learned knowledge about techniques and skills needed to improve at least two chosen aspects of their life	
3.4. Teaching methods	Classes Multiple Discussion (group), Activating Learning-Case Studies, Simulation Method Project Work.	
3.5. Bibliography	Required reading	“Thinking in Systems: A Primer” D. H. Meadows “Habit Stacking” S. J. Scott
	Further reading	“Performing Under Pressure: The Science of Doing Your Best When It Matters Most” H. Weisinger “The Richest Man in Babylon: with The Magic Story” G. Clason, F. van Rensselaer Dey “Influence: Science and Practice (5th Edition)” R. B. Cialdini “Daring Greatly” Brené Brown “Better Than Before” G. Rubin

4. OBJECTIVES, SYLLABUS CONTENT AND INTENDED TEACHING OUTCOMES

4.1. Course objectives (classes)

C1-WC (knowledge)- Introduces the current knowledge about different areas in which we can improve ourselves and our personal and career life. Also introduces tools and techniques needed to achieve best effects and outcomes when trying to better themselves.

C2-UC (abilities) - Facilitates application of tools, techniques and skills to maximize chances for the best outcomes when trying to successfully manage themselves, both in personal and career life.

4.2. Detailed syllabus (classes)

1. Familiarization with the syllabus and the subject requirements in connection with the explanation of the project. Discussion about basic areas of life which will be discussed in class – emotion regulation, auto-presentation, communication methods, time management, boosting self-confidence, changing habits.

2. Detailed explanation in classes about every aspect, how to evaluate them and what skills, tools and techniques are good and efficient to improve them.

3. Practising making an assessment, plan and discussion which techniques and skills students find most useful for them, preparing for the project.

4. Demonstration and assessment of projects prepared by the students (project method)

4.3. Education outcomes in the discipline

Code	A student, who passed the course	Relation to teaching outcomes
within the scope of KNOWLEDGE , the graduate knows and understands:		
W01	basic psychological mechanisms of human functioning in health and disease;	D.W7.
within the scope of ABILITIES , the graduate knows how to:		
U01	apply psychological interventions, motivational and supporting;	D.U10.
U02	be responsible for improving his/her skills and transferring knowledge to others;	D.U16.

4.4. Methods of assessment of the intended teaching outcomes

Teaching outcomes (code)	Method of assessment (+/-)																				
	Exam oral/written*			Test*			Project*			Effort in class*			Self-study*			Group work*			Others*		
	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								+			+										
U01								+			+										
U02								+			+										

*delete as appropriate

4.5. Criteria of assessment of the intended teaching outcomes		
Form of classes	Grade	Criterion of assessment
classes (C)*	3	Project - Demonstrates knowledge of the basic principles and their uses, and demonstrates both enough ability and willingness to use this knowledge for a minimally passing grade 61%-68%
	3,5	Project - Knows and understands some concepts, and shows willingness and basic understanding of its use 69%-76%
	4	Project - Knows the material and shows promise of using this knowledge satisfactorily in the future 77%-84%
	4,5	Project - Knows and understands the material and demonstrates a working ability to use this knowledge 85%-92%
	5	Project - Knows, understands, and shows thorough comprehension of the material and has excellent abilities 93%-100%

- **Thresholds are valid from 2018/ 2019 academic year**

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

Category	Student's workload
	Full-time studies
<i>NUMBER OF HOURS WITH THE DIRECT PARTICIPATION OF THE TEACHER /CONTACT HOURS/</i>	30
<i>Participation in lectures*</i>	
<i>Participation in classes, seminars, laboratories*</i>	30
<i>Preparation in the exam/final test*</i>	
<i>Others*</i>	
<i>INDEPENDENT WORK OF THE STUDENT/NON-CONTACT HOURS/</i>	30
<i>Preparation for the lecture*</i>	
<i>Preparation for the classes, seminars, laboratories*</i>	30
<i>Preparation for the exam/test*</i>	
<i>Gathering materials for the project/Internet query*</i>	
<i>Preparation of multimedia presentation</i>	
<i>Others*</i>	
<i>TOTAL NUMBER OF HOURS</i>	60
ECTS credits for the course of study	2

**delete as appropriate*

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

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