

МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ
ХАРКІВСЬКИЙ НАЦІОНАЛЬНИЙ ЕКОНОМІЧНИЙ УНІВЕРСИТЕТ
ІМЕНІ СЕМЕНА КУЗНЕЦЯ

«ЗАТВЕРДЖУЮ»

Проректор з навчально-
методичної роботи



РОБОЧА ПРОГРАМА
ПЕДАГОГІЧНОЇ ПРАКТИКИ

рівень вищої освіти третій (освітньо-науковий)
галузь знань 05 "Соціальні та поведінкові науки"
спеціальність 051 "Економіка"
освітньо-наукова програма "Економіка"

Завідувач кафедри

соціальної економіки

(назва кафедри)


(підпис)

Галина НАЗАРОВА

(прізвище та ініціали)

Гарант освітньо-наукової програми

Економіка

(назва програми)


(підпис)

Галина НАЗАРОВА

(прізвище та ініціали)

Харків
2023

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE

SIMON KUZNETS KHARKIV NATIONAL UNIVERSITY OF ECONOMICS

AGREED

Vice-rector for educational and
methodical work



PROGRAM
PEDAGOGICAL PRACTICE

Study cycle third (educational and scientific)

Field of knowledge 05 "Social and behavioral sciences"

Specialty 051 "Economics"

Study programme "Economics"

Head of the department

Social economy

(name of the department)


(signature)

Galyna NAZAROVA

(surname and initials)

Head of study programme

Economics

(name of program)


(signature)

Galyna NAZAROVA

(surname and initials)

Kharkiv
2023

PROGRAM DEVELOPERS:

Candidate of Science in Economics, Associate Professor O. V. Ivanisov,
Candidate of Science in Economics, Associate Professor O. S. Lebedynska,
Doctor of of Science in Economics, Professor V. I. Laptev

The program has been agreed with the head of the educational and scientific program
Economics

The program was approved at a meeting of the Department of Social Economy

Minutes of the meeting of the department dated August 24, 2023, No. 13.

The work program has been extended:

For 20__/20__ year of study Head of the department _____
(name of the department)

_____ (signature) _____ (surname and initials)

Head of the program

_____ (name of the program)

_____ (signature) _____ (surname and initials)

For 20__/20__ year of study Head of the department _____
(name of the department)

_____ (signature) _____ (surname and initials)

Head of the program

_____ (name of the program)

_____ (signature) _____ (surname and initials)

For 20__/20__ year of study Head of the department _____
(name of the department)

_____ (signature) _____ (surname and initials)

Head of the program

_____ (name of the program)

_____ (signature) _____ (surname and initials)

INTRODUCTION

Pedagogical practice (hereinafter referred to as PP) is a practical component of the training of students of higher education in specialty 051 "Economics" of the Doctor of Philosophy degree in all forms of education at the Simon Kuznets Kharkiv National University of Economics (hereinafter referred to as the University). The PP program was developed in accordance with the requirements for the training of higher education candidates for a doctor of philosophy, which are determined by the current legislation of Ukraine, in particular in accordance with the Procedure for the training of higher education candidates for the degree of doctor of philosophy and doctor of science in higher educational institutions (scientific institutions) [4] and the National Qualifications Framework [5], and internal normative documents of the University [7]. The purpose of conducting the PP is for students to acquire competencies related to: a deep understanding of the basic (fundamental) principles and methods of economic sciences, as well as the methodology of scientific research, creating new knowledge in the field of economics in order to achieve economic and social development in the conditions of globalization; application of innovative scientific and pedagogical technologies, formulation of content, learning goals, methods of achieving them, forms of control, bear responsibility for the effectiveness of the educational process in compliance with the norms of academic ethics and integrity; application of creative technologies and mathematical methods and models in carrying out scientific research and identifying cause-and-effect relationships and trends in the development of economic phenomena and processes.

PP is designed to provide the function of a connecting link between the theoretical knowledge acquired in the process of assimilation of the educational and scientific components of the training of the applicants and practical activities related to the implementation of the acquired knowledge and scientific achievements in the educational process. The PP program is related to the possibility of further teaching activities of persons who complete postgraduate training in the "Economics" educational program, plan their teaching activities in institutions of higher education (hereinafter - higher education institutions) and the need to train their own highly qualified scientific and pedagogical workers for the University.

1. Characteristics, purpose, tasks and results of pedagogical practice

1.1. Characteristics of pedagogical practice

Table 1

Characteristics of pedagogical practice

Number of credits	Total hours		Type of control	Semester
5	150		REPORT	1-6
	Of them:			
	educational work	methodological and organizational work		
	50	100		

The training plan for higher education applicants for the degree of Doctor of Philosophy and the individual training plan for applicants under the educational and scientific program "Economics" specialty 051 "Economics" includes a mandatory practical component "Pedagogical practice" (educational component EK 5) amounting to 5 ECTS credits (150 hours), which are completed by the applicant during 1-3 years of training at the graduate school of the University.

Conducting the candidate's PP is regulated by the curriculum and the educational and scientific training program for Ph.D. candidates, the work program of the PP.

The PP envisages the applicant to perform educational (at least 50 hours), methodical and organizational (at least 100 hours) work in the direction of dissertation research.

1.2. The purpose of pedagogical practice

The purpose of conducting the PP is for post graduates to acquire competencies related to: a deep understanding of the basic (fundamental) principles and methods of economic sciences, as well as the methodology of scientific research, creating new knowledge in the field of economics in order to achieve economic and social development in the conditions of globalization; application of innovative scientific and pedagogical technologies, formulation of content, learning goals, methods of achieving them, forms of control, bear responsibility for the effectiveness of the educational

process in compliance with the norms of academic ethics and integrity; application of creative technologies and mathematical methods and models in carrying out scientific research and identifying cause-and-effect relationships and trends in the development of economic phenomena and processes.

1.3. Main tasks and results of pedagogical practice

The task of the applicants' PP is to form the general competence of the applicants regarding the implementation of the educational process, training, development and professional training of post-graduates for a certain type of professionally oriented activity.

The PP program involves post-graduates studying the basics of educational, scientific and methodical work in higher education institutions, mastering the practical skills of conducting certain types of educational classes, and gaining experience in teaching activities in the conditions of modern higher education institutions.

The formation of competences for the professional performance of pedagogical activities in the field of economics occurs in stages in the process of PP, which determines its content, scope and direction.

Systematized data obtained before the start of the PE and during its completion should allow applicants to prepare at least one type of methodical support for the educational discipline based on the results of the PP (methodical recommendations for practical classes, seminar classes, laboratory classes, independent work).

The results of the applicant's PP are evaluated comprehensively, taking into account the entire set of indicators that reflect his readiness and ability to independently carry out the educational process, training, development and professional training of post-graduates for a certain type of professionally oriented activity.

As a result of passing the PP, the applicant should:

know and understand:

the essence, conditions of planning and organization of the educational process in higher education institutions; requirements for educational and methodological support of the educational process;

the main goals of modernization of higher education in Ukraine and the essence of innovative learning technologies in higher education;

modern approaches to design, modeling and construction of pedagogical activity;

regularities, principles, system and regulatory framework of the organization of the educational process in higher education institutions;

decision-making methods and quality assessment criteria for ensuring the educational process in the discipline;

effective evaluation procedures and methods of accounting for the success of the applicants' studies;

ethical norms of professional teaching activity and techniques of professional teaching rhetoric;

internal rules of the university;

the code and principles of compliance with academic integrity by applicants and scientific and pedagogical workers of the university;

be able to:

apply modern effective methods, means and technologies of teaching and learning in pedagogical activities;

introduce scientific achievements of the professional field into the educational process, structure the results of modern scientific research and integrate them into the educational content by discipline;

apply modern information and communication technologies for planning, organization and implementation of the educational process in higher education institutions;

identify interdisciplinary connections in a given problem and use relevant knowledge, methods and technologies to solve them on the basis of an interdisciplinary approach;

develop and use tools for diagnosing learning outcomes;

to demonstrate methods of professional self-improvement of scientific and pedagogical workers of higher education institutions;

demonstrate a culture of academic integrity, a culture of quality education.

Ultimately, as a result of passing the PP, the applicant must acquire the skills of independent performance of pedagogical activities in the specialty 051 "Economics"

and general and special competencies that form the results of training under the educational and scientific program "Economics" (Table 2).

Table 2

Competencies and results of pedagogical practice, which ensure the assimilation of program learning outcomes educational and scientific program "Economics"

Special (professional, subject) competencies (SC)	General competencies (GC)	Learning outcomes (LO)
SC04. Ability to carry out scientific and pedagogical activities in higher education institutions.		LO02. Deeply understand basic (fundamental) principles and methods of economic sciences, as well as methodology of scientific research, create new knowledge in the field of economics in order to achieve economic and social development in the context of globalisation.
SC04. Ability to carry out scientific and pedagogical activities in higher education institutions. SC08. Ability to determine new trends and tendencies in the development of socio-economic phenomena and processes, detect cause-and-effect relationships using creative technologies in the implementation of scientific research.		LO07. Apply innovative scientific and pedagogical technologies, formulate content, learning objectives, ways to achieve them, forms of control, be responsible for the effectiveness of educational process in compliance with the norms of academic ethics and integrity.
SC04. Ability to carry out scientific and pedagogical activities in higher education institutions.		LO10. Apply creative technologies and mathematical methods and models when doing scientific research and detecting cause-and-effect relationships and trends in the development of economic phenomena and processes.

2. Content and organization of pedagogical practice

Planning and accounting of educational, methodical and organizational work (planned in the individual plan of the applicant), which is performed by applicants

during the PP, is carried out in accordance with the "Regulations on planning and accounting of the work of scientific, pedagogical and pedagogical workers" [7].

The specific content, tasks and period of performance by the applicants of the PP is determined in the individual PP plan of the applicant, which is developed by the head of the practice in agreement with the scientific supervisor of the applicant and approved at the meeting of the department in accordance with the direction of his scientific research and the tasks and goals of the development of the department.

The content and period of completion of the PP of each individual applicant is determined by the supervisor in the individual PP plan (where the topic, purpose, list of tasks (works) for the PP, academic discipline, within which the outlined tasks (works) of the PP will be implemented, etc. (appendix A) are indicated in the educational semester, which is approved at a meeting of the department at least five days before the beginning of the semester (educational classes), in which the PP will take place.

PP is conducted in parallel with the post graduate's study of the disciplines of the curriculum (if it is provided for in the curriculum) and the performance of research work.

The schedule and period of performance of the PP should not coincide with classroom classes, which are provided for in the schedule and curriculum of the training of higher education applicants for the degree of Doctor of Philosophy under the educational and scientific program "Economics".

General management and control over the implementation of the applicant's PP plan is entrusted to the head of the department at which the applicant's PP is carried out, who:

- ensures clear organization, planning and accounting of practice results (the period of classes, the name of the academic discipline, the academic group, the type of classes, etc. are indicated in the individual PP plan, the report on the completion of practice, the protocol of the department and the individual study plan of the applicant);

- provides methodical assistance in the planning and organization of the applicant's educational and teaching activities;

- supervises the applicant's work during the implementation of PP, attending classes and other types of his work with students, takes measures to eliminate shortcomings in the organization of PP.

In the process of passing the PP, the applicant receives consultations from the head of the practice and participates in the educational process under his guidance.

It is recommended that the applicant attend classes conducted by experienced University teachers, study the scientific and methodological support of the disciplines available at the department, which helps to avoid common mistakes and contributes to the formation of future applicants' pedagogical skills, which are in demand in the practical activities of organizations. Consultations with the head of practice are mandatory, but do not limit the possibility of communication between the applicants and the head of the dissertation research.

Both face-to-face consultations and the use of modern information and communication technologies are possible.

In the process of passing the PP, the applicant of higher education has the right to receive advice from the leading scientific and pedagogical staff of the department on issues of methodology and methods of teaching in higher education.

Direct management and control over the implementation of the applicant's PP plan is carried out by the responsible teacher (lecturer) responsible for the academic discipline in agreement with the academic supervisor of the applicant.

PP consists of three stages: preparatory, main and reporting.

For each stage, the head of the practice should formulate specific tasks (included in the applicant's individual PP plan (see Appendix A)).

At the first (preparatory) stage, organizational meetings, briefings, including safety briefings, are expected.

At the preparatory stage of the PP, the following takes place:

joint work of the applicant-intern with the head and other members of the teaching staff of the department regarding the solution of current educational and methodological issues;

familiarization with the material and technical base of the department and the available methodical support of the educational process;

familiarization with the organization of planning and accounting of educational, scientific and methodical work at the department, regulatory documents of the educational process;

acquaintance with innovative educational technologies and their implementation in the educational process.

At this stage, the existing and development of new (improved) educational and methodological support (work program, methodical recommendations for practical and laboratory classes) is also carried out. For this purpose:

counseling of the applicant by the head of practice regarding the definition of the subject and type of educational and methodological development (work program, methodological recommendations for practical and laboratory classes);

search and initial processing of materials (textbooks and training aids, monographs and scientific articles, specialized magazines, Internet resources, etc.);

search for additional material and preparation of educational and methodological development;

verification of educational and methodological development by the head of the practice;

preparation of educational and methodical development and its submission to the head.

The main stage of PP - its completion at the department - implementation of direct pedagogical activities (independent conduct of practical, laboratory or seminar classes, etc.). At this stage, the approbation of educational and methodological developments of the acquirer in the educational process is envisaged in the form of conducting classroom or extra-auditory classes with post-graduates using the educational and methodological development of the post-graduate.

The content of the PP at each stage is determined by the applicant's individual PP plan within the framework of the Procedure for the preparation of higher education applicants for the degrees of Doctor of Philosophy and Doctor of Sciences in higher educational institutions (scientific institutions) [4].

Regardless of the form of approval, the applicant must ensure the compliance of educational and methodological development with the requirements of the theory and methodology of higher education pedagogy, foreseeing the use of innovative methods and teaching aids.

The recommended calendar plan for the post graduates PP is given in the table.

3.

Table 3

The recommended course plan for PhD candidates (postgraduate students) in the
specialty 051 "Economics"
educational and scientific program "Economics"

№	Content	Week			
		1	2	3	4 - 16
1	The introductory meeting with the head of the PP and clarification of the tasks of the PP: general instructions, familiarization with the forms of working and reporting documents, discussion and approval of the topics of the training classes that will be conducted by post graduates according to the individual plan of the PP.	+	-	-	-
2	Acquaintance with the educational and methodological support of the academic discipline and preparation of new educational and methodological developments regarding the implementation of teaching activities in accordance with the direction of the post graduate's dissertation research.	+	+	-	-
3	Conducting practical classes (or carrying out other types of classroom and extracurricular training) according to the profile that corresponds to the direction of the post graduate's dissertation research.	-	+	+	+
4	Summarizing the results of teaching activities in the direction of a post graduate's dissertation research.				+
5	Defense of the PP results at the department meeting - after the end of the semester (half year) in which the PP took place.				

The final stage of the PP is the registration of the results obtained by the applicant for the entire period of the PP in the form of a report on the completion of the PP (see appendix B) and materials confirming the indicators indicated in the report.

3. Requirements for the bases of pedagogical practice

The basis for pedagogical practice is the departments of the University, where academic disciplines are taught according to the direction of the post graduate's dissertation research. In the process of passing the PP, post graduates are at workplaces in structural divisions (departments) of the University and perform part of the duties of department teachers, observe the rules of the internal regulations of the University and safety techniques, familiarize themselves with the job instructions of teachers, the logic

of building the educational process and its provision, perform assigned tasks they have responsibilities and tasks, acquire skills of independent organization and implementation of the educational process, study the code of academic integrity.

The following material and technical support is required for conducting PP:

for full-time education: university classrooms for conducting practical (laboratory, seminar) classes, individual work with students, extracurricular activities, classrooms for conducting general methodological meetings of the head of practice and the applicant, multimedia equipment, etc.

for learning using distance technologies or distance learning: computer equipment, MOODLE platform (site of personal learning systems), ZOOM.

4. Individual tasks on pedagogical practice

In each specific case, the PP program can be changed and supplemented depending on the nature of the tasks and works performed by the applicant. The PP is considered completed if the applicant fulfills all the requirements of this Program and the individual PP plan approved by the department. The amounts of PP completed by the applicant during the entire period of training at the University are accumulated by the applicant.

If necessary (upon agreement with the academic supervisor and at the decision of the department), the amount of PP of the applicant can be increased. In such a case, the amount by which the applicant's actual work exceeds the amount of PP provided by the applicant's training plan is indicated in the applicant's individual work plan and in the academic certificate (as an additional load).

5. Requirements for a report on pedagogical practice

The applicant's report on the completion of the PP should reflect the terms and procedure of the internship, the degree of completion of the planned tasks on the PP with a list of the documentation that was used during the completion of the PP, etc.

Appendices to the report on the completion of the PP can be educational and methodological developments made by the post graduates during the PP, student work, etc.

The report is prepared in accordance with the logic presented in Appendix B, in accordance with the requirements specified in Appendix B, and must contain the following information:

1. Place of practice, characteristics of educational premises (required material and technical equipment, including equipment required for classes, PNS, Zoom); terms of practice; the name of the academic discipline in which the classes were held, the scope of the academic discipline in the curriculum of training applicants; level of higher education, group number, course of students for whom the specified academic discipline was taught.

2. The state of educational and methodological support of the discipline; list and description of the post graduates's own scientific and methodological developments.

3. Type and topics of classes, educational goals, content of classes, methods and technologies of investment that were used.

4. Activity of students' work.

5. Self-evaluation of the work performed by the post graduate (difficulties and successes).

6. Proposals regarding the organization and conduct of PP.

7. The manager's assessment, his remarks and suggestions regarding the tasks (works) performed by the applicant during the PP, general feedback on the completion of the PP by the post graduate.

The following materials can be appended to the report on the completion of the PP:

educational and methodological developments for educational classes;

methodical analysis of one of the classes conducted by another applicant or teacher;

The report displays all types of activities of the applicant that took place during the PP, including the topics of the classes and the number of hours. The optimal volume of the applicant's report on passing the PP, excluding the appendices to the report, should be 10-15 pages.

6. Summary of pedagogical practice

The applicant submits a report on the completion of the PP completed in accordance with the requirements of this Program (together with an individual plan of the PP and electronic versions of educational and methodological developments developed by the applicant in the discipline within which the PP took place, etc.) for review by the supervisor within five days after the end of the PP (of the last classroom session or exam in the academic discipline within which the PP took place).

Taking into account the applicant's activity during the PP and based on the results of the review of the materials provided by the applicant, the head of the practice enters into the Report on the completion of the PP his evaluation, remarks and suggestions regarding each of the tasks (works) performed by the applicant during the PP.

In addition, the head of the practice should include in the Report on the applicant's completion of the PP his general feedback on the actual level of the applicant's performance of the PP and note his recommended assessment of the applicant's PP results. The Report on completion of the PP, filled out by the applicant and the head of practice, is submitted for consideration at the department meeting.

At the end of the semester, the results of the PP candidate are discussed, evaluated and approved at the department meeting.

Evaluation of the acquirer's results is based on the following criteria: the activity of the acquirer during the execution of the PP, the quality of the report and other reporting documentation of the acquirer, feedback from the head of the PP.

After conducting the PP and approving its results at the department, the applicant must fill out the "Pedagogical practice" block of his individual work plan for the semester (half-year) in which the PP took place, as well as provide an extract from the minutes of the relevant meeting of the department on the results of the discussion and evaluation conducted by the applicant PP to the Department of Postgraduate Studies and Doctoral Studies.

7. Criteria for evaluating the results of pedagogical practice

The evaluation of the results of the applicant's PP at the department should take place according to the level of acquisition of the above-defined knowledge and skills. Within the boundaries of previously determined knowledge and skills, the department may establish more detailed evaluation indicators of the results of the PP obtained by the applicant.

The results of the applicant's PP are evaluated according to the 100-point system (which is adopted at the Simon Kuznets National University of Economics) based on the results of the defense of the report on the completion of the PP at the department meeting. The minimum amount of points that allows the applicant's PP results to be counted is 60 points.

The distribution of points for each type of work in the overall assessment according to the applicant's PP:

academic work: up to 50 points;

methodological work: up to 30 points;

organizational: up to 10 points;

report preparation and defense: up to 10 points.

The criteria for evaluating the applicant's PP are given in Appendix G.

In order to receive a positive evaluation, the applicant must fully complete the individual PP plan approved by the department, complete the current and final documentation in a timely manner, submit it to the head of practice for review, defend the report on passing the PP at the department meeting.

Based on the results of the recipient's reporting and the discussion of the results of the PP conducted by him, a decision is made at the department meeting regarding the evaluation and approval of the results (or retaking) of the recipient's PP (for each recipient of the department separately).

Information about the PP completed by the applicant (approved by the department) with an assessment is entered into: the protocol of the department, an extract from which is provided to the department of postgraduate and doctoral studies

within five days, after the relevant meeting of the department; of the applicant's individual work plan in the "Pedagogical practice" block.

The grade for passing the PP is taken into account during the applicant's next attestation (reporting on the implementation of the applicant's individual work plan for the semester) at the department.

The applicant who did not complete the Program and/or the individual PP plan, received a negative conclusion regarding its completion, or received an unsatisfactory evaluation based on the results of the defense of the report, is granted the right to retake it and defend it in the prescribed manner.

Recommended literature

Main

1. Класифікатор професій [Електронний ресурс]. – Режим доступу : <http://buhgalter911.com/res/spravochniki/klassifikprofessiy.aspx>.
2. Кодекс законів про працю України [Електронний ресурс]. – Режим доступу : <https://zakon.rada.gov.ua/laws/show/322-08>.
3. Про вищу освіту Закон України [Електронний ресурс]. – Режим доступу : <http://zakon4.rada.gov.ua/laws/show/1556-18>.
4. Порядок підготовки здобувачів вищої освіти ступеня доктора філософії та доктора наук у вищих навчальних закладах (наукових установах), затвердженого постановою Кабінету Міністрів України від 23.03.2016 р. № 261 (зі змінами). Режим доступу : <https://zakon.rada.gov.ua/laws/show/261-2016-%D0%BF#Text>.
5. Національна рамка кваліфікацій України, затверджена постановою Кабінету Міністрів України від 23 листопада 2011 р. № 1341 (зі змінами) [Електронний ресурс]. – Режим доступу : <https://zakon.rada.gov.ua/laws/show/1341-2011-%D0%BF#Text>.
6. Професійний стандарт на групу професій «Викладачі закладів вищої освіти», затверджений Наказом Міністерства розвитку економіки, торгівлі та сільського господарства України №610 від 23.03.2021 р. [Електронний ресурс]. –

Режим доступу : <https://mon.gov.ua/ua/news/zatverdzheno-standart-na-grupu-profesij-vikladachi-zakladiv-vishoyi-osviti>

7. Положення "Про планування та облік роботи науково-педагогічних і педагогічних працівників", затверджене Наказом ректора ХНЕУ ім. С. Кузнеця від 29.06.2023 р. № 175 [Електронний ресурс]. – Режим доступу : <https://www.hneu.edu.ua/wp-content/uploads/2023/07/Polozhennya-pro-planuvannya-ta-oblik-roboty-naukovo-pedahohichnykh-pratsivnykiv.pdf>

8. Типова програма практичної підготовки (педагогічна практика) здобувачів вищої освіти ступеня доктора філософії ХНЕУ ім. С. Кузнеця. Електронний ресурс / укладачі Єрмаченко В. Є., Назарова С. О. – Харків: ХНЕУ ім. С. Кузнеця, 2020. – 27 с. <https://www.hneu.edu.ua/wp-content/uploads/2021/03/Programa-Pedagogichna-praktyka-aspirantiv-2021.pdf>

Additional

9. Національний освітньо-науковий глосарій 2019 [Електронний ресурс]. – Режим доступу : http://lib.iitta.gov.ua/715512/1/Glosariy_Full_Fin.pdf

10. Освітні технології: навч.-метод. посіб. / за заг. ред. О.М. Пехота. –Київ : А.С.К., 2015. – 256 с.

11. Педагогіка вищої школи / за ред. З.Н. Курлянд. – Київ : Знання, 2019. – 399 с.

12. Проблеми формування професіоналізму особистості та діяльності майбутнього фахівця в контексті вимог євроінтеграції: колективна монографія під наук. ред. проф. О.С. Цокур. – Одеса: СПД Бровкін О.В., 2012. – 160 с.

13. Слєпкань З. І. Наукові засади педагогічного процесу у вищій школі. – Київ : Вища школа, 2012. – 240 с.

14. Федорчук В. В. Основи педагогічної майстерності: навчально-методичний посібник. – Кам'янець-Подільський : КРОКУС, 2020. – 240 с.

Appendixes

Appendix A

Template of an individual plan of pedagogical practice

Ministry of Education and Science of Ukraine
Simon Kuznets Kharkiv National University of Economics

INDIVIDUAL PLAN OF PEDAGOGICAL PRACTICE

post graduate _____
(post graduate's full name)
department _____
(full department's name)
speciality _____
(code and name of the post graduate's specialty)

In _____ semester 20_____ – 20_____ year of study

Supervisor of pedagogical practice (PP): _____

(position, academic title, scientific degree and supervisor's of the practice full name)

PP goal: _____

Information about the academic discipline(s) for which the PP is being completed:

Name of academic discipline: _____.

Scope of the academic discipline: ___ ECTS credits and distribution of hours: ___ . Lectures
____ , practice __, individual work _____.

The academic discipline is taught at _____ levels of higher education
applicants by specialty _____

forms of education in _____ academic semester.

Continuation of the appendix A

№	Tasks (types of work)	Scope (hours)	Deadline planned tasks (works)	Performance note
1.				
2.				
3.				
4.				
5.				
6.				
7.				
...				

Applicant:

_____ (signature) _____ (full name)
 date

PP supervisor:

_____ (signature) _____ (full name)
 date

Scientific supervisor

_____ (signature) _____ (full name)
 date

The protocol was approved at the meeting of the department

_____ № _ «_____» 20__ year.

Head of the department:

_____ (signature) _____ (full name)
 Name of department

Template of a report on the completion of pedagogical practice

Ministry of Education and Science of Ukraine
Simon Kuznets Kharkiv National University of Economics

REPORT ON PASSING OF PEDAGOGICAL PRACTICE

post graduate _____
(post graduate's full name)

department _____
(full department's name)

speciality _____
(code and name of the post graduate's specialty)

In _____ semester 20_____ – 20_____ year of study

Supervisor of pedagogical practice (PP): _____

(position, academic title, scientific degree and supervisor's of the practice full name)

PP goal: _____

Information about the academic discipline(s) for which the PP is being completed:

Name of academic discipline: _____.

Scope of the academic discipline: __ ECTS credits and distribution of hours: __ . Lectures
____ , practice __, individual work _____.

The academic discipline is taught at _____ levels of higher education
applicants by specialty _____
forms of education in _____ academic semester.

Continuation of the appendix B

№	Tasks (types of work)	Deadline for the planned task (work)	The result of execution, volume (hours)	Evaluation, comments and proposals for the implementation of tasks (work) <i>(filled in by the manager)</i>
1				
2				
3				

PP's main results:

The general feedback of the supervisor of practice (with a recommended rating on the 100-point scale of the S. Kuznets KhNEU University):

Applicant:

date (signature) (full name)

PP supervisor:

date (signature) (full name)

Scientific supervisor _____ (signature) _____

date (full name)

The protocol was approved at the meeting of the department _____ № _ «_____» 20__ year.

Head of the department: _____
Name of department (signature) (full name)
Appendix C

Requirements for drawing up a progress report pedagogical practice

The report on the completion of the PP is drawn up on sheets of A4 paper. The content is presented competently, clearly, in a logical sequence. The work is printed with margins: left – 25 mm, right – 10 mm, top – 20 mm, bottom – 20 mm. The typeface is Times New Roman, the pin is 14, the line spacing is 1.3. All pages are numbered, starting from the title page (the page number is not placed on it), with Arabic numerals from the bottom to the center.

Headings of structural elements are printed in bold letters and aligned in the center of the page. No transposition of words is allowed in all headings. The distance between the section title and the following text should be equal to 1 space.

The digital material is presented in the form of a table. Each table must have its own serial number and name. The name of the table is centered. A reference to it must be made in the text, which can be formatted as follows:

"... the results of this study are shown in table. 2" or "... the results of this study (Table 2) showed that ...".

Along with the material presented in the form of tables, data can be presented in the form of figures for greater clarity. Numbering of figures (as well as tables) is allowed both throughout the entire report and separately by section. For example, fig. 1.4 (first chapter, fourth figure). But at the same time, it is necessary to remember that the report must use one principle of numbering tables and figures. The name of the figure, unlike the title of the table, is placed below the figure in the center.

References to the literature should be made out in square brackets, indicating the number of the source in the list of used sources and the page, for example: [4, p. 28].

Criteria for evaluating the pedagogical practice of candidates for the degree of Doctor of Philosophy, specialty 051 "Economics" under the educational and scientific program "Economics"

Criteria for evaluating	According to the point scale
1	2
Educational work	
Fully and independently completed the planned amount of educational work; Possesses in-depth theoretical knowledge of the academic discipline, the regulatory framework and uses it during training sessions (consulting, practice management) and independent work of students; Showed a conscientious attitude, perseverance and diligence in the preparation, organization and conduct of educational classes and independent work of students; Demonstrated critical thinking and self-analysis of achieved results; Observed the rules of the internal procedure; Adhered to the principles of academic integrity.	41–50
Fully completed the planned amount of educational work with little help from the supervisor of practice or the responsible teacher (lecturer); Possesses sufficient theoretical knowledge of the academic discipline, regarding the regulatory framework and uses it during educational sessions (consulting, practice management) and independent work of students; Mastered the basics of teaching methods and organization of the educational process; used several teaching methods; showed a conscientious attitude, perseverance and diligence in the preparation, organization and conduct of educational classes and independent work of students. When performing the planned works, had minor difficulties in the process of analyzing the achieved results; Observed the rules of the internal procedure; Adhered to the principles of academic integrity.	31–40

Fully completed the planned amount of educational work with the constant help and control of the supervisor of practice or the responsible teacher (lecturer); Possesses satisfactory theoretical knowledge of the academic discipline, regarding the regulatory framework and uses it during educational sessions (consulting, guiding practice) and independent work of students; Acquainted with the basics of teaching methods and organization of the educational process; Used several teaching methods; Showed insufficient conscientious attitude, perseverance and diligence in preparation, organization and conduct of educational classes and independent work of students; When performing the planned works, he had significant difficulties in the process of analyzing the achieved results; Observed the rules of the internal procedure; Adhered to the principles of academic integrity.	11–30
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Continuation of the appendix D

1	2
Did not fully complete the planned amount of educational work; Needed constant help and control of the supervisor of the practice, or the responsible teacher (lecturer); Possesses satisfactory theoretical knowledge of the academic discipline, regarding the regulatory framework, but is unable to use it during training sessions (consulting, practice management) and independent work of students; Acquainted with the basics of teaching methods and organization of the educational process; used a narrow range of teaching methods; Did not show conscientious attitude, perseverance and diligence in preparation, organization and conduct of educational classes and independent work of students. During the execution of the planned works, had constant difficulties in the process of analyzing the achieved results; Observed the rules of the internal procedure; Adhered to the principles of academic integrity.	0–10
Methodical work	
Independently and correctly determined the purpose, didactic goals and tasks of educational classes and independent work of students; Mastered the methodology of teaching and organization of the educational process; Used a variety of progressive methods, means and technologies of learning and teaching in pedagogical activities; Independently, correctly and in a sufficient volume (and at a sufficient level of detail) developed and issued teaching-methodical and didactic materials.	21-30
Correctly determined the purpose, didactic goals and tasks of educational classes and independent work of students with little help from the supervisor of practice or the responsible teacher (lecturer); Mastered the basics of teaching methods and organization of the educational process; used the most common methods, means and technologies of learning and teaching in pedagogical activity; Correctly and in a sufficient volume (and at a sufficient level of detail) developed and formalized teaching-methodical and didactic materials with little help from the head of practice or the responsible teacher (lecturer).	11-20

Determined the purpose, didactic goals and tasks of educational classes and independent work of students with significant errors and despite the correction of the supervisor of practice or the responsible teacher (lecturer); Has not mastered the basics of teaching methods and organization of the educational process; used the most common methods, means and technologies of learning and teaching in pedagogical activity; Developed and designed educational and methodological and didactic materials with significant errors and despite corrections.	0-10
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Continuation of the appendix D

1	2
Organizational work	
Took part in scientific and/or methodical seminars of the department/university/other higher education institutions (scientific institutions); Attended classes of leading teachers; Participated in the organization and implementation of activities related to the development of professional knowledge and skills, as well as self-improvement skills.	5-10
Attended classes of leading teachers.	5-0
Preparation and defense of the PP report	
<p><i>In the process of passing the PP:</i> Adhered to the program and methodical recommendations for drawing up an individual plan and maintaining reporting documentation on PP; Systematically and correctly filled out the PP report, timely completed the preparation of the PP report and submitted it for review to the manager; Showed neatness in working with documents.</p> <p><i>During the protection of the report:</i> Demonstrated in-depth knowledge of the academic discipline and regulatory framework; Freely answers all questions related to the preparation of teaching-methodical and didactic materials, methods, means and technologies of teaching; Made 1-2 minor mistakes due to inattention, which I corrected myself.</p>	8-10

<p><i>In the process of passing the PP:</i> Under the control of the supervisor, followed the program and methodical recommendations regarding the creation of an individual plan and the maintenance of reporting documentation on PP; Eliminated the supervisor's remarks and timely completed the preparation of the PP report and submitted it for review by the supervisor; Showed neatness in working with documents.</p> <p><i>During the protection of the report:</i> Demonstrated sufficient knowledge of the academic discipline and regulatory framework; Answers most questions related to the preparation of educational and/or didactic materials, methods, means and technologies of education; Made 2-4 minor mistakes.</p>	4-7
<p><i>In the process of passing the PP:</i> For the most part, did not follow the program and methodical recommendations regarding the preparation of an individual plan and the maintenance of reporting documentation on PP; Did not complete the preparation of the PP report on time and did not submit it for review by the supervisor; did not show neatness in working with documents.</p> <p><i>During the protection of the report:</i> Demonstrated insufficient knowledge of the academic discipline and regulatory framework; Does not answer most of the questions related to the preparation of educational and/or didactic materials, methods, means and technologies of education; Made 5 or more mistakes.</p>	0-3

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