

# Course Manual SMM

Self-management in studies

Version: 1 | Last Change: 04.09.2019 10:15 | Draft: 0 | Status: vom verantwortlichen Dozent freigegeben

## – General information

**Long name** Self-management in studies

**Approving CModule** [SMM\\_BaMT](#)

**Responsible** Prof. Dr. Stefan Grünvogel  
Professor Fakultät IME

**Valid from** winter semester  
2020/21

**Level** Bachelor

**Semester in the year** winter semester

**Duration** Semester

**Hours in self-study** 21

**ECTS** 1

**Professors** Prof. Dr. Stefan Grünvogel  
Professor Fakultät IME

**Requirements** none

**Language** German, English if necessary

**Separate final exam** Yes

## Literature

Christoph Metzger, Lern- und Arbeitsstrategien, WLI-Hochschule, 2010

Stella Cottrell, Studieren - Das Handbuch, Spektrum Akademischer Verlag, 2008

## Final exam

**Details** Written elaboration in the form of a portfolio

**Minimum standard** A concrete plan for 2 courses will be submitted, which will be taken in the next semester. - based on learning experiences with 2 elements from the learning coachings (time management, learning strategies, feedback), - correctly arranged correctly in two levels of the KomM pyramid.

**Exam Type** EN andere summarische Prüfungsform

## – Lecture / Exercises

### Learning goals

Goal type	Description
Knowledge	Describing learning strategies Actively acquire knowledge / skills Support learning processes Coping with study situations Describing a learning task Present learning condition Explain learning strategy protocol
Skills	Assessing learning behaviour yourself Determine your own learning behaviour with questionnaires or electronic applications
Skills	Organise learning Preparing Participate reworking Repeat practice Prepare exam
Skills	determine own competences assess skills prioritise
Skills	reflect on your own development Reflected learning Update Portfolio Using the learning diary Use feedback
Skills	organize your own time Divide time correctly and use it regularly gain time allow sufficient time Using idle times prioritise Working with schedules long-term, short-term, medium-term planning Time budget and schedule Perform time analyses with the help of time recordings
Skills	Plan and prepare tasks independently set goals Create Schedule Manage resources

### Special requirements

none

<b>Accompanying material</b>	electronic lecture slides for the lecture, electronic applications for learning portfolios and time organisation, electronic tutorials for self-study theme scripts auxiliary sheets videos
------------------------------	--

<b>Separate exam</b>	Yes
----------------------	-----

### Separate exam

<b>Exam Type</b>	undefined
------------------	-----------

<b>Details</b>	Learning coaches introduce the students in small groups to learning strategies, methods of time management, feedback of their learning behaviour and the competence model and support them in creating their learning portfolio. This is built up successively over the semester, whereby several intermediate results with partial results must be submitted bindingly. The final delivery of the learning portfolio takes place at the end of the semester and is checked according to the levels presented.
----------------	--

## Expenditure classroom teaching

Type	Attendance (h/Wk.)
Lecture	0.5
Tutorial (voluntary)	0.5

## Minimum standard

Students formulate concrete plans for 2 subjects, which they will take in the next semester. They justify them with learning experiences on 2 elements of learning coaching (time management, learning strategies, feedback) and place them correctly in two levels of the KomM pyramid.