**description of the course of study**

|  |  |  |
| --- | --- | --- |
| **Course code** | **0231.8.FILA1P.A07.PW** | |
| **Name of the course in** | Polish | ***Przedmiot w zakresie wsparcia studentów w procesie uczenia się***  ***Autoprezentacja i wystąpienia publiczne*** |
| English | ***Subject in the field of supporting students in the learning process***  ***Self-presentation and public speech*** |

1. **LOCATION OF THE course OF STUDY within the system of studies**

|  |  |
| --- | --- |
| **1.1. Field of study** | English philology |
| **1.2. Mode of study** | Full-time studies, extramural studies |
| **1.3. Level of study** | Bachelor studies - first degree |
| **1.4. Profile of study\*** | Practical |
| **1.5. Person preparing the course description** | dr Małgorzata Makowska |
| **1.6. Contact** | malgorzata.makowska@ujk.edu.pl |

1. **General characteristicS of the course of study**

|  |  |
| --- | --- |
| **2.1. Language of instruction** | Polish |
| **2.2. Prerequisites\*** | basic knowledge about the functioning of the human mind, communication skills |

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

|  |  |  |
| --- | --- | --- |
| * 1. **Form of classes** | | Conversation class |
| * 1. **Place of classes** | | Didactic rooms of the Branch Faculty in Sandomierz as well as platforms and tools provided by the Jan Kochanowski University |
| * 1. **Form of assessment** | | Credit with grade |
| * 1. **Teaching methods** | | talking, working in groups, didactic discussion, using technical and audiovisual didactic means |
| * 1. **Bibliography** | **Required reading** | 1. Adler R., 2006, Relacje interpersonalne. Proces porozumiewania się, Poznań. 2. Pease A. I B., 2017, Mowa ciała. Wyd. REBIS, Poznań 3. Materials provided by teh teacher |
| **Further reading** | 1. Collins A., 2018, Mowa ciała – Co oznaczają nasze gesty. Wyd Rytm, Warszawa 2. McKay M., Davis M., Fanning P., 2007, Sztuka skutecznego porozumiewania się, Gdańsk. 3. Goleman D., 2007, Inteligencja emocjonalna, Poznań.. |

1. **Objectives, syllabus CONTENT and intended LEARNING outcomes**

|  |
| --- |
| * 1. **Course objectives *(including form of classes)***   Class    ***C l.***To familiarize students with the principles of interpersonal communication.  **C 2.** Creating opportuniies for experiencing various interpersonal contacts.  **C 3.** Conducting creativity training - breaking the patterns in thinking. |
| Detailed syllabus (including form of classes)  Class 30h  1. Basics of interpersonal communication.  2. Personality determinants of effective communication. Social intelligence and emotional intelligence.  3. Definitions and components of interpersonal communication.  4. Verbal and non-verbal communication.  5. Non-verbal communication in terms of gender and in the intercultural aspect.  6. Active listening components.  7. Communication barriers.  8. Improving the skills of self-presentation.  9. Creating your own image.  10. Creativity training - breaking patterns in thinking.  11. Assertive attitude against other possible attitudes: submission, domination, manipulation. Opportunities to work on your own assertiveness.  12. Effective interpersonal communication during public speaking.  13. Presentation of credit projects (3 sessions) |

**4.3 Intended learning outcomes**

|  |  |  |
| --- | --- | --- |
| **Code** | **A student, who passed the course** | **Relation to learning outcomes** |
| within the scope of **knowledge:** | | |
| W01 | has in-depth knowledge and knows the general and detailed terminology in the field of interpersonal communication | FILA1P \_W02 |
| W02 | has a basic knowledge of the methodology of performing tasks, standards, procedures and good practices used in activities in the field of interpersonal communication | FILA1P\_W09 |
| within the scope of **ABILITIES:** | | |
| U01 | independently plans, organizes and implements typical tasks and projects in the field of interpersonal communication | FILA1P\_U02 |
| U02 | knows how to communicate using various communication channels and techniques with specialists in the field of selected professional specialties and using specialized terminology with respect to self-presentation and public speeches. | FILA1P\_U11 |
| within the scope of **Social COMPETENCE:** | | |
| K01 | is aware of the level of his knowledge and skills, he is aware of the necessity of continuing vocational education and personal development with respect to self-presentation and public speeches; evaluates own competences and improves skills during the implementation of various activities | FILA1P\_K01 |
| K02 | can interact in a team using a variety of communication methods and techniques with respect to self-presentation and public speeches | FILA1P \_K02 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| * 1. **Methods of assessment of the intended learning outcomes** | | | | | | | | | | | | | | | | | | | | | |
| **Teaching**  **outcomes**  ***(code)*** | **Method of assessment (+/-)** | | | | | | | | | | | | | | | | | | | | |
| **Exam oral/written\*** | | | **Test\*** | | | **Project\*** | | | **Effort**  **in class\*** | | | **Self-study\*** | | | **Group work\*** | | | **Others (oral presentation)\*** | | |
| ***Form of classes*** | | | ***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 |  |  |  |  |  |  |  | **+** |  |  | + |  |  |  |  |  |  |  |  |  |  |
| W02 |  |  |  |  |  |  |  | **+** |  |  | + |  |  |  |  |  |  |  |  |  |  |
| U01 |  |  |  |  |  |  |  | **+** |  |  | + |  |  | **+** |  |  | **+** |  |  |  |  |
| U02 |  |  |  |  |  |  |  | **+** |  |  | + |  |  | **+** |  |  | **+** |  |  |  |  |
| K01 |  |  |  |  |  |  |  | **+** |  |  | + |  |  | **+** |  |  |  |  |  |  |  |
| K02 |  |  |  |  |  |  |  | **+** |  |  | + |  |  | **+** |  |  | **+** |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| * 1. **Criteria of assessment of the intended learning outcomes** | | |
| **Form of classes** | **Grade** | **Criterion of assessment** |
| **classes (C)\*** | **3** | Knows selected terms in the field of interpersonal communication. Student mastered the knowledge conveyed during the course and included in the basic literature.  Working individually and in a group, student is able to accomplish his tasks in the field of communication exercises with the help of the teacher.  Project evaluation for graded credit  *Low effort in class (below 60% of the classes)*  *The assignments the student was expected to complete in order to pass (receive graded credit for) the class were assessed and the result fell within the percentage range of 50-59%* |
| **3,5** | Knows selected terms in the field of interpersonal communication. Student mastered the knowledge conveyed during the course and included in the basic literature.  Working individually and in a group, student is able to accomplish his tasks in the field of communication exercises.  Project evaluation for graded credit  *Low effort in class (below 60% of the classes)*  *The assignments the student was expected to complete in order to pass (receive graded credit for) the class were assessed and the result fell within the percentage range of 60-69%* |
| **4** | Knows most of the terms of interpersonal communication. Student mastered the knowledge conveyed during the course and the one included in the basic literature, which allows him to recognize interpersonal processes.  Carrying out the tasks entrusted to him/her, student searches for the necessary information. Correctly uses the acquired messages in the field of interpersonal communication in the discussion of communication processes and problems. Mastering communication skills is satisfactory. Student actively participates in classes.  Project evaluation for graded credit  *Medium effort in class ( 60% - 89 % of the classes)*  *The assignments the student was expected to complete in order to pass (receive graded credit for) the class were assessed and the result fell within the percentage range of 70-79%* |
| **4,5** | Knows almost all terms of interpersonal communication. Student has mastered the knowledge conveyed during the course and the one included in the basic literature, which allows him/her to recognize interpersonal processes.  Carrying out the tasks entrusted to him, student searches for the necessary information. Correctly uses the acquired messages in the field of interpersonal communication in the discussion of communication processes and problems. Mastering communication skills is highly correct.  Project evaluation for graded credit  *Medium effort in class ( 60% - 89 % of the classes)*  *The assignments the student was expected to complete in order to pass (receive graded credit for) the class were assessed and the result fell within the percentage range of 80-89%* |
| **5** | Knows all the required terms in the field of interpersonal communication. Shows knowledge transmitted during classes and included in the basic and supplementary literature. Has extended information related to communication issues, which allows him/her to recognize processes and interpersonal problems.  Student independently searches for information in the field of interpersonal communication and can use it  at work. Using the acquired knowledge and communication skills, student can communicate.  Student knows most of the terms of interpersonal communication. Student has mastered the knowledge conveyed during the course and the one included in the basic literature, which allows him/her to recognize interpersonal processes.  Carrying out the tasks entrusted to him/her, student searches for the necessary information. Correctly uses the acquired messages in the field of interpersonal communication in the discussion of communication processes and problems. Mastering communication skills is satisfactory.  Project evaluation for graded credit  *High effort in class ( over 90 % of the classes)*  *The assignments the student was expected to complete in order to pass (receive graded credit for) the class were assessed and the result fell within the percentage range of 90-100%* |

1. **BALANCE OF ECTS CREDITS – STUDENT’S WORK INPUT**

|  |  |  |
| --- | --- | --- |
| **Category** | **Student's workload** | |
| **Full-time**  **studies** | **Extramural studies** |
| *NUMBER OF HOURS WITH THE DIRECT PARTICIPATION OF THE TEACHER /CONTACT HOURS/* | ***30*** | ***30*** |
| *Participation in classes* | *28* | *28* |
| *Participation in the spoken test* | *2* | *2* |
| *INDEPENDENT WORK OF THE STUDENT/NON-CONTACT HOURS/* | ***20*** | ***20*** |
| *Preparation for the classes* | *5* | *5* |
| *Preparation for the credit* | *5* | *5* |
| *Preparation of the project* | *10* | *10* |
| *TOTAL NUMBER OF HOURS* | ***50*** | ***50*** |
| ECTS credits for the course of study | ***2*** | ***2*** |

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

*.......................................................................................................................*