Doctoral School of Social Sciences of the Jagiellonian University in Krakow

(SDNS UJ)

**INTERNAL TERMS AND CONDITIONS FOR TEACHING PRACTICES**

**Doctoral School of Social Sciences**

PhD students of SDNS implement didactic practice in the dimension provided for in doctoral programs - Economics and finance, Socio-economic geography and spatial management, Social communication and media sciences, Political and administrative sciences, Science and management and quality, Legal sciences, Sociological Sciences, Pedagogy, Psychology, Interdisciplinary Program " Society of the Future ", International doctoral program in the field of cognitive neuroscience.

1. The objectives of the practice

During the internship, the development of practical didactic skills in the field of academic didactics and social competences, conducting independent classes with students will be supported, developing knowledge in a given field / discipline and developing self-education skills, in particular:

SKILLS

* ability to design teaching classes, choosing content, methods, forms and means of education for planned learning outcomes;
* ability to conduct classes with students, the ability to use various learning strategies and the use of information technologies (work on the platform)
* ability to design tools to verify learning outcomes and their application.

SOCIAL COMPETENCE

* independence in designing, organising, managing and implementing activities;
* responsibility for their actions and their results in the sphere of educating students;
* focus on the existence of many different alternative models in academic education; focus on flexibility in the selection of models, methods, forms and means of education at the stage of planning and implementing the process and conducting an evaluation of the student educational process;
* focus on the improvement of their knowledge and teaching skills and positive motivation to overcome difficulties and obstacles.

1. Internships can take place in the following forms:

* conducting classes with students in the form of exercises, seminars, workshops, empirical projects or other forms specific to a given field of study

(or)

* co-conducting classes with the internship tutor; however, these classes should also be in the form of exercises, seminars, workshops, empirical projects or other forms specific to the given field of study. It is not recommended for the PhD student to co-conducts the lecture.

1. Co-conducting classes as a special form of apprenticeship consist of :

* at least 15 hours of participation in conducting classes led by an internship supervisor;
* observation and active co-conducting of classes, assistance in all activities related to a given course, in particular:

preparing class projects;

preparing teaching materials for students;

supporting the process of conducting remote classes on the Pegaz platform;

supporting the process of class evaluation;

discussing classes and dilemmas related to them with the tutor

1. The time dimension of teaching practices is determined by doctoral programs, but their duration may not exceed 60 hours per year. The place of internship is the Jagiellonian University or another university upon the consent of the supervisor and the head of the doctoral program. The doctoral student does not receive any remuneration for the teaching practice.
2. The internship tutor, if the doctoral student implements the internship by co-conducting classes, is appointed by the doctoral program manager at the doctoral student's request agreed with the thesis supervisor and the person responsible in the given institute for the allocation of didactic classes. In the case of independent classes, the thesis supervisor, an authorised person or the coordinator of the subject becomes the internship tutor,

1. Responsibilities of the internship tutor:

* watching over the proper course of the internship;
* allowing a PhD student to observe his classes;
* presenting a PhD student with their teaching methods;
* methodical care of the internship - consulting projects and teaching materials prepared by PhD students, discussing conducted classes;
* confirmation of undergoing a doctoral internship based on internship documentation collected by the student.

6. Responsibilities of the PhD student :

* discussing the terms and procedures of the internship with the internship tutor;
* preparation of projects classes and their consultation with the internship tutor;
* participation in preparatory or organisational work for observed classes in accordance with the instructions of the internship tutor (e.g. preparation of teaching materials, assistance during class activities, etc.);
* implementation of didactic class projects;
* discussion about the process of internship with the internship tutor;
* following the comments, guidelines and instructions of the head of the doctoral programme and the tutor, and
* informing about activities undertaken as part of internships.

1. The condition for the internship is that the doctoral student presents the necessary documents and declarations required by law, including internal JU files.
   1. The Head makes confirmation of didactic internships of the doctoral program based on the positive opinion of the internship tutor.