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| **Syllabus for academic year: 2020/2021**  **Training cycle: 2020/2021 , 2019/2020, 2018/2019. 2017/2018** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **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** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Unit realizing the subject** | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Specialties** | | | | | | | not applicable | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Level of studies** | | | | | | | Uniform magister studies **X**\*  1st degree studies  2nd degree studies  3rd degree studies  postgraduate studies | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Form of studies** | | | | | | | **X** full-time part-time | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Year of studies** | | | | | | | **I – IV** | | | | | | | | | | | | | **Semester** | | | | | **X** Winter or  **X** Summer | | | | | | | | | | |
| **Type of course** | | | | | | | obligatory  limited choice  **X** free choice / elective | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Course** | | | | | | | **X** major basic | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Language of instruction** | | | | | | | Polish **X** English other | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| \* mark with an **X** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Number of hours** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Form of education | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | 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 – magister studies (SCM) | | Foreign language Course (FLC) | | Physical Education obligatory (PE) | | | Vocational Practice (VP) | | | Self-Study (Student's own work) | | E-learning (EL) | |
| **Winter Semester** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Direct (contact) education** | | | |  |  | | |  | |  | |  | |  | |  | | |  | | |  | |  | |  | | |  | | |  | |  | |
| **Online learning (synchronous)** | | | |  | **10** | | |  | |  | |  | |  | |  | | |  | | |  | |  | |  | | |  | | |  | |  | |
| **Distance learning (asynchronous)** | | | |  |  | | |  | |  | |  | |  | |  | | |  | | |  | |  | |  | | |  | | |  | |  | |
| **Summer Semester** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Direct (contact) education** | | | |  |  | | |  | |  | |  | |  | |  | | |  | | |  | |  | |  | | |  | | |  | |  | |
| **Online learning (synchronous)** | | | |  | **10** | | |  | |  | |  | |  | |  | | |  | | |  | |  | |  | | |  | | |  | |  | |
| **Online learning (asynchronous)** | | | |  |  | | |  | |  | |  | |  | |  | | |  | | |  | |  | |  | | |  | | |  | |  | |
| **TOTAL per year:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Direct (contact) education** | | | |  | |  | | |  | |  | |  | |  | |  | | | |  | |  | |  | | |  | | |  | |  | | |
| **Online learning (synchronous)** | | | |  | | **10** | | |  | |  | |  | |  | |  | | | |  | |  | |  | | |  | | |  | |  | | |
| **Online learning (asynchronous)** | | | |  | |  | | |  | |  | |  | |  | |  | | | |  | |  | |  | | |  | | |  | |  | | |
| **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* | | | | | |
| **W 01**  **W 02** | | **D. W22**  **D. W 12** | | | | | The student learns the mechanism of formation of new medical disciplines.  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  Discussion, test | | | | | | | | | SE  SE | | | | | |
| **U 01**  **U 02** | | **D. U16**  **D. U7** | | | | | The student is able to demonstrate responsibility for improving his qualifications and transferring knowledge to others.  The student is able to involve the patient in the therapeutic process. | | | | | | | | | | | | | | Group presentation  Group presentation | | | | | | | | | SE  SE | | | | | |
| **K 01**  **K 02** | |  | | | | | The student feels encouraged to improve their qualifications.  The student feels the need to work on himself or herself in terms of stress reduction. | | | | | | | | | | | | | | Discussion  Discussion | | | | | | | | | SE  SE | | | | | |
| \*\* L - lecture; SE - seminar; AC – auditorium classes; MC – major classes (non-clinical); CC – clinical classes; LC – laboratory classes; SCM – specialist classes (magister 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  Social competences: 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Student's amount of work (balance of ECTS points)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Student's workload**  (class participation, activity, preparation, etc.) | | | | | | | | | | | | | | | | | | | | | | | **Student Workload (h)** | | | | | | | | | | | | |
| 1. Contact hours: | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | |
| 2. Online learning hours (e-learning): | | | | | | | | | | | | | | | | | | | | | | | 10 | | | | | | | | | | | | |
| 3. 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 Eisenhovera). | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Practical classes** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Other** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Basic literature** (list according to importance, no more than 3 items) Time Management from the Inside Out: The Foolproof System for Taking Control of Your Schedule--and Your Life by [Julie Morgenstern](https://www.goodreads.com/author/show/91773.Julie_Morgenstern), 2004, Holt Paperbacks  1. Planning Your Time Perfectly by [Fiona Swanson](https://www.goodreads.com/author/show/7801511.Fiona_Swanson), 2014, Kinddle 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 med by the student to pass it and criteria for specific grades) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Good Plus  (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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Satisfactory Plus  (3.5) | | | | Obtaining 66-75% points from the test | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Satisfactory  (3.0) | | | | Obtaining 60-65% points from the test | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | **Criteria** (only for courses/modules ending with e credit) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Credit | | | | Does not apply to the Faculty of Medicine | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Grade:** | | | | **Criteria** (examination evaluation criteria) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Very Good  (5.0) | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Good Plus  (4.5) | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Good  (4.0) | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Satisfactory Plus  (3.5) | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Satisfactory  (3.0) | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Unit realizing the subject** | | | | Social Medicine Department | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Unit address** | | | | 50-345 Wrocław, ul. Bujwida 44 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Telephone** | | | | 71-3282145 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **E-Mail** | | | | agnieszka.cieslak[@umed.wroc.pl](mailto:natalia.pudlowska@umed.wroc.pl) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Person responsible for module** | | | | dr n. med. Dagmara Gaweł-Dąbrowska | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Coordinator** | | | | dr n. med. Dagmara Gaweł-Dąbrowska | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Telephone** | | | | 71-3282145 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **E-Mail** | | | | dagmara.gawel-dabrowska@umed.wroc.pl | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **List of persons conducting specific classes** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Full name** | | | **Degree/scientific or professional title** | | | | | | | | **Discipline** | | | | | | | **Performed profession** | | | | | | | | | **Form of classes** | | | | | | | | |
| Dagmara Gaweł-Dąbrowska | | | Dr n.med. | | | | | | | | Medicine – Public Health | | | | | | | Physician – Senior Lecturer | | | | | | | | | Seminaria (webinaria) | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
| |  |  | | --- | --- | | **Date of Syllabus development** | **Syllabus developed by** | | 28.09.2020 | Dr n.med. Dagmara Gaweł-Dąbrowska | | **Signature of Head of teaching unit** | | | ……………………………………………………… | |   **Signature of Faculty Dean** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ……………....………………………… | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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