

Ministry of education and science of Ukraine

Kharkiv national agrarian university the name after V.V. Dokuchaev

Faculty of management and economics

*RECOMMENDED FOR
PUBLICATION:*

*by scientific advice of faculty management and economics
of the Kharkiv national agrarian university the name after
V. V. Dokuchaev (protocol № 5 from November 22, 2018)*

TEACHING METHODS AT HIGHER SCHOOL

**Methodical instructions for practical, seminars
and independent work**

**for competitors - foreigners of the second (master's) level of specialities:
076 "Enterprise, trade and exchange activity"**

Kharkiv 2018

Nagaev V.M. Teaching methods at higher school: methodical pointing to practical, seminar employments and independent work for competitors - foreigners of the second (master's degree) level of higher education specialities: 076 «Enterprise, trade and exchange activity». Kharkiv : KNAU the name after V.V.Dokuchaev, 2018. 28 p.

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Didactics material over is brought for practical, seminar employments and independent work of bread-winners - foreigners of master's degree level of higher education of speciality a 076 "Enterprise, trade and exchange activity" from the study of discipline teaching "Teaching methods at higher school". Didactics material is presented in the cut of the semantic modules after the credit-module system of organization of educational process. The table of contents of course contains educational module blocks, which include methodical recommendations in relation to mastering of separate themes, question for a reiteration and discussion, individual control tasks for self-verification of knowledge. With the purpose of increase of individualization of independent work the methodical pointing include the program of the individual educational-experienced job processing, after which students can be more in detail intent on maintenance of discipline.

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INTRODUCTION

In accordance with modern social orders preparation of specialists of higher qualification must be based on system methodological basis. A bread-winner of master's degree level of higher education must be able to teach other, develop methodological government a personnel bases in the system of production. The last position is the most issue of the day of development of higher national education.

Study of discipline teaching "Methods at higher school" must enrich bread-winners - foreigners of master's degree educational level by knowledge about modern methodical innovations in the conditions of European educational integration, abilities and skills of development of the didactics systems on the basis of modern methodical forms, methods and facilities of organization of educational-educator process in the system of higher education. The capture of knowledge, abilities and skills this complex will enable to the future specialists effectively to organize навчально-методичну work, plan the system of the methodical providing of productive processes, able to be oriented in modern didactics approaches in relation to the questions of skilled management, to provide achievement of the having a special purpose programs in the innovative terms of educational space.

For the effective mastering of maintenance of discipline an author is offer the didactics system of the credit-module training of personnels, what called to assist forming of strong, system knowledge; to promote the level of individualization of educational process, create the objective terms of development of creative capabilities of future specialists. The brought didactics material over can be directly used by bread-winners and teachers for organization of educational process after principles of the personality-oriented studies in the conditions of high level of independence and individualization of training of personnels. The presented didactics material in the cut of modern pedagogical technologies will allow students more effectively to lay hands on maintenance of discipline, and will give possibility effectively to manage a pedagogical process at the level of modern requirements teachers.

The purpose of course is dates to the bread-winners of master's degree level integral and logically-successive system of knowledge about didactics bases of training of personnels in the conditions of educational innovations, to expose conception, bases of theory, methods and methodology of teaching of educational disciplines in the system of modern pedagogical conformities to law and didactics principles.

Article of discipline - the educational process of preparation of specialists is system organized in the conditions of innovative development of pedagogical technologies after modern didactics principles.

Task of study of discipline : to familiarize with a structure and maintenance of educational process in higher educational establishment, with the features of work of teachers, manager of department, dean's office, administration; master the pedagogical forms of the educational co-operating with students, to learn creatively to apply knowledge and methods of activity, mastered during the study of educational disciplines; to learn to plan, to organize and analyse the various types of lessons, use the most effective methods of studies, education and development of students; to

purchase initial experience of conduct of scientifically-methodical work, research-experimental forms of pedagogical activity; to familiarize with pedagogical experience of teachers of department of management of organizations, approve the most effective receptions and methods of studies, which are used in the methods of teaching at higher school.

According to the requirements of the educationally-professional program bread-winners must:

to know:

- structure and maintenance of educational process in higher educational establishment;
- are features of work of teachers, manager of department, dean's office, administration;
- are pedagogical forms of the educational co-operating with students;
- are various research-experimental forms of pedagogical activity;
- are methods and backer-ups by the student audience of effective management.

to be able to:

creatively to apply knowledge and methods of activity, mastered during teaching of educational disciplines;

- to plan, to organize and analyse the various types of lessons;
- to use the most effective methods of studies, education and development of students;
- to conduct scientifically-methodical work;
- to develop the effective didactics system of organization of educational process;
- to approve the most effective receptions and methods of studies, which are used in the system of pedagogical process.

Current control is carried out in such forms: verbal questioning; frontal questioning; individual questioning; writing control works; testing.

Final module control (test) is a form of estimation of the final mastering by the students of theoretical and practical material from educational discipline which is conducted as a control measure. A task to the test is verification of understanding the bread-winner of programmatic material on the whole, logic and intercommunications between separate themes, capabilities of the creative use of the accumulated knowledge, ability to form the attitude toward the certain problem of educational discipline and others like that.

On the study of educational discipline 3 credits of ECTS are taken 90 hours.

I. PROGRAM of EDUCATIONAL DISCIPLINE THE TEACHING "METHODS ARE AT HIGHER SCHOOL"

Semantic module 1. "Theory of educational process is at higher school"

Theme 1. European educational integration. Conception of development of higher education is in Ukraine

1.1. A purpose and task to the course teaching "Methods at higher school" in the system of training of personnels. Conceptual directions of development of higher education in Ukraine. Priority directions of public policy are in relation to development of higher education. Measures of reformation of the system of higher education are in Ukraine.

1.2. Features of the systems of higher education are in the countries of Europe, Asia and America. Bolonsky process as mean of integration and democratization of higher education. Reasons of input of Bolonsky of process. Purpose of Bolonsky of process. Principles of Болонського of process. Adaptation of higher education of Ukraine is to the requirements of Bolonsky of process.

1.3. Conception of training of administrative personnels is in the system of higher education. Economic studies. Economic thought as constituent of economic studies. Forming of economic thought. Economic consciousness. Economic psychology. Economic education. Features of preparation of managers of agrarian sphere. Process of forming of economic knowledge.

Theme 2. Didactics bases of preparation of administrative shots in the system of higher education

2.1. Didactics bases of pedagogical process. Pedagogics. Article of pedagogics. Historical development of pedagogics. A contribution of teachers of world countries is to development of pedagogical science. Education. Studies. Education. Teaching. Didactics. Article of didactics. Didactics system. Aims and tasks of studies. Scientific laws, conformities to law and principles of studies. Table of contents of education. Methods, forms and facilities of studies.

2.2. System of higher educational establishments, even preparations of specialists. Educational levels: initial level of higher education, first (bachelor) level of higher education, second (master's degree) level of higher education, third (educationally-scientific) level of higher education, scientific level of higher education. Educational and educationally-scientific qualifying degrees of higher education (junior bachelor, bachelor, master's degree, Ph.D., doctor of sciences). System of preparation of specialists. System of higher educational establishments : university, academy, college, технікум. Even accreditations of higher educational establishments.

2.3. Professionally-qualifying model of specialist of agrarian sphere. National scope of qualifications and her constituents. Requirements are to the specialists on the management of organizations. Professional competence of specialist. Knowledge, ability, skills as constituents of professional competence. Experience of creative activity. Matrix of professionally-qualifying model of specialist of agrarian sphere.

Theme 3. Organization of educational process is at higher school

3.1. Education and methodical complex and his constituents. Educationally-professional program of preparation of specialists. Structurally-logical chart of preparation of specialists. Educationally-professional description of specialist. Qualifying description. Curriculum, his structure and order of realization.

3.2. Chart of educational process, his role and order of stowage. On-line tutorial. Typical on-line tutorial. Executable educational code. Structural constituents of executable code. Order of development of executable code. Thematic plan, his maintenance and order of statement.

3.3. Educational loading of teacher and her kinds. Business hours of teacher. Distribution of time is between the separate types of the educational loading. Planning of loading is on a school year and semester. Chart of business hours of teacher. Order of his development and stowage.

3.4. A role of department is in educational process control. Tasks and forms of work of department. Methods of organization of work of department. Table of contents of educational, methodical and scientific work of department. Functions of manager of department. Functions of teaching staff of department. Forms of control of teachers are from the side of manager of department.

Semantic module 2. "Didactics bases of educational-educator process"

Theme 4. Methodical bases of teaching are at higher school

4.1. Lecture, her functions, classification. Stages of preparation of lecture. Composition structure of lecture. Principles of composition of lecture. Features of the use of pedagogical receptions and methods of influence a lecturer are on an audience. Criteria of estimation of lecture and lecture trade.

4.2. Practical employment, his purpose, functions and structure. Kinds and forms of realization of practical employments. Laboratory-practical employment. Organization of realization of practical employment. Criteria of estimation of quality of realization of practical employments. Individual lesson.

4.3. Control, his purpose and functions. Types of control (current, intermediate, result). Attestation. Module control. Semester examination. Semester test. Development of examination tickets and questions is to the tests. Preparation and organization of realization to examination and test. Requirements which are produced to realization of examinations and tests. Organization of realization of state examinations. Criteria of estimation of quality of realization of examinations and tests.

4.4. Purpose and task of the course and diploma planning. Structure of course and diploma project. Requirements are to registration of course and diploma projects. Organization of prosecution is of course and diploma project. Organization of defence of course and diploma projects.

4.5. Purpose and task of practical preparation of students of INSTITUTE of higher of agrarian education. Types of practices, feature of their realization. Requirements are in relation to organization of realization of productive practice.

Guidance by productive practice. A structure and maintenance of report is from productive practice. Organization of defence of reports is from productive practice.

4.6. Management independent work of students. Requirements are in relation to quality of organization of independent work of students. Individualization of independent work of students. Criteria of estimation of independent work. Organization of independent work of students.

Theme 5. Methodological bases of activation of educational process

5.1. Innovative pedagogical technologies of activation of studies. Forms of activation of educational process. Didactics facilities of activation of process of studies. Pedagogical technologies. Problem studies. Programmable studies. Controlled from distance studies. Theory of the stage-by-stage forming of mental actions. Theory of process control of mastering of knowledge. An algorithmic process is in pedagogics. subject-subject relations in an educational process.

5.2. Methods of studies are at higher school. Problem-searching methods of studies. Logical methods. Methods of forming of the personal interest are to the studies. Method of distribution of roles. Playing planning. Операційно-рольові and business games. Methods of development of business games. Organization of realization of business games.

5.3. Conception of credit-module studies. Distinguishing features of module studies. Educational module. Module control. Rating of success of students organization of his forming. Principles of module studies. Methods of construction of modular codes. Forming of maintenance of the educational modules. Conditioning is for organization of module-rating studies. A feed-back is in credit-module studies.

Theme 6. Didactics government bases educational-creative *by activity of students*

6.1. Educational-creative activity as management object. Object and article of management educational-creative activity. Methods of management educational-creative activity. Theory of the stage-by-stage forming of creative experience. Stages of acceptance of scientifically reasonable decision of creative problem. Model of control system by educational-creative activity. Planning of control system by educational-creative activity.

6.2. Didactics facilities of management educational-creative activity. Didactics facilities and their classification. Principles of selection of didactics facilities are in an educational process. Didactics games are in control system by educational-creative activity. Didactics models of objects and processes of maintenance of education. Didactics evident drawing of educational information tools. Process of self-government of students educational-creative activity.

6.3. Organization of process of self-government of students educational-creative activity. Independent work of students and her maintenance. Forms of independent work. Organization of independent work of students. Individualization of independent work of students. Methodical providing of independent work. Process of self-government of students educational-creative activity.

**Structure of educational discipline
after speciality 076 «Enterprise, trade and exchange activity»**

Names of the semantic modules and themes	Amount of hours											
	daily form						In absentia form					
	all	including.					all	including.				
		L	Pr	lub	Ind	Self		L	Pr	lub	Ind	Self
1	2	3	4	5	6	7	8	9	10	11	12	13
Module 1												
Semantic module 1. A "Theory of educational process is at higher school"												
Theme 1. European educational integration. Conception of higher education.	14	4	4	-	-	6	12	-	-	-	-	12
Theme 2. Didactical of basis of training of administrative personnels in the system of higher education	12	2	2	-	-	8	14	1	1	-	-	12
Theme 3. Organization of educational process is at higher school	14	4	4	-	-	6	14	1	1	-	-	12
Together after the semantic module 1	40	10	10	-	-	20	40	2	2	-	-	36
Semantic module 2. "Didactics bases of educational-educator process"												
Theme 4. Methodological of teaching basis at higher school	18	2	2	-	-	14	17	1	2	-	-	14
Theme 5. Methodological bases of activation of educational process	18	2	2	-	-	14	15	1		-	-	14
Theme 6. Didactical of government of students educational-creative activity base	14	2	2	-	-	10	18	2		-	-	16
Together after the semantic module 2	50	6	6	-	-	38	50	4	2	-	-	44
All the hours	90	16	16	-		58	90	6	4	-		80

II. PLANS OF LECTURES, PRACTICAL AND SEMINAR EMPLOYMENTS

Lecture employments

Semantic module 1. A "theory of educational process is at higher school"

Theme 1. European educational integration. Conception of development of higher education is in Ukraine

1.1. A purpose and task to the course teaching "Methods at higher school" in the system of training of personnels.

1.2. Features of the systems of higher education are in the countries of Europe, Asia and America.

1.3. Conception of training of administrative personnels is in the system of higher education.

Theme 2. Didactics bases of preparation of administrative shots in the system of higher education

2.1. Didactics bases of pedagogical process.

2.2. System of higher educational establishments, even preparations of specialists.

2.3. Professionally-qualifying model of specialist of enterprise sphere.

Theme 3. Organization of educational process is at higher school

3.1. Education and methodical complex and his constituents.

3.2. Chart of educational process, his role and order of stowage.

3.3. Educational loading of teacher and her kinds.

3.4. A role of department is in educational process control.

Semantic module 2. "Didactics bases of educational-educator process"

Theme 4. Methodical bases of teaching are at higher school

4.1. Lecture, her functions, classification.

4.2. Practical employment, his purpose, functions and structure.

4.3. Control, his purpose and functions.

4.4. Purpose and task of the course and diploma planning.

4.5. Purpose and task of practical preparation of students of agrarian education.

4.6. Management independent work of students.

Theme 5. Methodological bases of activation of educational process

5.1. Innovative pedagogical technologies of activation of studies.

5.2. Methods of studies are at higher school.

5.3. Conception of credit-module studies.

Theme 6. Didactics government of students educational-creative activity bases

6.1. Educational-creative activity as management object.

6.2. Didactics facilities of management educational-creative activity.

6.3. Organization of process of self-government educational-creative activity.

Seminar employments

№ from	Name of theme	Amount hours
1	<p><i>Theme 1. European educational integration. Conception of higher education is in Ukraine.</i></p> <ul style="list-style-type: none"> • conceptual directions of development of higher education in Ukraine. • features of the systems of higher education are in the countries of Europe, Asia and America • Bolonsky process as mean of integration and democratization of higher education • reasons and aims of Болонського of process • adaptation of higher education of Ukraine is to the requirements of Bolonsky of process 	1
2	<p><i>Theme 3. Organization of educational process is at higher school.</i></p> <ul style="list-style-type: none"> ◆ pedagogical technologies and their role are in activation of educational process ◆ theory of problem studies of management ◆ programmable studies ◆ controlled from distance studies ◆ module-rating technology of studies 	1
3	<p><i>Theme 5. Methodological bases of activation of educational process.</i></p> <ul style="list-style-type: none"> ◆ methods of studies and their classification ◆ problem-searching methods of studies ◆ the playing planning is in an educational process ◆ business and didactics games are in an educational process ◆ didactics facilities of activation of process of studies 	2
4	<p><i>Theme 6. Didactics government of students educational-creative activity bases.</i></p> <ul style="list-style-type: none"> ◆ requirements are in relation to preparation of modern managers-economists ◆ educational-creative activity and her kinds ◆ theory of the stage-by-stage forming of creative experience ◆ organization of educational-creative activity of students ◆ methods of management educational-creative activity 	2
	<i>All</i>	8

Practical employments

№ from	Name of theme	Amount hours
1	<p><i>Theme 2. Didactics bases of training of administrative personnels are in the system of higher education.</i></p> <p><u>Task.</u> Development of professionally-qualifying model of manager-economist</p> <ul style="list-style-type: none"> ◆ role and setting of professionally-qualifying model leaders and specialists of c. - productions ◆ structure and maintenance of professionally-qualifying model order of stowage of professionally-qualifying model 	1
2	<p><i>Theme 3. Organization of educational process is at higher school.</i></p> <p><u>Task.</u> Development of the credit-module program of educational discipline</p> <ul style="list-style-type: none"> ◆ role and setting of on-line tutorial ◆ structure and maintenance of executable code ◆ order of drafting of executable code of discipline 	1
3	<p><i>Theme 3. Organization of educational process is at higher school.</i></p> <p><u>Task.</u> Development and stowage of individual chart of work of teacher</p> <ul style="list-style-type: none"> ◆ role and setting of chart of work of teacher ◆ requirements are in relation to organization of labour of teacher structure and maintenance of individual chart of work of teacher order of stowage of individual chart of work 	2
4	<p><i>Theme 4. Methodical bases of teaching are at higher school.</i></p> <p><u>Task.</u> Stowage of individual curriculum of teacher</p> <ul style="list-style-type: none"> ◆ role and setting of curriculum ◆ structure and maintenance of curriculum of teaching of disciplines order of stowage of curriculum 	2
5	<p><i>Theme 4. Methodical bases of teaching are at higher school.</i></p> <p><u>Task.</u> Stowage of plan-compendium of lecture, estimation of lecture trade</p> <ul style="list-style-type: none"> ◆ lecture, her functions and classification ◆ composition structure of lecture ◆ stages of preparation of lecture features of reading of lectures are on disciplines of administrative cycle criteria of estimation of lecture trade 	2
	<i>All</i>	8

Independent work

Пор. №	Table of contents of task (source)	Amount of hours
1	<p>Theme 1. European educational integration. Conception of higher education is in Ukraine.</p> <p>1. (A national doctrine of development of education (is Decree of President of Ukraine from April, 17 in 2002 are № 347/2002) // Formations of Ukraine. - № 29, on July, 18 in 2001 - C. 4-6.;</p> <p>2. Government national program "Education" (Ukraine of XXI of century"). - K.: Rainbow, 1994. – 61 p .)</p>	10
2	<p>Theme 2. Didactics bases of training of administrative personnels are in the system of higher education</p> <p>2. (Law of Ukraine "On higher education" // the Governmental courier. - 2014. - № 86. - on May, 15)</p>	10
3	<p>Theme 3. Organization of educational process is at higher school</p> <p>1. (Position "About organization of educational process of preparation of specialists after the credit-module system / authors. it is Kharkiv, 2005. - 18 p.;</p> <p>2. Conception of development of the controlled from distance education is in Ukraine // A monograph " is Didactics bases of forming of creative personality of agrarian manager in the conditions of Bolonsky of process" / of Nagaev V.M. - Kharkiv, 2006. - P. 234-241.</p>	10
4	<p>Theme 4. Methodical bases of teaching are at higher school</p> <p>1. (Regulations of the Kharkiv national agrarian university of the name of chaev // of Knowledge. - 2014. - № 1. - on Septembers, 2.;</p> <p>2. Position is the "Didactics games in the system stage-by-stage to the контрполю of knowledge" // Monograph " Didactics bases of forming of creative personality of agrarian manager in the conditions of Bolonsky process / of Nagaev V.M/. - Kharkiv, 2006. - P. 291-323.)</p>	10
5	<p>Theme 5. Methodological bases of activation of educational process</p> <p>1. (Position " of Planning of organizational case an educational-educator process frames "</p> <p>2. A monograph " is Didactics bases of forming of creative personality of agrarian manager in the conditions of Bolonsky process" / of Nagaev V.M. - Kharkiv, 2006. - P. 370-383.)</p>	10
6	<p>Theme 6. Didactics government of students educational-creative activity bases</p> <p>1. Methodical recommendations are "Organization of the educational-experienced work of students" / of Zakharenko A.V., Gorin N.A., Nagaev V.M. - Kharkiv, 2005. - 48 p.;</p> <p>2. A monograph " is Didactics bases of forming of creative personality of agrarian manager in the conditions of Bolonsky process" / of Nagaev V.M. - Kharkiv, 2006. - P. 370-383.</p>	8
All		58

III. VARIANTS OF IMPLEMENTATION OF PRACTICAL EMPLOYMENTS

3.1. Form of executable code of discipline

It is considered
by a methodical commission
(protocol № from 20)
but by advice of faculty
(there is protocol № from 20)

it is "RATIFIED"
"___"___ in 20___
Dean of faculty

Department _____
Course _____
Faculty _____
Profession _____

Executable code and plan

From a course " _____ "

Last name, name teachers which conduct lectures and
laboratory-practical employments _____

All the hours	Lectures	Practical employments	Test	Examination

Pop. №	Table of contents of lecture course	Amount of hours	Table of contents of practical course	Amount of hours
1.				
2.				
3.				

Recommended literature, manuals, reference books and others like that

Pop. №	Lecture course
1.	
2.	
Pop. №	Practical course
1.	
2.	
Pop. №	Hardwares of studies
1.	
2.	

An executable code is ratified on meeting of department :

_____ protocol № ___ from "___" _____ 20 ___

Maneger by a department _____

Anchorman of course _____

3.2. Form of plan-compendium of practical employment

PLAN-COMPENDIUM OF PRACTICAL EMPLOYMENT

from discipline: _____

Theme of employment :

Date of realization :

Whole employments:

Main problem of employment :

Equipment (list of visual aids, hardwares of studies, placards and other) :

A plan of employment (is a list of basic points and time which is taken on their realization) :

Motion of employment (detailed compendium) :

- ◆ the stages and types of activity of students are with an occurring once a minute structure;
- ◆ formulation of tasks to the students is on every stage of employment;
- ◆ results of implementation of tasks which are foreseen;
- ◆ reference is to materials after the theme of employment (pagination of train aids and others like that);
- ◆ рисунки, tasks (with a decision), charts, tables and other

Task to the students from the reflection of their activity :

Forms of control and estimation of results of employment :

Domestic task:

List of the used literature :

Form of analysis of the conducted employment, results of his discussion from by colleagues and teachers :

Teacher _____

3.3. Form of map of estimation of lecture

Department _____

Lecturer _____

Educational discipline _____

Theme of lecture _____

Bread-winner of master's degree level of higher education _____

A quantitative estimation of lecture is on a fiveball scale

Criteria of estimation	Table of contents of criterion	Estimation	
		Private	General
1	2	3	4
<u>1. Richness of content of lecture</u>	Scientific level, accordance to the newest achievements of economic science and practice		
	1. Presence of generalizations, persuasiveness		
	2. Reflection of debatable questions, raising of scientific problems		
	3. Accordance of lecture of maintenance of the program and to the curriculum		
<u>2. Professional orientation</u>	4. Educator role		
	1. Forming of professional world view of students is on a lecture		
	Expansion of social essence of problem questions		
<u>3. Methodical level:</u>	Connection of lecture material is with professional interests of preparation of specialists of national economy		
	1. Application of methods and receptions of активі-зації of cognitive activity of students		
	2. Presence of intersubject and міжтематич-них connections at teaching of lecture material		
	3. Use of elements of feed-back		

<u>4. Structure of lecture</u>	1. Formulation of purpose		
	2. Presence of plan		
	3. Presence of list of literature		
	4. Clear composition construction (entry, basic part, completion)		
	5. Logical sequence and intercommunication of separate parts of lecture		
	6. A selection of every question of plan is at successive exposition of maintenance of lecture		
	7. Selection of main ideas and moments		
<u>5. Style of lecture</u>	1. Clarity, clearness and availability of exposition of ideas		
	2. Rate of exposition of material		
	3. Evidentness of information (to cry, tables)		
	4. Optimal use of board		
	5. Application of hardwares of studies		
	6. A presence of contact is with an audience		
<u>6. Trade of lecturer</u>	1. Level of free possession by a lecture by material		
	2. Emotionality, culture of speech		
	3. Original appearance		
	4. Worthy and tactful attitude is toward students		
	5. Ability to take off tension and fatigue of audience		

Teacher: _____

3.4. Form of map of estimation of lecture of practical (seminar) employment

Department _____

Teacher _____

Educational discipline _____

Theme of employment _____

Bread-winner of master's degree level of higher education _____

A quantitative estimation of practical employment is on a fiveball scale

Criteria of estimation	Table of contents of criterion	Estimation	
		Private	General
1	2	3	4
<u>1. Richness of content of practical employment</u>	1. Accordance of theme of practical employment of maintenance of the program and to the curriculum		
	2. Accordance of maintenance of practical employment to the modern problems of economic practice		
	3. Level of gaining end of practical employment		
	4. Level of plenitude of opening of thematic questions		
<u>2. Structure of practical employment</u>	1. Determination of theme of practical employment		
	2. Determination of purpose of activity		
	3. Grant of the methodical pointing for independent implementation practical task		
	4. Grant to the list of recommended literatures are for a deep study separate questions		
	6. Organization of process of studies of students		
	7. Organization of feed-back is on eta-grain of fixing certain educational to experience		
	8. Organization of objective control educational activity of students in the end practical employment		
<u>3. Methodical level</u>	1. Application of methods and receptions of activation of cognitive activity of students		

	2. Elucidation of difficult places of educational material		
	3. Grant of evident information and facilities office equipments		
	4. Presence of custom motion controls realization of practical employment		
	5. Use of elements reverse copula on all stages of mastering of education information		
	6. Presence of the methodical pointing to independent implementation practical task		
	7. A presence of tests is for self-control knowledge		
<u>4. Professional orientation</u>	1. Forming of professional world view students on employment		
	2. Expansion of social essence problem questions		
	3. Connection of practical material is from professional interests of preparation of specialists of national economy		
<u>5. Trade of teacher</u>	1. Level of free possession practical by material		
	2. Ability to encourage students to more high-quality educational activity for gaining end		
	3. Ability to organize a discussion and discussion of educational material		
	4. Culture of speech		
	5. Worthy and tactful attitude toward students		
	6. Ability to take off tension and fatigue of audience		

Teacher: _____

3.5. Form of map of estimation of organization of realization of examinations and tests

Department _____
 Teacher _____
 Educational discipline _____
 Control form _____
 Student of city council _____

Quantitative estimation of level of organization of realization of control actions on a fiveball scale

Criteria of estimation	Table of contents of criterion	Estimation	
		Private	General
1	2	3	4
<i>1. Level of organization of realization of examinations and tests :</i>	1. Organization of previous realization in certain term of consultation		
	2. A presence of questions is for independent preparations of students are to examination (to the test)		
	3. Presence of properly executed test information		
	4. Presence of sufficient amount of tickets (in 1,5 times more than students in a group)		
	5. A presence of tickets is with such amount questions: bachelor - three, specialist - four, master's degree - five.		
	6. A presence of clean folias is for підготов- by the ки students of answers for tickets		
	7. Timeliness of beginning to examination (to the test)		
	8. Observance of regulation of realization : to examination - 0,33 hours on every student, but (to the test - 0,25 hours on a student)		
<i>2. Methodical level:</i>	1. Application of receptions of differentiation to control of knowledge		
	2. Organization of multilevel control with application of tests, theoretical questions, situational tasks		
	3. Determination of level of mastering students educational material (of reproductive, activity, creative)		

	4. Determination of high-quality descriptions to control: a) plenitude (presence complete chain of the system of knowledge); b) systematic character (efficiency and slenderness); s) scientific character (the deep mastering of scientific concepts, laws, theories); d) durability knowledge.		
<i>3. Pedagogical trade of teacher</i>	1. Benevolent and worthy relation to the students		
	2. Patience and tactfulness		
	3. Demand		
	4. Justice and objectivity of estimation		
	5. Providing of free exchange ideas		
	5. The personal interest is in successes of students		

Criteria of estimation of knowledge of students on examination:

- ◆ *"excellent" - basic questions are exposed at high level, without complications oriented in material, full answers additional questions. Quality of answers testifies to the free possessing material of lecture and practical employments, and also about an acquaintance with additional materials from the investigated object;*
- ◆ *"well" - basic questions are exposed, and on additional or not answers, or answers incomplete. Quality of answers exposes the free possessing lecture and practical material. However, an acquaintance with additional sources is not systematized, not intelligent.*
- ◆ *"satisfactorily" - owns a concept vehicle, oriented in the investigated object, but unable to expose basic questions. A student with difficulties is oriented in lecture material;*
- ◆ *"unsatisfactorily" - a student does fundamental errors in answers, has difficulty dates reasonable answers for the basic questions of programmatic material, does not own a concept vehicle.*

3.6. Form of individual curriculum of teacher

INDIVIDUAL CURRICULUM OF WORK OF TEACHER

On _____ / _____ a school year

Lecturer _____

Graduate degree, scientific rank _____

Position _____

1. EDUCATIONAL WORK

№	Educational course	Amount of clock											
		Course, кiль- bone of groups	Lectures	Practical employments	Consultations	Tests	Examinations	Course planning	Diploma planning	Management productive practice	State examination	Counsel work	Other kinds
First semester													
1.													
2.													
All													
Second semester													
1.													
2.													
All													

2. METHODOICAL WORK

№	Quantitative description	Term of implementation	There is a checkoff
1.			
2.			

3. ADVANCED STUDY

№	Quantitative description	Term of implementation	There is a checkoff
1.			
2.			

4. INCULCATING WORK

№	Quantitative description	Term of implementation	There is a checkoff
1.			
2.			

5. SOCIAL WORK

№	Quantitative description	Term of implementation	There is a checkoff
1.			
2.			

Teacher _____ (signature)

Manager by a department _____ (signature)

It is considered on meeting of department " ___ " _____ in 20__

IV. METHODS OF IMPLEMENTATION INDIVIDUAL EDUCATIONAL-EXPERIENCED TASK

According to the curriculum of study of discipline teaching "Methods are at higher school", the individual educational-experienced task (IEET) is the important element of activation of the individual, advanced and independent study of students. It is a type of independent individual work of student of educational, educational-research or project-designer character which is used in the process of study of programmatic material of educational course and completed by his defence. Purpose of IEET - intent on maintenance of discipline, promote the level of self-verification of students, work skills of work with literary sources.

Structure of IEET : an entry (is marked theme, purpose and task of work and her substantive provisions; a theoretical ground (is exposition of base theoretical positions, laws, principles, algorithms and others like that, on the basis of which a task); is executed basic job and their discussion (performances are given quantitative or high-quality job, chart, model performances, abstract information is systematized and others like that); conclusions; list of the used literature. The general volume of work presents 15-25 pages.

An individual task is given out on a lecture week, whereupon students independently execute him during time, taken on individual work. A teacher controls implementation of IEET students in the period of academic studies before the stowage of test. IEET is executed after an individual variant.

Variants of the individual educational-experienced task

1. Table of contents of the Government national program in oyour country.
2. Psychological, social and pedagogical aspects of upgrading of training of personnels of economic type.
3. Becoming of the multilevel system of training of personnels is in an university.
4. A table of contents of education is in the system of preparation of agrarian managers.
5. Structure of the system of educational process.
6. Didactics principles of studies and their development.
7. Indexes of quality of preparation of specialists : qualifying descriptions, criteria of estimation of quality of studies.
8. Aims, kinds and forms of control of quality of studies.
9. Professional trade of teacher.
10. Control of quality of teaching of disciplines of administrative cycle.
11. Differentiation of control of knowledge, abilities and skills of students.
12. A complex analysis of quality of training of personnels is on results control.
13. Education and methodical documentation of department : normative, methodical, educational, currently-informative.
14. Development of partial methods of teaching is at higher school.
15. Creation of education and methodical complex is from discipline.
16. Innovative technologies of studies are at higher school.

17. Psychology of mutual relations of students and teachers is during audience work.
18. Problems of attention are in a student audience.
19. Introduction of module-rating technology of studies.
20. Individual work is in the conditions of group studies.
21. Facilities of studies. Hardwares of studies are in an educational process.
22. Independent work of students is in the process of studies.
23. Description of on-line tutorials of economic specialities.
24. Professional preparation of managers.
25. Motivation and stimuli of excellent studies of students effective work of teachers.
26. Pedagogical experiments.
27. Methods of activation of studies and organization of their introduction.
28. Development of democratic bases of educational process.
29. Organization of process of self-government educational-creative activity.
30. Alternative systems of studies. Search of ways of improvement of economic education.

V. Question for preparation of students to the test from course "Methods of teaching at higher school"

1. Pedagogics as science is about studies and education.
2. Historical development of pedagogics.
3. Pedagogical system.
4. System of higher educational establishments of education.
5. A Professionally-creative competence of specialist is with higher education.
6. Didactics and her principles.
7. Aims and tasks of studies.
8. Scientific laws, conformities to law of studies
9. Principles of studies.
10. Table of contents of education.
11. Methods of studies.
12. Organizational forms and facilities of studies.
13. Educational and qualificatory levels of higher education.
14. Education and methodical complex and his constituents.
15. Lecture, her functions, classification.
16. Practical employment, his purpose, functions and structure.
17. Kinds and forms of realization of practical employments.
18. Criteria of estimation of quality of realization of practical employments.
19. Control of educational-creative activity of students, his purpose and functions.

20. Types of control of educational-creative activity of students.
21. Organization of module control of knowledge.
22. Organization of final control of knowledge.
23. Criteria of estimation of quality of realization of examinations and tests.
24. Purpose and task of the course and diploma planning.
25. Purpose and task of practical preparation of students.
26. Types of practices, feature of their realization.
27. A structure and maintenance of report is from productive practice.
28. Purpose and task of independent work of students.
29. Requirements are in relation to quality of organization of independent work of students.
30. Individualization of independent work of students.
31. Didactics facilities of activation of process of studies.
32. Methods of development and organization of realization of business games.
33. Forming of maintenance of the educational modules.
34. Didactics facilities and their classification.
35. Laboratory-practical employment.
36. Organization of realization of practical (seminar) employment.
37. Individual lesson.
38. Requirements which are produced to realization of examinations and tests.
39. Organization of prosecution is of course and diploma project.
40. Master's degree diploma work, her functions, structure and features of preparation.
41. Management позааудиторною work of students.
42. Requirements are in relation to quality of organization of independent work of students.
43. Individualization of independent work of students.
44. Didactics facilities of activation of process of studies.
45. Pedagogical technologies.
46. Controlled from distance studies.
47. Problem-searching methods of studies.
48. Methods of forming of the personal interest are to the studies.
49. Playing planning.
50. Methods of development and organization of realization of business games.
51. Rating of success of students organization of his forming.
52. A feed-back is in module-rating studies.
53. Didactics evident drawing of educational information tools.
54. Organization of самостійної work of students.
55. Individualization of independent work of students

CRITERIA
estimations of knowledge, abilities and professional skills of master's degrees
on results the study of discipline

ESTIMATION		KNOWLEDGE	ABILITY
Test	75-100 bulk-tanke rs	<p>Has comprehensive and deep knowledge of educational material on the program of discipline.</p> <p>Mastered a task and conception of development of didactics of higher agrarian education in the system of teaching of management.</p> <p>To perfection knows basic literature, and also pointing, positions, normative materials from the methods of teaching of management. Familiarized with additional literature, that recommended by the program.</p> <p>Mastered the copulas of methods, forms and facilities of organization of educational process with laws, conformities to law and didactics principles</p>	<p>Able freely to execute practical tasks, foreseen by the program.</p> <p>Able to organize the educational process of teaching of management after didactics principles.</p> <p>Able to use certificate literature, correctly to lay out programmatic material.</p> <p>Demonstrates skills of creative thought, scientifically reasonable acceptance of decisions</p>
	60-74 bulk-tanke rs	<p>Has knowledge only of basic educational material in a volume, to the necessity for the further teaching and work on speciality.</p> <p>Acquainted with basic literature, recommended program.</p> <p>Assumes errors in answers for the theoretical questions of discipline and during implementation of practical tasks, but owns necessary knowledge for the correction of errors under the direction of teacher</p>	<p>Executes practical tasks within the limits of programmatic requirements.</p> <p>Assumes inaccuracies and errors during the decision of productive situations.</p> <p>Does not own skills of organization of educational process and methods of teaching of management</p>
It is not reckoned	0-59 bulk-tanke rs	<p>Does not own knowledge from basic programmatic material of discipline.</p> <p>Assumes flagrant errors in answers.</p> <p>Has insufficient knowledge for an independent capture programmatic material off additional hand</p>	<p>Not able to decide the practical tasks foreseen by the program or assumes fundamental errors in their implementation.</p> <p>Demonstrates the lack of ability oriented in basic literature and normative materials</p>

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Victor Mikhajlovich Nagaev

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Computer make-up and release of V.M.Nagaev
Signature to printing 26.11 2018. Format of 60x84 1/16. A paper is an offset.
Garniture of Таймс. Printing is an offset. Volume: a 1,6 Publishing sheet.
Drawing 100.

Редакційно-видавничий відділ Харківського національного аграрного університету ім. В.В.Докучаєва. 62483, Харьк. обл., навч. міст. ХНАУ

Area of the operative printing of KNAU, tel. 99-77-80