

Faculty of Philosophy / PEDAGOGY / Management of the Teaching & Learning Process

Course:	Management of the Teaching & Learning Process			
Course ID	Course status	Semester	ECTS credits	Lessons (Lessons+Exercises+Laboratory)
10425	Mandatory	4	5	3+2+0
Programs	PEDAGOGY			
Prerequisites	There are no pre-conditions for the attendance of this course.			
Aims	Introducing the students to the basic didactic concepts such as the teaching period. Introducing the students to the forms of the teaching procedure, the teaching methods. Making students competent for the quality control of the teaching period and the evaluation of didactic efficiency of the teaching period.			
Learning outcomes	After passing the exam, the student will be able to: - Classifies the basic objectives of teaching according to different taxonomic levels; - Analyzes the curriculum, program and curriculum; - Knows the specifics of teaching organization from preschool, primary, secondary, university to adult education and professional development. - Respects ethical rules in the teaching and learning process. - Monitors and analyzes practical educational work. - Applies theoretical and practical knowledge to analyze available research results.			
Lecturer / Teaching assistant	Assistant professor PhD Milica Jelić, Teaching Assistant MA Milena Krtolica			
Methodology	Lectures and debates. The preparation of an essay on a given topic from a field of the subject content. Study for the tests and the final exam. Consultations.			
Plan and program of work				
Preparing week	Preparation and registration of the semester			
I week lectures	Teaching goals and tasks.			
I week exercises	Analysis of the basic goals and tasks of teaching. Theoretical and practical elaboration of Blooms taxonomy of teaching objectives. Presentation of the seminar work, followed by critical analysis and group discussion.			
II week lectures	Contents of education and teaching.			
II week exercises	Analysis of the importance of teaching content, as well as the connection of content with goals and outcomes.			
III week lectures	Concept, structure and modalities of the curriculum.			
III week exercises	Analysis of different types of curricula. Presentation of the seminar work, followed by critical analysis and group discussion.			
IV week lectures	Understanding the modern educational curriculum and its specificities. Presentation of the seminar work, followed by critical analysis and group discussion.			
IV week exercises	Analysis of programs for preschool education, primary and secondary schools. Presentation of the seminar work, followed by critical analysis and group discussion.			
V week lectures	Forms of teaching organization.			
V week exercises	Presentation of the seminar work, followed by critical analysis and group discussion.			
VI week lectures	Organization of teaching in a combined department.			
VI week exercises	Analysis of the specifics of teaching organization in combined classes. Presentation of the seminar work, followed by critical analysis and group discussion.			
VII week lectures	Test 1			
VII week exercises	Analysis of colloquium results. Presentation of the seminar work, followed by critical analysis and group discussion.			
VIII week lectures	Students homework and organization of educational excursions;			
VIII week exercises	Presentation of the seminar work, followed by critical analysis and group discussion.			
IX week lectures	Concept, classification and essence of teaching methods.			
IX week exercises	Comparative analysis of forms and methods of work and their modalities. Presentation of the seminar work, followed by critical analysis and group discussion.			
X week lectures	Didactic media and their role in teaching.			

X week exercises	Analysis of lessons with regard to forms, methods and didactic media. Presentation of the seminar work, followed by critical analysis and group discussion.					
XI week lectures	Research in the process of teaching and learning.					
XI week exercises	Acquaintance of students with small investigations of the teaching and learning process. Development of simple research instruments.					
XII week lectures	Historical perspective of teaching organization in our environment.					
XII week exercises	Analysis of the historical development of teaching in our country. Presentation of the seminar paper, followed by analysis and discussion.					
XIII week lectures	Organization of modern teaching.					
XIII week exercises	Comparative analysis of the characteristics of traditional and modern teaching. Presentation of the seminar paper, followed by analysis and discussion.					
XIV week lectures	The role and importance of communication in teaching.					
XIV week exercises	Analysis of the basics of communication in teaching, with emphasis on student-teacher communication. Presentation of the seminar work, followed by critical analysis and group discussion. Preparation for the colloquium.					
XV week lectures	Test 2					
XV week exercises	Systematization of content, preparation for the exam.					
Student workload	Per week 5 credits x 40/30 = 6 hours and 40 minutes Structure: 3 hours of lectures 2 hour of exercises 1 hours and 40 minutes for individual work, including consultations In the course of the semester. During semester Teaching and the final exam: 6 hours and 40 minutes x 16 = 106 hours and 40 minutes Preparation before the start of the semester (administration, enrollment, etc) 2 x (6 h 40 min) = 13 hours and 20 minutes. Total hours for the course 5x30 = 150 hours. Additional work for exams preparing correction of final exam, including the exam taking from 0 to 30 hours (the remaining time of the first two items to the total load of cases). Structure: 106 hours and 40 minutes. (Lectures) + 13 hours and 20 minutes. (Preparation) + 30 hours (Amendment. Work).					
Per week			Per semester			
5 credits x 40/30=6 hours and 40 minuts 3 sat(a) theoretical classes 0 sat(a) practical classes 2 excercises 1 hour(s) i 40 minuts of independent work, including consultations			Classes and final exam: 6 hour(s) i 40 minuts x 16 =106 hour(s) i 40 minuts Necessary preparation before the beginning of the semester (administration, registration, certification): 6 hour(s) i 40 minuts x 2 =13 hour(s) i 20 minuts Total workload for the subject: 5 x 30=150 hour(s) Additional work for exam preparation in the preparing exam period, including taking the remedial exam from 0 to 30 hours (remaining time from the first two items to the total load for the item) 30 hour(s) i 0 minuts Workload structure: 106 hour(s) i 40 minuts (courses), 13 hour(s) i 20 minuts (preparation), 30 hour(s) i 0 minuts (additional work)			
Student obligations			Students are obliged to attend the lectures, take part in debates and take two tests. Students are supposed to prepare an essay and participate in debates after its presentation.			
Consultations			On Tuesdays, 13.30.			
Literature			- Vilotijević, M.: Didaktika I i III, Naučna knjiga, Beograd, 1999; - Bognar, L. i Matijević, M: Didaktika, Školska knjige, Zagreb, 2002; - Previšić, V. -ur. Kurikulum, Školska knjiga, Zagreb, 2007; - Meyer, H. Didaktika razredne kvake, Educa, Zagreb, 2002			
Examination methods			Two tests – 20 points each (40 points total), - Making a point in classes and taking part in debates – 5 points; - Preparation of a seminar paper on a given topic – 5 points; - Final exam – 50 points. The passing grade is awarded for the cumulative number of least 51 point.			
Special remarks			None			
Comment			None			
Grade:	F	E	D	C	B	A
Number of points	less than 50 points	greater than or equal to 50 points and less than 60 points	greater than or equal to 60 points and less than 70 points	greater than or equal to 70 points and less than 80 points	greater than or equal to 80 points and less than 90 points	greater than or equal to 90 points