



Optional subject in academic year 2017/2018														
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 <input checked="" type="checkbox"/> * 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	<input checked="" type="checkbox"/> full-time <input checked="" type="checkbox"/> part-time													
Year of studies	I – V						Semester		<input checked="" type="checkbox"/> Winter		<input checked="" type="checkbox"/> Summer			
Type of course	<input type="checkbox"/> obligatory													
	<input type="checkbox"/> limited choice													
Course	<input checked="" type="checkbox"/> free choice / elective													
	<input type="checkbox"/> major <input checked="" type="checkbox"/> basic													
Language of instruction	<input type="checkbox"/> Polish <input checked="" type="checkbox"/> English <input type="checkbox"/> other													
* mark <input type="checkbox"/> with an <input checked="" type="checkbox"/>														
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 <i>**enter the abbreviation</i>
K 01	D. W19	The student learns the mechanism of formation of new medical disciplines.	discussion	SE
K 02		Student defines the concept of time management.	discussion	SE
K 03		Student knows some of the tools the organization of time.	discussion	SE
K 04		Student describes how to use the planner .	discussion	SE
K 05		Student knows the rules of selection of priorities,	discussion	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 Eisenhoversa.	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 Eisenhowera). 	
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 minutes. 90%	
Active participation in the discussions.	
Grade:	Criteria (only for courses/modules ending with an examination)
Very Good (5.0)	Not applicable
Above Good (4.5)	
Good (4.0)	
Sufficiently Good (3.5)	
Sufficient (3.0)	

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

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

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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 Gaweł-Dąbrowska – senior lecturer - seminaria

Date of Syllabus development

10.02.2017

Syllabus developed by

Dagmara Gaweł-Dąbrowska

Signature of Head of teaching unit

Signature of Faculty Dean

Wrocław Medical University
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