

ST. AUGUSTINE UNIVERSITY OF TANZANIA
SCHOOL OF GRADUATE STUDIES- DAR ES SALAAM CENTRE
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SHORT COURSES ANNOUNCEMENT

PROGRAMME: PEDAGOGICAL KNOWLEDGE AND SKILLS OF TEACHING IN HIGHER EDUCATION

1.0 Preamble

Saint Augustine University of Tanzania (SAUT), School of Graduate Studies -Dar Centre has organized short courses in **Pedagogy and Assessment** for academic staff in higher education institutions to be held in **July and August 2023**. The courses aim to provide theoretical and practical context for newly recruited staff or even staff who have been teaching in higher education without training for teaching at that level.

Key deliverables of the workshop

2. The programme

The programme consists of two main parts, namely a module- based taught component and a practicum component that consists of activities to apply the learned concepts and maintain a portfolio, which is assessed. A successful completion of the two parts leads to successful completion of the program and award of the PGCHE.

3. Expected outcomes

Upon completion of the programme, participants are expected to:

- (a) Acquire knowledge and skills about current conceptions of teaching and learning in higher education institutions.
- (b) Have skills of design, management and monitoring of curricula and programs and courses offered in higher education institutions;
- (c) Be able to monitor and evaluate academic and professional programs either as co-ordinators or heads of departments;
- (d) Have knowledge and skills of designing an assessment procedure construct various assessment tool such as tests, examinations, moderate such items, and provide professional feedback to colleagues.

- (e) Develop a culture of reflection and sharing of experience for the purpose of improving professional practice of teaching.

4. Scope of the program

The program is organized in modular form and is structured into two major components: **Theoretical and Practical**

5. Programme Modules

The Programme includes the following modules and teaching units:

MODULE CTE 01: AN INTRODUCTION TO TEACHING AND LEARNING IN HIGHER EDUCATION

Teaching Units

- (a) Definition of key terms
- (b) Conceptions on Teaching
- (c) Conceptions on learning
- (d) Teaching/Learning model – with special focus on variation theory of learning
- (e) The varying nature of learners and staff in higher education

MODULE CTE 02: BASIC PRINCIPLES OF CURRICULUM DESIGN AND DEVELOPMENT

Teaching units

- a) Nature and rationale for academic program and course development, definition of key terms
- b) Stages of Program and course development
- c) Program and Course structure
- d) Program and course management

MODULE CTE 03: TEACHING AND LEARNING TECHNIQUES AND THEIR MANAGEMENT

Teaching Units

- (a) Definition of key concepts
- (b) Types of teaching methods
- (c) Participatory Teaching methods: purpose, description, process and management
- (d) Selection (and management) of Teaching strategies
- (e) Examples of methods

MODULE CTE 04: INSTRUCTIONAL RESOURCE MATERIALS: TYPES, PRODUCTION, SELECTION AND USE

Teaching Units

- (a) Some conceptual definitions of instructional materials
- (b) Types of instructional materials
- (c) Role of instructional materials
- (d) Production and selection of instructional materials
- (e) Use of instructional materials and instructional technology.

MODULE CTE 05: ASSESSMENT AND EVALUATION OF TEACHING AND LEARNING

Teaching Units

- (a) Definitions of key concepts
- (b) Historical perspective on assessment
- (c) Types of assessment/Assessment tools
- (d) Assessment process/Test construction procedure: Observing validity, reliability.
- (e) Test and examination moderation: principles and practice in an institution
- (f) The “standards” debate on assessment: Focus on moderation, supervision, marking and grading.

MODULE CTE 06: SUPERVISION OF PRACTICAL TRAINING

Teaching Units

- (a) Introduction: programme design, development, implementation and evaluation
- (b) The concept of training and supervision
- (c) Organization for supervision
- (d) Off-the-job and on-the-job supervision
- (e) Supervision techniques
- (f) Supervision reports
- (g) The role of supervision in maintaining work standards and professional values.

6. Applicant Requirements

To qualify for the course the applicant can enter with a Master or PhD degree and some experience of teaching in higher education. Post graduate diploma applicants with experience may be considered.

7. Mode of instruction

A combination of approaches will be used through this training including: Interactive lectures, individual and group discussions and assignments, and plenary presentations.

8. Programme faculty

This programme modules will be delivered by experienced staff who have worked in the field for many years.

9. Programme duration:

Each of the programme modules will be offered for **three to five days**. The mode will be run from 9 am to 5pm.

10. Programme fee:

The participation fee for the program is **Tsh. 700,000/=** per person to cover the cost of training materials, Certificate, breakfast and Lunch. This is if you attend all the modules. If you choose to attend only some modules, you may be charged **Tsh. 200,000 per module**.

11. Number of course participants is 30 for each Module to run effectively.

12. VENUE: This training will be conducted at SAUT Dar es Salaam Centre, at Msimbazi Centre, Mahenge Procura Building.

13. Award:

Certificates will be awarded after attaining a minimum requirement of the course

Mode of application:

Applicants should send their application to:

The Director
St. Augustine University of Tanzania
Dar es Salaam Centre
P.O. Box 72359
Dar es Salaam, Tanzania

Or

Send email through sautdarcentre@gmail.com or kalafunja@gmail.com

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