



SUBJECT DATASHEET

Portfolio

BMEGT51A580

I. SUBJECT DESCRIPTION

1. SUBJECT DATA

Subject name

Portfolio

ID (subject code)

BMEGT51A580

Type of subject

contact hour

Course types and lessons

<i>Type</i>	<i>Lessons</i>
Lecture	0
Practice	0
Laboratory	12

Type of assessment

term grade

Number of credits

3

Subject Coordinator

<i>Name</i>	<i>Position</i>	<i>Contact details</i>
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Educational organisational unit for the subject

Department of Technical Education

Subject website

<https://edu.gtk.bme.hu>

Language of the subject

magyar - HU

Curricular role of the subject, recommended number of terms

Programme: Vocational instructor BSc - Technical instructor specialisation (from 2021/22/Term 1)

Subject Role: Compulsory

Recommended semester: 6

Direct prerequisites

Strong None

Weak None

Parallel None

Exclusion None

Validity of the Subject Description

Approved by the Faculty Board of Faculty of Economic and Social Sciences, Decree No: 580515/8/2024 registration number. Valid from: 26.06.2024.

2. OBJECTIVES AND LEARNING OUTCOMES

Objectives

The aim of the course is for the student to prepare a portfolio of individual work, which is a presentation, analysis and evaluation of the experiences of two semesters of pedagogical practice from an educational point of view, with a scientific background. It demonstrates the student's ability to self-reflect, to integrate and apply the knowledge acquired in the different areas of the training, to evaluate the scientific and literary findings relevant to his/her work and to evaluate the effectiveness of the teaching or pedagogical task.

Academic results

Knowledge

1. Comprehensive knowledge of the basic facts, directions and limits of the subject area corresponding to the specialisation of the teacher.
2. Knowledge of the most basic mathematical, scientific, economic and social science principles, rules, contexts and procedures from the point of view of vocational education and training, necessary for the teaching of the specialisation of the teacher.
3. Knowledge of the most important contexts, theories and concepts related to his/her specialisation from a vocational training perspective.
4. Theoretical and practical knowledge of the planning, organisation, implementation and monitoring of practical activities (school, company, institutional, service, agricultural), the principles of organising individual and group practice, the basic concepts of differentiation, remedial training and talent management.
5. You will have the specific theoretical and methodological foundations and practical knowledge needed to design, organise and manage short-cycle training.
6. You will have the specific theoretical and methodological foundations and practical knowledge needed to work as a vocational trainer.
7. Knowledge of the main concepts, characteristics and typical forms of dual and individual training.

Skills

1. From the point of view of vocational training, he is capable of basic analysis of the disciplines that make up the knowledge system corresponding to the specialization, synthetic formulation of connections and adequate evaluation activities.
2. From the point of view of vocational training, he is able to apply the most important theories, procedures and related terminology of the given specialization when performing practical tasks.
3. Able to identify routine professional problems, to explore the theoretical and practical background necessary for their solution, to formulate them and to solve them (with the practical application of standard operations).
4. Able to present work methods, work actions, and work activities corresponding to the professional specialization, and manage their acquisition and practice.
5. Able to plan, organize, implement and control and evaluate practical exams by taking quality assurance principles into account.
6. Able to model simpler systems and processes that are important from the point of view of vocational training, especially with regard to the different aspects of training places.
7. He is able to use his knowledge in a creative way to effectively manage the resources of his workplace (training center, workshop, teaching office, educational farm, individual training place operated by a company or business).
8. In the course of his work, he is able to apply and comply with safety, fire protection and hygiene rules and regulations.
9. Able to communicate in a professionally adequate manner, orally and in writing, in his native language and at least at a basic level in a foreign language, in accordance with his specialization.

Attitude

1. Assume the social role of your profession, its basic relationship with the world.
2. Is open to learning about, accepting and authentically conveying the professional, technological developments and innovations in the field of specialization that are highlighted from the point of view of vocational training.
3. He strives to make his self-education a means of achieving his professional and pedagogical goals.
4. Even in unexpected decision-making situations requiring a complex approach, he makes his decision by fully taking into account the laws and ethical standards.
5. He tries to solve problems in cooperation with others if possible.
6. During the performance of his professional duties, he also cooperates with qualified professionals from other (primarily pedagogical) fields.
7. Reveals the shortcomings of the applied technologies, procedures, treatment methods, the risks of the processes and initiates the taking of measures to reduce them.
8. Monitors legislative, technical, technological and administrative changes related to the field from the point of view of vocational training.
9. It authentically represents the social role of its profession and its fundamental relationship with the world.

Independence and responsibility

1. Even in unexpected decision-making situations, he independently thinks through comprehensive, foundational professional questions and develops them based on given sources.
2. During the performance of his professional duties, he also cooperates with qualified professionals from other (primarily pedagogical) fields.

3. Reveals the shortcomings of the applied technologies, procedures, treatment methods, the risks of the processes and initiates the taking of measures to reduce them.
4. Monitors legislative, technical, technological and administrative changes related to the field from the point of view of vocational training.
5. It authentically represents the social role of its profession and its fundamental relationship with the world.

Teaching methodology

By gathering, organising and reflecting on the documents produced during the observation and independent teaching in Pedagogical Practice 1 and Pedagogical Practice 2, the student will compile an independent portfolio, supported by the accompanying Seminar 1 and Seminar 2.

Materials supporting learning

- A Műszaki Pedagógia Tanszék Dokumentumtárában megosztott anyagok.

II. SUBJECT REQUIREMENTS

TESTING AND ASSESSMENT OF LEARNING PERFORMANCE

General Rules

A 2.2. pontban megfogalmazott tanulási eredmények értékelése a hallgató által készített portfólió minősége alapján történik.

Performance assessment methods

A. Szorgalmi időszakban végzett teljesítményértékelések részletes leírása: 1. Részteljesítmény-értékelés (házi feladatok):
Portfólió készítése

Percentage of performance assessments, conducted during the study period, within the rating

- 1. részteljesítmény értékelés (1. házi feladat): 100

Percentage of exam elements within the rating

Conditions for obtaining a signature, validity of the signature

Issuing grades

Excellent	95
Very good	88-94
Good	75-87
Satisfactory	62-74
Pass	50-61
Fail	0-49

Retake and late completion

1) A házi feladat a mindenkorai Tanulmányi és Vizsgaszabályzat előírásai szerint, a Térítési és Juttatási Szabályzatban előírt díjak megfizetése mellett pótolható.

Coursework required for the completion of the subject

Portfólió elkészítése 90

Approval and validity of subject requirements

Consulted with the Faculty Student Representative Committee, approved by the Vice Dean for Education, valid from: 03.06.2024.

III. COURSE CURRICULUM

THEMATIC UNITS AND FURTHER DETAILS

Topics covered during the term

A 2.2. pontban megfogalmazott tanulási eredmények eléréséhez a tantárgy a hallgató által egyénileg készített portfólió összeállításával járul hozzá, melyhez támogatást a kísérő szeminárium nyújt.

- 1 compilation of a personalised portfolio
- 2 with the help of the accompanying seminar

Additional lecturers

Approval and validity of subject requirements