

**UČNI NAČRT PREDMETA / COURSE SYLLABUS**

**Predmet:** Menedžment v izobraževanju  
**Course title:** Management in Education

Študijski program in stopnja Study programme and level	Študijska smer Study field	Letnik Academic year	Semester Semester
Socialni menedžment (VS) / Social management (BA)	Program nima smeri / Program has a single course	Drugi / Second	Četrty / Fourth
Prva stopnja / First level		Tretji / Third	Šesti / Sixth

**Vrsta predmeta / Course type**

Izbirni / Elective

**Univerzitetna koda predmeta / University course code:**

MI / ME

Predavanja Lectures	Seminar Seminar	Vaje Tutorial	Klinične vaje work	Druge oblike študija	Samost. delo Individ. work	ECTS
20	0	40	0	0	120	6

**Nosilec predmeta / Lecturer:**

doc. dr. Petra Kleindienst / Assist. Prof. Petra Kleindienst, Ph.D.

**Jeziki /  
Languages:**

**Predavanja /  
Lectures:** Slovenski / Slovenian, Angleški / English

**Vaje / Tutorial:** Slovenski / Slovenian, Angleški / English

**Pogoji za vključitev v delo oz. za opravljanje študijskih obveznosti:**

Ni posebnih pogojev.

**Prerequisites:**

No special prerequisites.

**Vsebina:**

- Pojem in posebnosti vodenja in menedžmenta v izobraževanju
- Participativni model menedžmenta
- Načrtovanje in programiranje v izobraževanju
- Vizija šole in njeno poslanstvo; razvojni načrti šole
- Kontrola v izobraževanju
- Modeli efektivnega poučevanja
- Premagovanje težav pri učenju - razumevanje učenca; vpogled v številne aspekte učencevega okolja (socialnega, kulturnega, ekonomskega, političnega, institucionalnega, medosebnega in individualnega okolja)
- Kurikulum, preverjanje znanja, ocenjevanje
- Tehnologija, internet in spletno učenje
- Proračun, finance in zbiranje sredstev v izobraževanju
- Sistem kakovosti v (visokošolskem) izobraževanju

**Content (Syllabus outline):**

- Concept and peculiarities of leadership and management in education
- Participatory management model
- Planning and programming in education
- Vision and mission of school; development plans of the school
- Process of control in education
- Models of effective teaching
- Overcoming learning barriers - understanding of students, insight into multiple aspects of the learner's environment (social, cultural, political, economic, institutional, interpersonal, and individual environment)
- Curriculum, testing and assessment
- Technology, Internet and online learning
- Budgeting, finance and fund-raising in education
- Quality system in (higher) education

**Temeljni literatura in viri / Readings:**

Victor X. Wang, Bernice Bain, John Hope, Catherine A. Hansman (2017): *Educational Leadership and Organizational Management: Linking Theories to Practice*. Information Age Publishing.

Fenwick W. English (2015): *The SAGE Guide to Educational Leadership and Management*. Sage Publications.

Saitis, Christos, Saiti, Anna (2018): *Initiation of Educators into Educational Management Secrets*. Springer International Publishing.

Priporočena literatura:

Sindhu, I. S. (2012): *Educational Administration and Management*. Pearson India.

Tomlinson, Harry (2004): *Educational Management*. Taylor & Francis.

**Cilji in kompetence:**

Pridobitev splošnih kompetenc:

- sposobnost oblikovanja izvirnih idej, konceptov in rešitev določenih problemov;
- sposobnost fleksibilne uporabe znanja v praksi;

**Objectives and competences:**

Acquisition of general competences:

- ability to formulate original ideas, concepts and solutions to particular problems;
- the ability to flexible application of knowledge in practice;

- poznavanje pomena kakovosti in prizadevanje za kakovost strokovnega dela skozi avtonomnost, (samo)kritičnost, (samo)refleksivnost in (samo)evalviranje v strokovnem delu;
- sposobnost timskega dela, tj. pripravljenost na sodelovanje, kooperativnost, upoštevanje mnenj drugih in izpolnjevanje dogovorjene vloge v okviru tima in skupine.

Pridobitev predmetno-specifičnih kompetenc:

- razumevanje odnosov med posamezniki, organizacijami in družbenim okoljem, zmožnost za kompleksno sistemsko gledanje in delovanje;
- splošna znanja s področja menedžmenta (vodenje, upravljanje, ravnanje z ljudmi, odnos z okoljem, vodenje in upravljanje materialnih virov in drugo), ki so potrebna za vodenje izobraževalnih organizacij;
- vpogled v dinamiko organizacije;
- usposobljenost za delo na področju izobraževanja in za prevzemanje vodstvenih funkcij v izobraževalnih organizacijah.

- knowledge of the quality importance and the pursuit of professional work quality through autonomy, (self)criticality, (self)reflexivity and (self)evaluation in professional work;
- teamwork ability, i.e. willingness to cooperate, following the opinions of others, and fulfil an agreed role within the team.

Acquisition of course-specific competences:

- understanding of the relationships between individuals, organizations and the social environment, the ability for complex systematic viewing and functioning;
- general knowledge of management (management, administration, management of human resources, relationship with the environment, operation and management of material resources, etc.) that are necessary for the management of educational institutions;
- insight into the dynamics of the organization;
- ability to work in the field of education and to assume managerial functions in educational institutions.

### **Predvideni študijski rezultati:**

Študent/ka:

- osvoji znanja s področja splošnega menedžmenta in posebnosti menedžmenta v izobraževanju;
- zna prenesti teoretična spoznanja v prakso;
- poveže teorijo in prakso uvajanja in obvladovanja sprememb;
- razume politično, socialno, ekonomsko in tehnološko okolje, v katerem delujejo vzgojno-izobraževalne ustanove v Sloveniji in v tujini;
- učinkovito načrtuje osebni in strokovni razvoj ter razvoj vzgojno-izobraževalne organizacije;

### **Intended learning outcomes:**

Student:

- masters knowledge of general management and peculiarities of management in education;
- learns how to transfer theoretical knowledge into practice;
- connects theory and practice introducing and managing change;
- understands political, social, economic and technological environment in which educational institutions operate in Slovenia and abroad;
- effectively plans personal and professional development and the development of educational establishments;

- razume in uporabi ustrezne metode raziskovanja na področju menedžmenta v izobraževanju.

- understands and applies appropriate research methods in the field of management in education.

#### Metode poučevanja in učenja:

- Predavanja z aktivno udeležbo študentov (razlaga, diskusija, vprašanja, primeri, reševanje problemov)
- Seminarske vaje (refleksija izkušenj, projektno delo, timsko delo, metode kritičnega mišljenja, diskusija, sporočanje povratne informacije, socialne igre)
- Eksperimentalne vaje, ki temeljijo na izkušnjskem, sodelovalnem in problemskem učenju (samostojnoučenje, diskusija, razlaga, opazovanje, timsko delo, študija primera, metode kritičnega branja in pisanja, igra vlog, sodelovalno učenje, portfolio, evalvacija, samoocenjevanje)
- Uporaba spletne učilnice oziroma drugih sodobnih IKT orodij
- Individualne in skupinske konsultacije (diskusija, dodatna razlaga, obravnava specifičnih vprašanj)

#### Learning and teaching methods:

- Lectures with active participation of students (explanation, discussion, questions, examples, problem solving)
- Tutorials (reflection of experience, project work, team work, critical thinking, discussion, feedback, social games)
- Experiments based on experiential, collaborative and problem-based learning (self-learning, discussion, interpretation, observation, teamwork, case study methods of critical reading and writing, role playing, cooperative learning, portfolio, evaluation, self-assessment)
- Use of online classroom or other contemporary ICT tools
- Individual and group consultations (discussion, additional explanation, specific questions)

Načini ocenjevanja:	Delež (v %) / Weight (in %)	Assessment:
Načini: <ul style="list-style-type: none"> <li>• Kolokvij</li> <li>• Obveznosti vaj</li> </ul> Ocenjevalna lestvica – skladno s Pravilnikom o preverjanju in ocenjevanju znanja.	70% 30%	Types: <ul style="list-style-type: none"> <li>• Colloquium</li> <li>• Tutorials</li> </ul> Grading is in accordance with the Faculty's evaluation Ordinance.

#### Reference nosilca / Lecturer's references:

RASPOR, Andrej, KLEINDIENST, Petra. The Effectiveness of E-Learning for Acquiring Students' Online Presentation Competence: presentation at the *11th Slovenian Social Science Conference on*

*"Observing Social Transformations: National and Transnational Perspectives"*, Ljubljana, Slovenia, 2019.

KLEINDIENST, Petra. Integrating the Human Dignity Concept into the Educational Process: presentation at the *ESA RN36 Midterm Conference and 10th Slovenian Social Science Conference on The Social Transformations We Live in: Between Cohesion and Fragmentation*, Nova Gorica, Slovenia, 2018.

KLEINDIENST, Petra. "Education on human dignity" as an integral part of citizenship education. *Research in social change*, ISSN 1855-4202, May 2016, vol. 8, iss. 2, str. 75-94.

KLEINDIENST, Petra. School and enhancement of self-expression values. V: GARCIA LABORDA, Jesus (ur.). Proceedings, 8th World Conference on Learning, Teaching and Educational Leadership (WCLTA-2017), 26 to 28 October 2017, Universidade Alberta, Lisbon, Portugal, (*New trends and issues proceedings on humanities and social sciences*, ISSN 2547-8818). Nicosia: Science Park Research Organization and Counseling (SPROC). 2017, vol. 4, no. 8, str. 184-194.

KLEINDIENST, Petra. The impact of educational institutions and democratic system. *International journal for innovative research in multidisciplinary field*, ISSN 2455-0620, 2016, vol. 2, no. 11, str. 165-170.

KLEINDIENST, Petra. The holistic approach to the "educating on human dignity": the case of Slovenian high schools: presentation at the *8th Slovenian Social Science Conference*, Piran, Slovenia, 15.-17. September 2016.

KLEINDIENST, Petra. Improvement of civil education as a considerable step toward equality: lecture at the *24th World Congress of Political Science*, 23.-28. 7. 2016, Poland.