University of Silesia in Katowice

1.	Field of study	International Studies in Political Science and Diplomacy
2.	Faculty	Faculty of Social Sciences
3.	Academic year of entry	2024/2025 (winter term)
4.	Level of qualifications/degree	first-cycle studies
5.	Degree profile	general academic
6.	Mode of study	full-time

7.	General information about the module	
Module name		Civil Service
Module code		W3-MS-S1-SC
Number of the ECTS credits		3
Language of instruction		Polish
Purpose and description of the content of education		The main aim of the module is to present to students purposes of civil service in a democratic state andrules of recruitment of civil service members in a democratic state.
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)
SC_K01	The student is aware of the ethical principles that should guide the professional work of a civil servant and the responsibility for their actions and decisions.		MS_1_K03	4
SC_U01	The student is able to point out the interrelationships between the tasks and activities of officials from political appointments and professional officials.		MS_1_U01	2
SC_U02	The student has the ability to collect, analyze and interpret the collected information, and can clearly communicate orally and in writing the results of his research.		MS_1_U01 MS_1_U02 MS_1_U04 MS_1_U05	3 3 2 4
SC_W01	The student knows and understands the terminology of the civil service.		MS_1_W03	3
SC_W02	The student has knowledge of the legal acts governing the civil service, knows the bodies and institutions of the civil service system.		MS_1_W03 MS_1_W05	2 2
SC_W03	The student knows and understands the conditions for access to positions in the civil service and the legal basis for employment in government, has an in-depth knowledge of rights and duties in the civil service.		MS_1_W04 MS_1_W08	3 2

9.	Methods of conducting classes		
Code	**Category**		**Name (description)**
b01	Problem-solving methods		Problem-based lecture *an analysis of a selected scientific or practical problem accompanied by its assessment and an attempt to provide a solution to the issues presented in the lecture as well as the indication of the consequences of the proposed solution*
b04	Problem-solving methods		Activating method – discussion / debate *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*
b07	Problem-solving methods		Activating methods: a case study *a comprehensive description of a phenomenon connected with the selected discipline; reflecting the reality, presenting the 'what', 'where' and 'how' of the phenomenon, i.e., all of its key aspects to be discussed in class; used as a reproduction, presentation, discussion or diagnosis of factors that shape the phenomenon or interact with it; an in-depth qualitative analysis and evaluation of a selected phenomenon*
f02	Methods of self-learning		Individual work with a text *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*

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**
W3-MS-S1-SC_K	discussion classes		30	course work	SC_K01, SC_U01, SC_U02, SC_W01, SC_W02, SC_W03	b01, b04, b07, f02

11.	The student's work, apart from participation in classes, includes in particular:			
Code	**Category**		**Name (description)**	**Is it part of the BUNA?**
a01	Preparation for classes		Search for materials and review activities necessary for class participation *reviewing literature, documentation, tools and materials as well as the specifics of the syllabus and the range of activities indicated in it as required for full participation in classes*	Yes
a02	Preparation for classes		Literature reading / analysis of source materials *reading the literature indicated in the syllabus; reviewing, organizing, analyzing and selecting source materials to be used in class*	Yes
b01	Consulting the curriculum and the organization of classes		Getting acquainted with the syllabus content *reading through the syllabus and getting acquainted with its content*	Yes
c02	Preparation for verification of learning outcomes		Studying the literature used in and the materials produced in class *exploring the studied content, inquiring, considering, assimilating, interpreting it, or organizing knowledge obtained from the literature, documentation, instructions, scenarios, etc., used in class as well as from the notes or other materials/artifacts made in class*	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.