

Syllabus

Module title:	Preparation for the Professional Environment - Soft Skills and Proficient Writing Methods	ECTS	1
Polish translation:	Przygotowanie do środowiska zawodowego - umiejętności miękkie i biegłe metody pisania		
Course:	Veterinary Medicine		

Module language: English		Stage: JM-FVM	
Form of studies: <input type="checkbox"/> intramural <input type="checkbox"/> extramural	Type of module: <input type="checkbox"/> basic <input type="checkbox"/> directional <input type="checkbox"/> mandatory <input checked="" type="checkbox"/> elective	Semester: 4	<input type="checkbox"/> winter semester <input type="checkbox"/> summer semester
Academic year:		Catalogue number:

Module coordinator:	Richard Horton			
Teachers responsible for the module:	Academic teachers of the Institute ...; Department.../Laboratory of Veterinary Epidemiology and Economics; PhD students in accordance to the internal legal acts; visiting professors; other specialists in the field of study			
Objectives of the module:	To equip students with requisite professional skills to both enhance their learning and prepare them for their working environment with a particular emphasis on soft skills and correct writing techniques. Additionally key foundations will be laid in aiding the students' understanding of the relationship between personal development and professional development.			
Teaching forms, number of hours:	a) Lectures; hours 15;			
Teaching methods:	Detailed schedule will be defined by the coordinator of the course at the beginning of semester. Detailed organization of consultations will be defined by the coordinator of the course at the beginning of semester.			
Formal prerequisites and initial requirements:	no requisites			
Learning effects	Course outcomes:	Learning outcomes relative to the course outcomes	Impact on the course outcomes*	
Knowledge:	1	Understanding of the Continuous Improvement Cycle and how to implement it personally and professionally.	Students will understand the 3 key elements of Continuous Improvement	Students will be able to apply continuous improvement to their approach to academia / study
	2	The Principles of Best Practice & Using SWOT for Personal and Professional Development.	Principles of SWOT will be understood.	Students will carry out regular SWOT analysis to drive their own development.
	3	The role of soft skills and how to develop them.	Students have grasped the importance of Soft Skills and the processes and mindset for developing them.	Students will be able to demonstrate the use of Soft Skills during the interactive

				elements of the lectures
	4	The role and necessity of empathy, sharing common and personal experiences in developing a working and effective rapport.	The essential reasoning behind building of rapport and most effective approaches	Students will demonstrate emotional maturing throughout the course.
Skills:	1	The Keys to Effective Communicative Skills including online netiquette and offline scenarios, the Value of Questions and practical approaches in developing rapport	Students will grasp the framework of what makes an effective communicator	Students will practice defined skills within the lecture context
	2	Professional and Academic Writing focusing on clarity, the PROMPT criteria for academic writing	Students will understand the importance of handling references correctly when writing academically	Students will be able to handle sources respectfully and reverently while also referencing them correctly.
	3	How to develop assertiveness	Students will distinguish between assertiveness and being brusque.	Confidence building and the ability to freely express oneself
	4	How to create a culture based on candour and openness.	Understanding of what both candour and openness are in a professional environment	Students will learn how to develop such a culture in their immediate environments.
Competences:	1	Understanding both the role and dangers that emotion present in working relationships.	Students will understand the dangers that emotion represents esp in decision making.	Students will demonstrate of grasp of emotional intelligence in a series of role play / interactive exercises
	2	How to escalate communication and especially emails	Related to assertiveness (see above) how to become more assertive in writing.	Students will demonstrate an ability to write effective communications. (primarily emails)
	3	Professionalism Under Pressure. How to manage difficult situations and charged relationships. Dealing with dissenting voices. The benefits of criticism.	How to manage pressure. The keys to staying on top of things.	Students will know how to take a bigger picture and more mature

				view of difficult situations.
	4			
Objectives of the module required to obtain learning effects:				
Assessment methods:		Attendance / Evaluation of Student engagement during lectures		
Detail description of assessment methods;		...		
Formal documentation of learning outcome:		No extra assessment methods are anticipated.		
Elements impelling final grade:		eHMS entry.		
Teaching base:		SGGW Infrastructure		
Mandatory and supportive materials :				
1. As provided by Course Tutor as a series of handouts and interactive materials				
Relevant scientific publications including those of the module coordinator.				
ANNOTATIONS				

* 3 – complete and detailed, 2 – moderate, 1 – basic.

Quantitative summary of the module:

Estimated number of work hours per student (contact and self-study) essential to achieve presumed learning outcomes of the module - base for quantifying ECTS:	15 h
Total ECTS points, accumulated by students during contact learning:	1 ECTS