



| Optional subject in academic year 2019/2020  |   |               |                         |                                   |                       |                         |                                       |                                       |   |                               |                                     |  |                                      |                 |
|--|---|---------------|-------------------------|-----------------------------------|-----------------------|-------------------------|---------------------------------------|---------------------------------------|---|-------------------------------|-------------------------------------|--|--------------------------------------|-----------------|
| Description of the course  |   |               |                         |                                   |                       |                         |                                       |                                       |   |                               |                                     |  |                                      |                 |
| Module/Course  | How effectively plan your time?   |               |                         |                                   |                       |                         |                                       |                                       |   |                               | Group of detailed education results |  |                                      |                 |
|  |   |               |                         |                                   |                       |                         |                                       |                                       |   |                               | Group code                          | Group name   |                                      |                 |
|  |   |               |                         |                                   |                       |                         |                                       |                                       |   |                               | <b>D</b>                            | Behavioral science and social elements of professionalism. |                                      |                 |
| <b>Faculty</b>   | <b>Medicine</b>   |               |                         |                                   |                       |                         |                                       |                                       |   |                               |                                     |  |                                      |                 |
| <b>Major</b>   | <b>medicine</b>   |               |                         |                                   |                       |                         |                                       |                                       |   |                               |                                     |  |                                      |                 |
| <b>Specialties</b>   | Not applicable  |               |                         |                                   |                       |                         |                                       |                                       |   |                               |                                     |  |                                      |                 |
| <b>Level of studies</b>  | Uniform magister studies <b>X</b> *<br>1 <sup>st</sup> degree studies <input type="checkbox"/><br>2 <sup>nd</sup> degree studies <input type="checkbox"/><br>3 <sup>rd</sup> degree studies <input type="checkbox"/><br>postgraduate studies <input type="checkbox"/> |               |                         |                                   |                       |                         |                                       |                                       |   |                               |                                     |  |                                      |                 |
| <b>Form of studies</b>   | <b>X</b> full-time <input type="checkbox"/> part-time   |               |                         |                                   |                       |                         |                                       |                                       |   |                               |                                     |  |                                      |                 |
| <b>Year of studies</b>   | <b>I – V</b>  |               |                         |                                   |                       |                         | <b>Semester</b>                       | <b>X</b> Winter or<br><b>X</b> Summer |   |                               |                                     |  |                                      |                 |
| <b>Type of course</b>  | <input type="checkbox"/> obligatory<br><input type="checkbox"/> limited choice<br><b>X</b> free choice / elective   |               |                         |                                   |                       |                         |                                       |                                       |   |                               |                                     |  |                                      |                 |
| <b>Course</b>  | <input type="checkbox"/> major <b>X</b> basic   |               |                         |                                   |                       |                         |                                       |                                       |   |                               |                                     |  |                                      |                 |
| <b>Language of instruction</b>   | <input type="checkbox"/> Polish <b>X</b> English <input type="checkbox"/> other   |               |                         |                                   |                       |                         |                                       |                                       |   |                               |                                     |  |                                      |                 |
| * mark <input type="checkbox"/> with an <b>X</b>   |   |               |                         |                                   |                       |                         |                                       |                                       |   |                               |                                     |  |                                      |                 |
| 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) |
| <b>Winter Semester:</b>  |   |               |                         |                                   |                       |                         |                                       |                                       |   |                               |                                     |  |                                      |                 |
| Social Medicine Department   |   | 10            |                         |                                   |                       |                         |                                       |                                       |   |                               |                                     |  |                                      |                 |
| <b>Summer Semester:</b>  |   |               |                         |                                   |                       |                         |                                       |                                       |   |                               |                                     |  |                                      |                 |
| Social Medicine Department   |   | 10            |                         |                                   |                       |                         |                                       |                                       |   |                               |                                     |  |                                      |                 |
| <b>TOTAL per year:</b>   |   |               |                         |                                   |                       |                         |                                       |                                       |   |                               |                                     |  |                                      |                 |
| Social Medicine Department   |   | 10            |                         |                                   |                       |                         |                                       |                                       |   |                               |                                     |  |                                      |                 |
| <b>Educational objectives (max. 6 items)</b>   |   |               |                         |                                   |                       |                         |                                       |                                       |   |                               |                                     |  |                                      |                 |
| <b>C1.</b> Increase awareness of the student in terms of his own limitations in the effective use of time. |   |               |                         |                                   |                       |                         |                                       |                                       |   |                               |                                     |  |                                      |                 |



| <b>C2. Deepen the ability of students to organize a permanent further education.</b>   |                                  |   |   |   |
|--|----------------------------------|---|---|---|
| <b>Education result matrix for module/course in relation to verification methods of the intended education result and the type of class</b>  |                                  |   |   |   |
| 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<br><i>**enter the abbreviation</i> |
| <b>K 01</b>  | <b>D. W19</b>                    | The student learns the mechanism of formation of new medical disciplines.                                     | Discussion, test  | SE  |
| <b>K 02</b>  |                                  | Student defines the concept of time management.   | Discussion, test  | SE  |
| <b>K 03</b>  |                                  | Student knows some of the tools the organization of time.   | Discussion. test  | SE  |
| <b>K 04</b>  |                                  | Student describes how to use the planner .  | Discussion, test  | SE  |
| <b>K 05</b>  |                                  | Student knows the rules of selection of priorities,   | Discussion, test  | SE  |
| <b>S 01</b>  | <b>D. U16</b>                    | The student is aware of its own limitations in work organization.   | Group presentation  | SE  |
| <b>S 02</b>  | <b>D. U15</b>                    | Student uses in understanding matrix Eisenhowera.   | Group presentation  | SE  |
| <b>S 03</b>  | <b>D. U15</b>                    | Student uses in understanding of the tools related to prioritization (ABC analysis).                          | Group presentation  | SE  |
| <b>S 04</b>  | <b>D. U15</b>                    | Student uses in understanding of the tools related to determination of objectives (SMART principle).          | Group presentation  | SE  |
| <b>S 05</b>  | <b>D. U15</b>                    | Student can use in understanding the tools of organizing time in planning of the permanent further education. | Individual presentation   | SE  |
| <p><b>** 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 .</b></p> <p><b>Please mark on scale 1-5 how the above effects place your classes in the following categories:</b><br/>communication of knowledge, skills or forming attitudes:<br/>Knowledge: 5<br/>Skills: 5</p> |                                  |   |   |   |
| <b>Student's amount of work (balance of ECTS points)</b>   |                                  |   |   |   |
| <b>Student's workload</b><br>(class participation, activity, preparation, etc.)  |                                  |   | <b>Student Workload (h)</b>   |   |
| 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   |                                  |   |   |   |



|  |  |
|--|--|
| <b>Content of classes</b> (please enter topic words of specific classes divided into their didactic form and remember how it is translated to intended educational effects)  |  |
| <b>Lectures</b>  |  |
| <b>Seminars</b>  |  |
| <ol style="list-style-type: none"> <li>1. The concept of self-management during the PEP - Personal Efficiency Program.</li> <li>2. Exercises related to prioritization (ABC analysis)</li> <li>3. Exercises related to determination of objectives (SMART principle).</li> <li>4. Plan activities in accordance with the selected tools (matrix Eisenhovera).</li> </ol> |  |
| <b>Classes</b>   |  |
| <b>Other</b>   |  |
| <b>Basic literature</b> (list according to importance, no more than 3 items)   |  |
| <ol style="list-style-type: none"> <li>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</li> <li>2. Planning Your Time Perfectly by <u>Fiona Swanson</u>, 2014, Kindle book</li> </ol>   |  |
| <b>Didactic resources requirements</b> (e.g. laboratory, multimedia projector, other...)   |  |
| Multimedia projector, laptop   |  |
| <b>Preliminary conditions</b> (minimum requirements to be met by the student before starting the module/course)  |  |
| There are no preconditions   |  |
| <b>Conditions to receive credit for the course</b> (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.  |  |
| <b>Grade:</b>  | <b>Criteria</b> (only for courses/modules ending with an examination)                                      |
| Very Good<br>(5.0)   | Obtaining 91-100% points from the pass test, active participation in the group and individual presentation |
| Above Good<br>(4.5)  | Obtaining 85-90% points from the pass test, active participation in the group presentation                 |
| Good<br>(4.0)  | Obtaining 76-84% points from the test  |
| Sufficiently Good<br>(3.5)   | Obtaining 66-75% points from the test  |
| Sufficient<br>(3.0)  | Obtaining 60-65% points from the test  |

**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 Gawel-Dąbrowska – senior lecturer - seminaria

**Date of Syllabus development**

12.07.2019

**Syllabus developed by**

Dr n.med. Dagmara Gawel-Dąbrowska

**Signature of Head of teaching unit**

**Signature of Faculty Dean**

Wrocław Medical University  
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