

1.	Field of study	Pedagogy
2.	Faculty	Faculty of Fine Arts and Educational Science
3.	Academic year of entry	2023/2024 (winter term)
4.	Level of qualifications/degree	first-cycle studies
5.	Degree profile	general academic
6.	Mode of study	part-time

7. General information about the module	
Module name	Personal and Professional Skills Workshop
Module code	W6-PE-WZ-N1-WUOZ
Number of the ECTS credits	2
Language of instruction	Polish
Purpose and description of the content of education	Przedmiot ma na celu umożliwić studentom rozpoznanie własnego potencjału osobistego i sposobów rozwijania swoich umiejętności i kompetencji niezbędnych do prawidłowego wykonywania obowiązków zawodowych. Pomoże studentom w odkryciu zasobów, nowych możliwości wzbogacenia swego funkcjonowania, nabywania i doskonalenia umiejętności społecznych, zwiększenia kreatywności oraz skutecznego i sprawnego działania podczas wykonywania pracy zawodowej.
List of modules that must be completed before starting this module (if necessary)	not applicable

8. Learning outcomes of the module			
Code	Description	Learning outcomes of the programme	Level of competenc (scale 1-5)
PE-WZ-N1-WUOZ_K_1	student/studentka jest gotów/gotowa do permanentnego doksztalcania się zawodowego i wyznaczania kierunków własnego rozwoju osobistego	K_K01	4
PE-WZ-N1-WUOZ_U_1	student/studentka potrafi rozpoznawać indywidualne zasoby, kompetencje oraz zarządzać swoimi myślami, uczuciami i przełamywać ograniczające przekonania; potrafi określać cele (osobiste, zawodowe), misję życiową i czerpać siłę z własnych uzdolnień, osiągnąć; potrafi podejmować wspólne działania w zespole/grupie, odnajdywać się w zróżnicowanych rolach podczas pracy grupowej	KN1_U18 KN1_U21 K_U08 K_U09	3 3 3 3
PE-WZ-N1-WUOZ_W_1	student/studentka zna i rozumie metody, techniki, narzędzia przydatne w dokonywaniu bilansu i wyciąganiu wniosków w kontekście ustalenia pola do pracy/zmiany/akceptacji we własnym życiu oraz w odkrywaniu siebie i tego, jak jest się postrzeganym w otoczeniu/zespole pracowników; zna i rozumie własny system wartości, potrzeby, zasady i normy postępowania, poglądy, mocne strony w celu poprawy jakości życia, realizacji planów osobistych, zawodowych; zna i rozumie tematykę oceny jakości pracy nauczyciela, rolę początkującego nauczyciela, uwarunkowania sukcesu w pracy nauczyciela (B.2.W2.) oraz rozumie znaczenie zdobywania doświadczenia na podstawie obserwacji siebie/ współpracowników oraz wprowadzania nowych rozwiązań do wykonywanej pracy	KN1_W03 KN1_W12	4 3

9. Methods of conducting classes		
Code	Category	Name (description)
a05	Lecture methods / expository methods	Explanation/clarification <i>explication involving the derivation of a predetermined theorem from other, already known ones, in the number of steps specified by the person teaching the course</i>
b04	Problem-solving methods	Activating method – discussion / debate <i>an exchange of views supported by substantive arguments leading to a clash of different views, a compromise or the identification of common positions; it proceeds according to previously agreed-upon rules regarding the time, manner and turn-taking as well as the principles of civil discourse; a discussion is not a competition but aims at finding the best solutions or presenting different points of view; its varieties include brainstorming, Oxford-style debate, panel discussion, decision tree, conference discussion; a debate is an orderly dispute between supporters and opponents of a viewpoint, usually specialists in the field or pre-selected representatives of a group dealing with a common problem</i>
b08	Problem-solving methods	Activating method – peer learning <i>learning through the exchange of knowledge in a group/team/pair of students, i.e., in the so-called learning cell; a kind of mutual learning; an approach focused on student activity under the guidance of the person teaching the course; a learning situation where students with a similar level of experience learn from one another</i>
b10	Problem-solving methods	SWOT analysis <i>a method of analyzing a phenomenon/action/work of an institution, employed to organize information and solve problems; applied in strategic planning, project implementation or solving a business or organizational problem; a universal tool to be used in the initial stage of a strategic analysis which involves sorting information about a problem into four categories: strengths and weaknesses, opportunities and threats; SWOT analysis makes it possible to determine the factors in favour of a project and its chances for success, as well as eliminating or reducing negative factors and threats to the project at the stage of early diagnosis</i>
e07	Practical methods	Simulation <i>an indirect method; imitating reality in order to gain experience approximating a real one; recreating a real-world situation so that its participant can acquire an experience close to the authentic one; work on "replacement" material</i>
f02	Methods of self-learning	Individual work with a text <i>searching for and acquiring new information using textbooks and other written sources (including their digital versions); searching for texts, selecting fragments for analysis/interpretation, using other texts to solve a problem related to the studied issue</i>
f03	Methods of self-learning	Conceptual work <i>a (mainly intellectual) activity carried out independently (or in a selected group) resulting in the creation of a concept, idea or project; creating a plan based on a vision; developing a general outline of a project; producing a simplified sketch of the variant versions of a procedure/product/work</i>

10. Forms of teaching					
Code	Name	Number of hours	Assessment of the learning outcomes of the module	Learning outcomes of the module	Methods of conducting classes
PE-WZ-N1-WUOZ_fns_1	practical classes	10	course work	PE-WZ-N1-WUOZ_K_1, PE-WZ-N1-WUOZ_U_1, PE-WZ-N1-WUOZ_W_1	a05, b04, b08, b10, e07, f02, f03

11. The student's work, apart from participation in classes, includes in particular:			
Code	Category	Name (description)	Is it part of the BUNA?
a02	Preparation for classes	Literature reading / analysis of source materials <i>reading the literature indicated in the syllabus; reviewing, organizing, analyzing and selecting source materials to be used in class</i>	No
a03	Preparation for classes	Developing practical skills <i>activities involving the repetition, refinement and consolidation of practical skills, including those developed during previous classes or new skills necessary for the implementation of subsequent elements of the curriculum (as preparation for class participation)</i>	No
a04	Preparation for classes	Consulting materials complementary to those indicated in the syllabus <i>agreeing on materials complementary to those indicated in the syllabus, supporting the implementation of tasks resulting from or necessary for class participation</i>	Yes
b01	Consulting the curriculum and the organization of classes	Getting acquainted with the syllabus content <i>reading through the syllabus and getting acquainted with its content</i>	No
b02	Consulting the curriculum and the organization of classes	Verification / adjustment / discussion of syllabus provisions <i>consulting the content of the syllabus, possibly in the presence of the year tutor or members of the class group, and, if necessary, reassessing the provisions concerning special conditions for class participation, e.g., space and time requirements, technical and other requirements, including conditions for participation in classes outside the walls of the university, classes organized in blocks, organized online, etc.</i>	Yes
c01	Preparation for verification of learning outcomes	Determining the stages of task implementation contributing to the verification of learning outcomes <i>devising a task implementation strategy embracing the division of content, the range of activities, implementation time and/or the method(s) of obtaining the necessary materials and tools, etc.</i>	Yes
c03	Preparation for verification of learning outcomes	Implementation of an individual or group assignment necessary for course/phase/ examination completion <i>a set of activities aimed at performing an assigned task, to be executed out of class, as an obligatory phase/element of the verification of the learning outcomes assigned to the course</i>	No
d01	Consulting the results of the verification of learning outcomes	Analysis of the corrective feedback provided by the academic teacher on the results of the verification of learning outcomes <i>reading through the academic teacher's comments, assessments and opinions on the implementation of the task aimed at checking the level of the achieved learning outcomes</i>	Yes

Information on the details of the module implementation in a given academic year can be found in the syllabus available in the USOS system: <https://usosweb.us.edu.pl>.