GUIDELINES FOR DEVELOPING SYLLABUSES

Each academic year the syllabuses should be systematically improved and supplemented with new items of literature and curricular content, presenting the current state of knowledge in the discipline or disciplines to which the major is assigned.

TAB: BASIC DETAILS

Teaching methods:

Lecture: lecture, problem-focused lecture, seminar lecture

Tutorials / Laboratories: case study, project method (research project, implementation, practical), simulation games, group work , discussion, computer classes, workshops, designing and implementation of demonstrations or experiments, field classes.

NOTE: The list of methods is only auxiliary and does not exhaust all possible methodological solutions. The educational quality standards of the Polish Accreditation Commission require the use of the latest achievements in the field of academic didactics.

TAB : OBJECTIVES, ILOs

Objectives: It is recommended to formulate 2-3 objectives for the course.

Intended Learning Outcomes: It is recommended in total not less than 6 and not more than 12 ILOs for the subject. Each ILO should be related to the corresponding field outcome and requires subsequent verification of the degree of its achievement by the student.

TAB: MATERIAL COVERAGE:

Course topics should present the current state of knowledge in the discipline.

Note: When preparing the list of course topics, a reasonable level of topic aggregation should be maintained, assuming one topic for at least 1-2 class hours and no more than 6-8 hours.

All subject topics and content applicable to full-time day courses must be included in the part-time weekend courses. Due to the smaller number of hours, the implementation involves an increased amount of students' own work on the topic.

NOTE: Do not include hours for the verification of learning outcomes in the list of course topics. Activities such as mid-term test , final test, etc. are not included separately as a topic, and the time for topics covered by the tests is increased accordingly.

TAB:PROJECTS

Projects and Research Projects are to be highlighted .

Definition:

A project should be understood as a student's or group of students' own work focusing on the realization of a learning objective set by the Instructor. The project must be a study or a solution to a practical problem, which is subject to later verification (evaluation). The project is a study that has a formulated practical problem, analysis of the necessary information and a formulated solution to the problem. The effects of projects, which will be the basis for passing the course, should be documented.

Research project should be understood as a task aimed at achieving a research objective. It is carried out independently or in a team under the substantive control of an academic teacher. It is related to the scientific activity conducted at the University in the discipline or disciplines to which the course of study is assigned. The research project is a study with a formulated research problem (objective), using one or more methods of scientific research in order to collect the necessary information, its processing and analysis, leading to the achievement of the assumed result. This project is subject to subsequent verification (evaluation).

A research project may include, for example:

- preparing and / or conducting your own empirical study;

- writing a paper based on scientific articles;

- reviewing / critically analyzing the scientific articles indicated by the instructor or using the methods presented during the course;

- conducting statistical / econometric research;

- analysis of solutions used in practice on the basis of data obtained from the market;

- developing empirical and research project in teams;

- conducting a literature review;

- preparing a scientific essay.

Note: Research projects and projects should be archived for the purpose of faculty accreditation

TAB: ASSESMENT OF ILOs

This tab indicates how the learning outcomes identified for the course are to be verified.

At the bottom of each column enter the percentage share of a given form of credit

to the overall grade for the course.

Note: According to the Announcement No.2/2020 of the Vice-Rector for Student Affairs and Education, the weighting of a partial grade from a lecture/examination in the overall grade is 0.5 (which is 50% of the total grade for the course). If the lecture ends with a graded credit , the test papers should include both the lecture and tutorials parts (e.g. mid-term tests).

TAB : STUDENT WORKLOAD

When establishing the student workload, it is obligatory to include, apart from own work, also the examination in subject - 2 hours, if the examination / pass mark is performed beyond the number of hours specified for the course.

It is assumed that 1 ECTS corresponds to 25-30 hours of student work.

Note: It is recommended to take the lower threshold, i.e. 25 hours, when calculating the student workload.

TAB : LITERATURE

Literature min. 3 references of basic literature. Chosen literature should be verified each time , taking into account current UEW Library resources.

Note: It is recommended to add your own publications, relevant to the subject (i.e. articles, monographs, chapters written by the lecturers) to the literature entries.

Note: The literature should obligatorily include English-language items.