



Optional subject in academic year 2020/2021														
Description of the course														
Module/Course	How effectively plan your time?										Group of detailed education results			
											Group code	Group name		
											D	Behavioral science and social elements of professionalism.		
Faculty	Medicine													
Major	medicine													
Specialties	Not applicable													
Level of studies	Uniform magister studies X * 1 st degree studies <input type="checkbox"/> 2 nd degree studies <input type="checkbox"/> 3 rd degree studies <input type="checkbox"/> postgraduate studies <input type="checkbox"/>													
Form of studies	X full-time X part-time													
Year of studies	I – IV					Semester		X Winter					X Summer	
Type of course	<input type="checkbox"/> obligatory <input type="checkbox"/> limited choice X free choice / elective													
Course	X major <input type="checkbox"/> basic													
Language of instruction	<input type="checkbox"/> Polish X English <input type="checkbox"/> other													
* mark <input type="checkbox"/> with an X														
Number of hours														
Form of education														
Unit teaching the course	Lectures (L)	Seminars (SE)	Auditorium Classes (AC)	Major Classes – not clinical (MC)	Clinical Classes (CC)	Laboratory Classes (LC)	Classes in Simulated Conditions (CSC)	Practical Classes with Patient (PCP)	Specialist Classes – master studies (SCM)	Foreign Language Course (FLC)	Physical Education obligatory (PE)	Vocational Practice (VP)	Self-Study (Student's own work) (SS)	E-learning (EL)
Winter Semester:														
Social Medicine Department		10											3	
Summer Semester:														
		10											3	
TOTAL per year:														
		10											3	
Educational objectives (max. 6 items)														
C1. Increase awareness of the student in terms of his own limitations in the effective use of time.														



C2. Deepen the ability of students to organize a permanent further education.

Education result matrix for module/course in relation to verification methods of the intended education result and the type of class

Number of course education result	Number of major education result	Student who completes the module/course knows/is able to	Methods of verification of intended education results (forming and summarising)	Form of didactic class <i>**enter the abbreviation</i>
K 01	D. W22	The student learns the mechanism of formation of new medical disciplines.	Discussion, test	SE
K 02	D. W 12	Student knows the role of stress in etiopathogenesis and course of diseases and mechanisms of coping with stress resulting from lack of time.	Discussion, test	SE
S 01	D. U16	The student is able to demonstrate responsibility for improving his qualifications and transferring knowledge to others.	Group presentation	SE
S 02	D. U7	The student is able to involve the patient in the therapeutic process.	Group presentation	SE

**** L - lecture; SE - seminar; AC – auditorium classes; MC – major classes (non-clinical); CC – clinical classes; LC – laboratory classes; SCM – specialist classes (master studies); CSC – classes in simulated conditions; FLC – foreign language course; PCP practical classes with patient; PE – physical education (obligatory); VP – vocational practice; SS – self-study, EL – E-learning .**

Please mark on scale 1-5 how the above effects place your classes in the following categories: communication of knowledge, skills or forming attitudes:

Knowledge: 5

Skills: 5

Student's amount of work (balance of ECTS points)

Student's workload (class participation, activity, preparation, etc.)	Student Workload (h)
1. Contact hours:	10
2. Student's own work (self-study):	3
Total student's workload	13
ECTS points for module/course	0,5
Comments	

Content of classes (please enter topic words of specific classes divided into their didactic form and remember how it is translated to intended educational effects)

Lectures

Seminars

1. The concept of self-management during the PEP - Personal Efficiency Program.
2. Exercises related to prioritization (ABC analysis)
3. Exercises related to determination of objectives (SMART principle).
4. Plan activities in accordance with the selected tools (matrix Eisenhowera).

Basic literature (list according to importance, no more than 3 items)

1. Time Management from the Inside Out: The Foolproof System for Taking Control of Your Schedule--and Your Life by Julie Morgenstern, 2004, Holt Paperbacks
2. Planning Your Time Perfectly by Fiona Swanson, 2014, Kindle book

Didactic resources requirements (e.g. laboratory, multimedia projector, other...)



Multimedia projector, laptop	
Preliminary conditions (minimum requirements to be met by the student before starting the module/course) There are no preconditions	
Conditions to receive credit for the course (specify the form and conditions of receiving credit for classes included in the module/course, admission terms to final theoretical or practical examination, its form and requirements to be met by the student to pass it and criteria for specific grades) Attendance in seminarium. Active participation in the discussions. Obtaining a minimum of 60% of points from the pass test. Each absence must be made up, including rector days and dean's hours.	
Grade:	Criteria (only for courses/modules ending with an examination)
Very Good (5.0)	Obtaining 91-100% points from the pass test, active participation in the group and individual presentation
Above Good (4.5)	Obtaining 85-90% points from the pass test, active participation in the group presentation
Good (4.0)	Obtaining 76-84% points from the test
Sufficiently Good (3.5)	Obtaining 66-75% points from the test
Sufficient (3.0)	Obtaining 60-65% points from the test

Name and address of module/course teaching unit, contact: telephone and e-mail address

Social Medicine Department , 50-345 Wrocław, ul. Bujwida 44
tel. 71 3282145
email: agnieszka.cieslak@umed.wroc.pl

Coordinator / Person responsible for module/course, contact: telephone and e-mail address

dr n. med. Dagmara Gawel-Dąbrowska
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List of persons conducting specific classes: full name, degree/scientific or professional title, discipline, performed profession, form of classes.

dr n. med. Dagmara Gawel-Dąbrowska – senior lecturer - seminaria

Date of Syllabus development

28.05.2020

Syllabus developed by

Dr n.med. Dagmara Gawel-Dąbrowska

Signature of Head of teaching unit

Uniwersytet Medyczny we Wrocławiu
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dr hab. n. med. Katarzyna Zatońska, prof. nadzw.

Signature of Faculty Dean



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