

Ordinance no 3/2018
of Vice Dean of the Faculty of Biology
of June 19, 2018

on the principles of teaching practice for PhD students at the Faculty of Biology at the Jagiellonian University.

§ 1

1. PhD students at the Faculty of Biology at the Jagiellonian University are obliged to complete teaching practice in the form of teaching /co-teaching* classes or participation** in classes.
2. PhD students may be entrusted with teaching or co-teaching courses (classes, field courses, workshops (practicum), laboratory classes, discussion classes, helping in conducting specialised practical classes) at higher education study programmes.
3. With the consent of the Director on Educational Affairs, PhD students at the Faculty of Biology can teach courses designed for students.
4. The classes that must be taught by a PhD student as a part of their teaching practice are assigned by the Director on Educational Affairs who consults the doctoral advisor/supervisor of a PhD student.

**Co-teaching – active participation in teaching courses run by an academic teacher e.g. helping with microscopic observations, laboratory classes, field classes, preparing teaching materials ...*

***Participation – participation in classes referred to in § 1.2 as an observer.*

§ 2

1. Obligatory workload and form of teaching practice for the full PhD study programme:

PHD STUDENTS, YEAR I

- merely participate in classes taught by an academic teacher and attend classes developing their teaching skills;
- observe minimum 10 hours of classes, after which they write a report and have it signed by a course coordinator or their doctoral advisor. The report template constitutes Appendix 1 hereto.

PHD STUDENTS, YEAR II - IV:

- independently teach classes;
- co-teaching is possible only with prior consent of the Dean on Educational Affairs

PHD STUDENTS WITH PROLONGED COURSE OF STUDIES (AFTER YEAR IV)

- are not obliged to do teaching practice unless the Director on Educational Affairs decides otherwise pursuant to principles for PhD students without a doctoral scholarship.
2. The yearly obligatory workload is specified in the study programmes:
 - 10-60 hours – PhD student with a doctoral scholarship,
 - 10-30 hours – PhD student without a doctoral scholarship.

3. PhD student does not receive remuneration for teaching classes within their obligatory teaching practice.
4. A doctoral advisor/ supervisor shall observe classes taught by a student at least once in an academic year. The observed classes are later discussed with the PhD student and followed by a written report by the doctoral advisor/supervisor, called *PhD student's teaching practice record*, containing their assessment of the observed classes. A template for *PhD student's teaching practice record* constitutes Appendix 2 hereto. A PhD student shall submit *PhD student's teaching practice record* together with their annual report form.

§ 3

All matters not settled herein shall be resolved by the Dean of the Faculty of Biology.

§ 4

This Ordinance shall enter into force on the day it is signed and shall apply to the academic year 2018/2019.

VICE DEAN

/-/ dr hab. Anna Pecio

PHD STUDENT'S REPORT FROM THE OBSERVED CLASSES

KRAKÓW,

DATE

.....
PhD student's name and surname

TEACHING PRACTICE INFORMATION

.....
Teacher's name, surname and academic degree

Name and form of the course:

/course module, course form (lecture, class, seminar etc.),

Teaching practice timeline:.....

No. of observed classes (45 min each) :.....

OBSERVATIONS FROM THE CLASS:

1. The way of presenting knowledge:
2. Activating teaching methods used by the teacher:
3. Educational methods/tools used by the teacher:
4. Class organisation:

.....
PhD student's signature

.....
Teacher's signature

PhD STUDENT'S TEACHING PRACTICE RECORD
FROM CLASSES TAUGHT BY THE STUDENTS WITHIN THEIR TEACHING PRACTICE

INFORMATION ON THE TEACHING PRACTICE		
..... <i>PhD student's name and surname</i>	 year of studies
Teaching practice timeline	from	to
Total number of hours done		

INFORMATION ON CLASSES TAUGHT BY THE STUDENT

Name of the course:

Class venue:

Study programme/ Specialization:

- I cycle
- II cycle

Semester:.....	Year of studies:....	Group no:.....	No. of class participants:.....
Class form	<input type="checkbox"/> Lecture		No. of hours (45 min):
	<input type="checkbox"/> class/laboratory	
	<input type="checkbox"/> workshop	
	<input type="checkbox"/> seminar	
	<input type="checkbox"/> other, (please specify)		

CLASS ASSESSMENT

Topic of the class:

Did the teacher specify the goals and expected learning outcomes for the class?

Did the content and form of the class enable achieving the expected learning outcomes?

Were the room and its equipment appropriate for the class?

Comments on the class

(activating methods used, the teacher's contact with students, students' engagement, pace of the class, educational methods/tools used, fairness in assessment, compliance with the expected learning outcomes, etc.)

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Opinion.....
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General assessment of the quality of teaching and the class compliance with the expected learning outcomes:

- outstanding**
- positive**
- conditional**
- negative**

Kraków, (date).....

Observing teacher's signature (teaching practice supervisor)