

Białystok University of Technology, Faculty of Mechanical Engineering									
Field of study	<i>Mechatronics</i>							Degree level and programme type	<i>second-cycle (MSc, Eng) full-time studies</i>
Specialization/ diploma path	<i>Common course</i>							Study profile	<i>academic</i>
Course name	<i>Career management</i>							Course code	<i>IS-FME-00260S</i>
								Course type	<i>elective</i>
Forms and number of hours of tuition	L	C	LC	P	SW	FW	S	Semester	<i>summer</i>
	15							No. of ECTS credits	1
Entry requirements	-								
Course objectives	<i>The main aim of the course is to get students acquainted with elements of a professional image, so that they can create it through application documents and during direct contact with the employer (job interview). The provided information should help to present skills and qualifications related to the job position applied for. The aim of the course is also to get students acquainted with the knowledge of shaping and managing a professional career and with ways of building career paths.</i>								
Course content	<i>Elements of image; self-presentation tactics; the concept and importance of career planning; professional career models; stages of career development, selected career management instruments; basic career development strategies.</i>								
Teaching methods	<i>Information and problem lecture</i>								
Assessment method	<i>Lecture: one test</i>								
Symbol of learning outcome	Learning outcomes Students who successfully complete the course:							Reference to the learning outcomes for the field of study	
LO1	<i>know the elements forming the professional image and have knowledge of motivation; students can also identify effective methods of motivation in specific contexts</i>							<i>MK2_K07</i>	
LO2	<i>know how to set up a business, and they think and act in an entrepreneurial way</i>							<i>MK2_K05</i>	
LO3	<i>prepare, analyse and evaluate documents necessary for the implementation of the intended project</i>							<i>MK2_U07</i>	
LO4	<i>can work in teams and solve social problems in groups</i>							<i>MK2_K07</i>	
LO5	<i>prepare responsibly for their assignments, contributing their own ideas and solutions, and taking into consideration legal and economic aspects</i>							<i>MK2_K05</i>	
Symbol of learning outcome	Methods of assessing the learning outcomes							Type of tuition during which the outcome is assessed	
LO1	<i>Lecture: one test</i>							<i>L</i>	
LO2	<i>Lecture: one test</i>							<i>L</i>	
LO3	<i>Lecture: one test</i>							<i>L</i>	
LO4	<i>Lecture: one test</i>							<i>L</i>	
LO5	<i>Lecture: one test</i>							<i>L</i>	
Student workload (in hours)								No. of hours	
Calculation	<i>Participation in lectures</i>							15	
	<i>Preparation for passing the lecture</i>							5	
	<i>Participation in consultations</i>							5	
	TOTAL:							25	

Quantitative indicators		HOURS	No. of ECTS credits
Student workload – activities that require direct teacher participation		20	0.8
Student workload – practical activities		0	0
Basic references	1. Rzepka B., <i>Kariera pod kontrolą: jak zmienić swoje życie zawodowe na lepsze</i> , Wyd. Helion, Gliwice 2011. 2. Suchar M., <i>Modele karier: przewidywanie kolejnego kroku</i> , Wyd. C.H. Beck, Warszawa 2010. 3. Trunk P., <i>Błyskotliwa kariera: nowe zasady sukcesu [translated from English]</i> , MT Biznes, Warszawa 2008. 4. <i>Zarządzanie karierą [translated from English]</i> , Wyd. Studio EMKA, Warszawa 2006. Seria Menedżer Skuteczny, Harvard Business School Press.		
Supplementary references	1. Mastyk-Musiał E., <i>Strategiczne zarządzanie zasobami</i> , Oficyna Wydawnicza Politechniki Warszawskiej, Warszawa 2011. 2. Czarkowska L.D., <i>Coaching as a method of developing human potential</i> , Wydawnictwa Akademickie i Profesjonalne: Kozminski University, Warszawa 2010. 3. Richard L., <i>Coaching i mentoring : jak rozwijać największe talenty i osiągnąć lepsze wyniki</i> , Wydaw. MT Biznes, Warszawa 2006.		
Organisational unit conducting the course	Department of Organisation and Management	Date of issuing the programme	
Author of the programme	Joanna Szydło, PhD	24.04.2019	
L – lecture, C – classes, LC – laboratory classes, P – project, SW – specialization workshop, FW - field work, S – seminar			