



Optional subject in academic year 2018/2019

Description of the course

Module/Course	How effectively plan your time?	Group of detailed education results	
		Group code D	Group name 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 – V	Semester	X Winter X Summer
Type of course	<input type="checkbox"/> obligatory <input type="checkbox"/> limited choice X free choice / elective		
Course	<input type="checkbox"/> major X 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												
Summer Semester:														
		10												
TOTAL per year:														
		10												
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 **enter the abbreviation
K 01	D. W19	The student learns the mechanism of formation of new medical disciplines.	Discussion, test	SE
K 02		Student defines the concept of time management.	Discussion, test	SE
K 03		Student knows some of the tools the organization of time.	Discussion, test	SE
K 04		Student describes how to use the planner .	Discussion, test	SE
K 05		Student knows the rules of selection of priorities,	Discussion, test	SE
S 01	D. U16	The student is aware of its own limitations in work organization.	Group presentation	SE
S 02	D. U15	Student uses in understanding matrix Eisenhowera.	Group presentation	SE
S 03	D. U15	Student uses in understanding of the tools related to prioritization (ABC analysis).	Group presentation	SE
S 04	D. U15	Student uses in understanding of the tools related to determination of objectives (SMART principle).	Group presentation	SE
S 05	D. U15	Student can use in understanding the tools of organizing time in planning of the permanent further education.	Individual presentation	SE
<p>** 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 .</p> <p>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</p>				
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	
<ol style="list-style-type: none"> 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 Eisenhovera). 	
Classes	
Other	
Basic literature (list according to importance, no more than 3 items)	
<ol style="list-style-type: none"> 1. Time Management from the Inside Out: The Foolproof System for Taking Control of Your Schedule--and Your Life by <u>Julie Morgenstern</u>, 2004, Holt Paperbacks 2. Planning Your Time Perfectly by <u>Fiona Swanson</u>, 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
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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

13.07.2018

Syllabus developed by

Dagmara Gawel-Dąbrowska

Signature of Head of teaching unit

Signature of Faculty Dean

Wrocław Medical University
FACULTY OF MEDICINE
VICE-DEAN FOR STUDIES IN ENGLISH

Uniwersytet Medyczny we Wrocławiu

KATEDRA I ZAKŁAD

MEDYCyny Społecznej

kierownik

dr hab. n. med. Katarzyna Zatońska, prof. nadzw.