

**DESCRIPTION OF THE COURSE OF STUDY**

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

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

|  |   |
|--|---|
| <b>1.1. Field of study</b>                             | Medicine                                    |
| <b>1.2. Mode of study</b>                              | Full-time                                   |
| <b>1.3. Level of study</b>                             | Uniform Master's studies                    |
| <b>1.4. Profile of study*</b>                          | General academic                            |
| <b>1.5. Specialization*</b>                            | Lack  |
| <b>1.6. Unit running the course of study</b>           | The Faculty of Medicine and Health Sciences |
| <b>1.7. Person/s preparing the course description</b>  | Mgr Karolina Kulikowska                     |
| <b>1.8. Person responsible for the course of study</b> | Mgr Karolina Kulikowska                     |
| <b>1.9. Contact</b>                                    |   |

**2. GENERAL CHARACTERISTICS OF THE COURSE OF STUDY**

|   |                 |
|---|-----------------|
| <b>2.1. Affiliation with the module</b>                       | <b>Elective</b> |
| <b>2.2. Language of instruction</b>                           | <b>English</b>  |
| <b>2.3. Semesters in which the course of study is offered</b> | <b>II-IV</b>    |
| <b>2.4. Prerequisites*</b>                                    | -----           |

**3. DETAILED CHARACTERISTICS OF THE COURSE OF STUDY**

|                                |   |  |
|--------------------------------|---|--|
| <b>3.1. Form of classes</b>    | <b>Classes- 30h</b>   |  |
| <b>3.2. Place of classes</b>   | <b>Courses in the teaching rooms of UJK</b>   |  |
| <b>3.3. Form of assessment</b> | 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 |  |
| <b>3.4. Teaching methods</b>   | Classes<br>Multiple Discussion (group),<br>Activating Learning-Case Studies,<br>Simulation Method<br>Project Work.  |  |
| <b>3.5. Bibliography</b>       | <b>Required reading</b>   | <b>“Thinking in Systems: A Primer” D. H. Meadows</b><br><b>“Habit Stacking” S. J. Scott</b>  |
|                                | <b>Further reading</b>  | <b>“Performing Under Pressure: The Science of Doing Your Best When It Matters Most” H. Weisinger</b><br><b>“The Richest Man in Babylon: with The Magic Story” G. Clason, F. van Rensselaer Dey</b><br><b>“Influence: Science and Practice (5th Edition)” R. B. Cialdini</b><br><b>“Daring Greatly” Brené Brown</b><br><b>“Better Than Before” G. Rubin</b> |

#### 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 <b>KNOWLEDGE:</b> |   |                               |
| ...W01                                | knows basic psychological mechanisms of human health and disease;   | D.W7.                         |
| within the scope of <b>ABILITIES:</b> |   |                               |
| ...U01                                | applies psychological interventions and motivational support in certain situations;   | D.U10.                        |
| U02                                   | understands his/her own limitations, assesses his/her deficits and educational needs, plans his/her own educational activity; | 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 |   |     |         |   |     |
|                          | 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> | <b>30</b>          |
| <i>Participation in lectures*</i>   |                    |
| <i>Participation in classes, seminars, laboratories*</i>                            | <b>30</b>          |
| <i>Preparation in the exam/final test*</i>  |                    |
| <i>Others*</i>  |                    |
| <i>INDEPENDENT WORK OF THE STUDENT/NON-CONTACT HOURS/</i>                           | <b>30</b>          |
| <i>Preparation for the lecture*</i>   |                    |
| <i>Preparation for the classes, seminars, laboratories*</i>                         | <b>30</b>          |
| <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>  | <b>60</b>          |
| ECTS credits for the course of study  | <b>2</b>           |

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

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