

Subject card

Subject name and code	Time management - lecture, PG_00151200						
Field of study	Criminology						
Date of commencement of studies	October 2023	Academic year of realisation of subject				2024/2025	
Education level	postgraduate studies	Subject group				Optional subject group	
Mode of study	part-time studies	Mode of delivery				at the university	
Year of study	2	Language of instruction				Polish	
Semester of study	4	ECTS credits				1.0	
Learning profile	academic	Assessment form					
Conducting unit	Faculty of Law and Administration						
Name and surname of lecturer (lecturers)	Subject supervisor		dr hab. Andrzej Piotrowski				
	Teachers		dr hab. Andrzej Piotrowski				
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	15.0	0.0	0.0	0.0	0.0	15
	E-learning hours included: 0.0						
Learning activity and number of study hours	Learning activity	Participation in didactic classes included in study plan		Participation in consultation hours		Self-study	SUM
	Number of study hours	15		0.0		10.0	25
Subject objectives	The purpose of the course is to familiarize students with effective methods of managing themselves in time, learning how to organize their own work and achieve goals.						
Learning outcomes	Course outcome		Subject outcome			Method of verification	
	[KRYMMU2_UW01] The graduate utilizes theoretical knowledge in the field of criminology and the related scientific disciplines to analyze and interpret problems connected with widely understood crime		The student is able to see and appreciate the importance of time management issues in his personal and professional life, and is able to find himself in a social environment in the way he approaches the understanding of time and managing himself in it.			[SU4] test/exam - oral or written	
	[KRYMMU2_WG01] The graduate demonstrates widened knowledge about legal science and related penal sciences, their the place in the system of sciences and mutual relation		The student can proficiently use terminology and methods and tools of time planning. He can also efficiently use the learned theoretical knowledge in practical application.			[SW4] test/exam - oral or written	
	[KRYMMU2_KK01] The graduate is aware of the level of his/her knowledge and skills, and also understands the need of lifelong learning		The student has an expanded knowledge of time management and its determinants. The student has an in-depth knowledge of methods of planning and organizing work in time.			[SK4] test/exam - oral or written	

Subject contents	<p>Four generations of time management</p> <p>Time management goals</p> <p>Life goals and professional goals</p> <p>Problems with time management</p> <p>Time eaters</p> <p>SMART principle</p> <p>Pareto principle</p> <p>Eisenhower matrix</p> <p>Productivity curve</p> <p>Principles of time planning</p> <p>Methods of time planning</p>		
Prerequisites and co-requisites			
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	Written exam: test.	51.0%	100.0%
Recommended reading	Basic literature	<p>Alen, D. (2015). <i>Getting Things Done, czyli sztuka bezstresowej efektywności</i>. Gliwice: Helion.</p> <p>Tracy, B. (2017). <i>Zjedz tę żabę. 21 metod podnoszenia wydajności w pracy i zwalczania skłonności do zwlekania</i>. Warszawa: MT Biznes.</p>	
	Supplementary literature	<p>Covey S.R. (2003). <i>7 nawyków skutecznego działania</i>. Poznań: Rebis.</p> <p>Covey S.R. Merrill, R.R., Merrill R.A. (2018). <i>Najpierw rzeczy najważniejsze</i>. Poznań: Rebis.</p> <p>Kruse, K. (2017). <i>15 tajemnic zarządzania czasem. O czym wiedzą ludzie sukcesu?</i> Gliwice: Onepress.</p>	
	eResources addresses	Adresy na platformie eNauczanie:	
Example issues/ example questions/ tasks being completed	<p>Characterize the SMART principle.</p> <p>What is the Pareto rule based on?</p>		
Work placement	Not applicable		

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