

Завдання для самостійної роботи

№ з/П	Форми самостійної роботи	Кількість годин, д/в	Кількість годин, з/в	Форма контролю
1	Написання есе «Мій досвід самостійно завершеної праці без нагляду/примусу», яке має відповідати на шість ключових питань. Есе стає складовою портфолію.	8	10	Обговорення есе на початку наступного заняття
2	Перегляд фільмів «Ми - команда» (2006, реж. Джозеф Макджинти Никол) та «Страх і трепет» (2003, реж. Ален Корно). Написання есе – чому в плані командної роботи, лідерства, роботи в складних умовах навчили мене ці фільми. Есе стає складовою портфолію.	20	28	Обговорення есе на початку наступного заняття
3	Написання есе «Проблема неспанья» - приклад з роботи Д.Майерса за допомогою критичного мислення. Есе стає складовою портфолію.	8	12	Групова дискусія на початку наступного заняття.
4	Підготовка 3-хвилинної презентації з будь-якої теми з використанням редактору Power Point. Дотримуватися вимог до підготовки ефективної презентації, які є у електронному підручнику та лекційному матеріалі.	8	12	Презентація на занятті.
5	Самостійне проходження тесту Хоні та Мамфорд «Стиль навчання» (Honey and Mumford Learning styles questionnaire, LSQ) з 1-го параграфу електронного підручника з «Soft Skills» - «Вступ до Софт Скіллз» або з сайту Лабораторії психодіагностики (або з системи Moodle). Виконати тест, оцінити результати, написати висновок. Цей тест стане частиною портфолію.	4	6	Письмовий звіт.
6	Написання ПОР (плану особистісного розвитку) та щоденника навчання (частина портфолію).	10	12	Перевірка письмових робіт. Екзамен.
	Разом	58	80	

Recommendations for essay writing

- Plan and create a structure of your essay.
- Keep a topic.
- Try to differentiate in your essay your opinion which based on emotions from your points that based on some arguments and facts.
- Regard other possible points of view, what if you are wrong?

Essay 'My experience of work without supervision'

In your essay it should be the answers to this 6 questions:

- 1) When do you normally work as an individual?
- 2) How do you organize and prioritize your work to ensure you complete it without prompting?
- 3) How do you make sure that you can cope without a supervisor?
- 4) What are some of the things you have achieved when working alone?
- 5) What are some of the things that you do to ensure that your time is being used effectively?
- 6) When have you made a decision without guidance from others?

Write this essay by remembering your relevant studying, working or life experience. This will be an element of your portfolio.

Example:

I currently work for long periods unsupervised as my scientific leader several times has gone to the business trips. During these periods, I am required to use my own initiative to decide how to deal with scientific tasks and to prioritize my own workload...

Essay "Sleeping Problem"

Sleeping stage REM (rapid eye movement) returns periodically during sleep time, and someone sees vivid dreams. Theories about the causes of sleep vary widely, ranging from the theories of Freud, who believed the dream kind of spare valve to release psychic energy to assumptions that sleep plays an important role in information processing, and to representations that dream is simply the product of random neural activity of the brain. Although the causes of sleep are still not clear, sleeping is necessary without any doubts. After the periods when a person is deprived of REM sleep would follow longer REM-periods.

Imagine that your elderly aunt (client, patient, colleague) is concerned about his insomnia. She argues that she sleeps only 3-4 hours a night, in the morning feels restless, do not sees any dreams. Fearing that the loss of sleep and dreams create psychological problems, she tries to take a nap in the afternoon to "catch" it up, in the middle of the night she engages in aerobics to get tired and fall asleep faster, and even drinks a glass or two of alcohol. And although she claims that insomnia affects the health and mood, you do not notice any changes in it. Moreover, she quite naturally and easily leads the conversation.

In your essay answer the following questions about "Sleeping problem" (example analysis):

1. Whether aunt's (client's, patient's, colleague's) concern about her sleep is justified? Should she worry about her insomnia?
2. Which actions should she take to improve her sleep?
3. Is it possible that aunt (client, patient, colleague) completely ceased to see the dreams? How can she become sure in this?
4. Suppose your aunt (client, patient, colleague) was right when she said that she had ceased to see the dreams. What could be the expected results of such a state in the light of Freud's theory? In the light of physiological psychology? Cognitive psychology?

LEARNING LOG OR LEARNING JOURNALS

A learning Log is basically a log or record or journal of your own learning. It is not necessarily a formal 'academic' piece of work. It is a personal record of your own learning. As such it is a document which is unique to you and cannot be 'right' or 'wrong'. A learning

Log helps you to record, structure, think about and reflect upon, plan, develop and evidence your own learning.

What is a Learning Log?

A learning Log is a journal which evidences your own learning and skills development. It is not just a diary or record of “What you have done” but a record of what you have learnt tried and critically reflected upon.

For example if in your Learning Log you include details of what you did or how you did something then consider asking yourself questions such as:

- Did it go well? Why? What did you learn?
- Did it go badly? Why? What did you learn?
- How can you improve for next time?

A Learning Log contains your record of your experiences, thoughts, feelings and reflections. *One of the most important things it is your conclusions about how what you have learnt is relevant to you and how you will use the new information/knowledge/skill/technique in the future.*

It may contain details of problems you have encountered and solved (or not solved). Examples of where you have encountered and solved (or not solved). Examples of where you have started to try out and practice a new skill and examples of your own formal and informal learning. Formal learning is ‘taught’ in a formal academic setting – for example via lecture. Informal learning is learning which takes place outside a formal academic setting, for example, though talking with friends or colleagues in a social setting.

A Learning Log is a personal document. Its content may be very loosely structured and only of relevance to you. Once you have commenced a Learning Log you will find it a valuable and useful ‘tool’ to help your learning and to help you to think about and structure your learning.

How do I “do a Learning Log?

Try to write something down after every new learning experience. Normally use an A4 pad ring binder of paper.

- What you did
- Your thoughts
- Your feelings
- How well (or badly) it went
- What you learnt
- What you will do differently next time.

On a regular basis (usually 3-5 weekly) review what you have written and reflected upon this. Be honest with yourself.

Ask yourself questions such as:

- Have I achieved anything? If so, what?
- What progress have I made?
- Have I put any theory into practice?
- How does what I have been doing lead to me becoming better at a skill?
- How can I use this to plan for the future?
- How can I use this to plan new learning?
- Experiences?

In addition to 3-5 weekly reflection you should also ask yourself these questions the next day or within 24-48 hours of each one of the taught sessions you attend or within 24-48 hours of having practiced a new skill. You will find that how you view something, (your perception of something) changes over time. For example you may have been trying to develop your communication skills and have had a bad or negative learning experience when something went wrong and you feel you have made little or no or even backwards progress. You may reflect upon this the next day and your thoughts and feelings may be mainly negative ones. If you reflect about the experience and have used it to develop further and improve yourself. Skills rarely suddenly develop or improve 'overnight'. Learning new knowledge and applying it within a skills context usually takes time, effort and perseverance. A Learning Log will help you to become more aware of how you learn, what learning tasks you enjoy (and don't enjoy) and of your emotional and cognitive (thought) processes.

At first it may seem difficult to start to critically reflect upon your own learning. Over time though you will find that it becomes easier. The more often that you practice the skill of self-reflection then the easier it will become.

You can use your Learning Log to record courses you went on, books you have read, discussions you have had, Internet sites you have looked at, television programs you have watched. At the end of the day your log should become something that is directly relevant to you and your learning.

Is there a 'best' or 'correct' way of producing a Learning Log?

Not really, the log should be relevant to you and your job/studies/role/activities. There is no 'right' or 'wrong' way of producing a Learning Log. Perhaps the three key questions when engaging in the process of producing a Learning Log are:

- Am I being honest with myself?
- Is this a useful process for me?
- Is this helping my own process of learning?

If the answers are 'yes' then your Learning Log is correct and right for you. If the answers are 'no' and you have genuinely asked yourself some of the questions previously mentioned then perhaps a Learning Log may not really be of much use to you.

If you require any help, advice or guidance about your Learning Log or about how to get started on one then please discuss it with your tutor.

How can producing a Learning Log and developing the skill of critical self-reflection help me?

Again, that depends very much upon you. Some people will get more out of engaging in the process of producing a Learning Log than other people will. Research has identified that reflection can help people to change. Some of the changes which have been identified are listed below.

(Adapted from C. Miller, A. Tomlinson, M. Jones, *Researching Professional Education* 1994, University of Sussex).

Changes associated with reflection

From

Accepting
Intolerant
Doing
Being Descriptive
Impulsive
Being Reserved
Unassertive
Unskilled Communicators
Reactive
Concrete Thinking
Lacking Self Awareness

To

Questioning
Tolerant
Thinking
Analytical
Diplomatic
Being more Open
Assertive
Skilled Communicators
Reflective
Abstract Thinking
Self Aware

You may wish to photocopy the sheets overleaf to use when writing your journal or alternatively produce your own

LEARNING LOG

What did I do?

How do I think/feel about this?

What did I think about but not say (or what did I want to say but did not)?

How well (or badly) did it go?

What did I learn?

What will I do differently next time?

How will I do it differently next time?

What have I achieved?

What have I learn about myself?

How have I put any theory into practice?

How does what I have been doing lead to me becoming better at a skill?

How can I use this to plan for the future?

(How) can I use this to plan new learning experiences?

Рекомендації з написання рефлексивного есе

У Вашому есе від Вас вимагається, щоб Ви усвідомили та відобразили Ваш професійний розвиток відносно прогресу у курсі «Софт Скіллз». Через Ваше есе Ви маєте продемонструвати Ваші досягнення за кожним очікуваним результатом навчання – Ваші набуті компетентності.

Перед тим, як почати писати есе, перегляньте критерії його оцінювання. Це може Вам допомогти сфокусуватися на тому, що вимагається.

Ваше есе має базуватися на Щоденнику навчання та Плані персонального розвитку, які Ви мали скласти протягом курсу.

Ви можете відобразити у Вашому есе Ваші відчуття та тривоги стосовно Вашого розвитку та успішності та уточнити, як це вплинуло на Вашу навчання.

Есе має бути написано від першої особи та сконцентровано на «Вас».

Ви маєте надати приклади або докази (певні факти, сертифікати тощо) того, що Ви досягли певних навчальних результатів завдяки навчанню протягом курсу Софт Скіллз.

Передбачається, що есе має складатися з 3000 слів (біля 5-7 сторінок).

Конфіденційність. Ви маєте поважати конфіденційність інших осіб, тому зберігайте анонімність, якщо Ви згадуєте у есе інших людей.

Критерії оцінювання:

№	Критерій	Задовільно	Незадовільно
1	Есе базується на ПОР, який відображує персональні, організаційні та професійні потреби Вашого розвитку. Цілі мають бути конкретні, орієнтовані на термін, вимірювані та реалістичні.		
2	Спробуйте усвідомити та продемонструвати у есе, що Ви ефективно користувалися Вашим ПОР для особистісного та професійного розвитку, що Ви використали знання та навички, що здобули протягом курсу Софт Скіллз в межах та поза межами навчального процесу в університеті.		
3	Поміркуйте, як Ви використовуєте або будете використовувати Ваші навички у веденні академічних дебатів.		
4	Поміркуйте та відобразіть у есе, як Ви можете продемонструвати Ваші здібності до презентацій, а також, як реагувати на конструктивну критику у поважній та професійній формі.		
5	Поміркуйте та відобразіть, як зросли Ваші можливості ефективно працювати в команді, в групі, робити Ваші індивідуальні внески (лідерство, взяття відповідальності тощо).		
6	Усвідомьте та покажіть зростання Ваших здібностей працювати в організованій манері (керування часом, самомотивація, критичне мислення тощо).		

Your essay requires you to reflect on your professional development in relation to your progress through the Soft Skills course. Through your reflective essay you are aiming to demonstrate your achievement of each of the estimated learning outcomes.

Before you begin to write your essay, have a look at the marking criteria (placed below). It might help you to focus on what's required.

Your essay should be based on your Learning Log and Personal Development plan, which you have to write before essay.

You might like to reflect on your feelings and anxious in relation to your own development and progression and identity how these might have influenced your learning.

The essay should be written in the first person to keep it centered on 'you'.

You may give the examples or provide other evidences (some facts, certificates etc.) that you reach certain learning outcomes thanks to studied knowledge during our part of the course.

The suggested word count for the essay is 3000 words (near 5-7 pages).

Confidentiality. You must respect people's right to confidentiality. In essay and other academic work any reference to the following must be made anonymous so that they cannot be identified by the marker or any other person.

Reflective essay – marking criteria

N	Criteria	Pass	Fail
1	Provides a Personal Development Plan (PDP) that reflects personal, organizational and professional development needs. Goals to be specific, deadline-oriented, measurable and realistic.		
2	Provides and reflects demonstration of effective use of PDP to support your professional and personal development, applying knowledge and skills gained during our course and beyond to enhance own personal practice.		
3	Provides and reflects evidence of the utilization of mastery of the skills necessary to undertake an academic debate.		
4	Provides and reflects evidence to demonstrate own ability to react to constructive criticism provided by others in a respectful and professional manner.		
5	Provides and reflects evidence to demonstrate own ability to work effectively within a team, demonstrating an awareness of personal strengths and individual contributions (leadership, taking responsibility etc.)		
6	Provides and reflects evidence to demonstrate own ability to work in an organized way (time-management, self-motivation, critical thinking etc.)		

What is Personal Development Plan (PDP)

PDP is structured and supported process undertaken by an individual to reflect upon their own learning, performance and/or achievement and to plan their personal, educational and career development.

PDP Structure

2. What are my development objectives?

1. Priority

3. What activities do I need to undertake to achieve my objectives?

4. What support/resources do I need to achieve my objectives?

5. Actual date for achieving my objectives

6. Evidence of achieving