UNIVERSITI TEKNOLOGI MARA
EDU630: PROFESSIONAL DEVELOPMENT

Course Name (English)	PROFESSIONAL DEVELOPMENT APPROVED
Course Code	EDU630

MQF Credit	3

Course Description	This course covers topics related to professional and personal development. It discusses the status and challenges of teaching as a profession. It includes the varying roles of teachers in keeping up with the rapid changes and expectation required of them. Continuing education and continuous learning for self-development and improvement are also given emphasis

Transferable Skills	Skills in team work, entrepreneurship and inter and intra-personal communication skills

Teaching Methodologies	Lectures, Inquiry-based Learning, Seminar/Colloquium, Discussion

CLO	CLO1 Describe the concepts of professional development
	CLO2 Describe the multitude roles of a teacher
	CLO3 Critically appraise issues in Professional Development
	CLO4 Reflect on their learning experiences in conducting a professional development project/seminar

Pre-Requisite Courses	No course recommendations

Topics
1. What is Professional Development- Introduction 1.1) Definitions and concepts in PD 1.2) Pre PD Project Briefing 1.3) Seminar Planning and Development Tasks
2. Characters and Qualities of Professionals Teachers 2.1) Professionalism in Teaching 2.2) Characters and Qualities of Professional Teachers- Individual Qualities, Social Qualities, Professional Qualities 2.3) Code of Ethics of The Malaysian Teaching Profession
3. Aims and Purposes of PD 3.1) What teachers need to learn 3.2) Why the need to learn 3.3) Professional Skills of Teachers 3.4) Aims and purposes of PD 3.5) Types of PD activities 3.6) What motivates teachers to learn 3.7) Professional Development and Adult Learning
4. Human Resource Development and Professional Development 4.1) Personal learning as a Professional, Lifelong learning in Professional Development, Continuing Professional Education 4.2) Opportunities in a career path
5. Communication and inter/intra-personal skills and image 5.1) Communication skills 5.2) Presentation skills 5.3) Research skills- Action Research 5.4) Building a positive image

6. Self development skills and strategies (Holistic Development Approach) 6.1) Emotional Intelligence, 6.2) Social Intelligence, 6.3) Practical Intelligence 6.4) Spiritual intelligence
7. Leadership and Management in Schools- Issues and Challenges in PD 7.1) Difference between Leadership and Management 7.2) Leadership styles: Instructional Leadership, Transactional Leadership and Transformational leadership 7.3) Novice teacher issues and PD challenges 7.4) School Management issues
8. Workplace Ethics and Professional Ethics 8.1) Ethics at the Workplace and Professional Ethics 8.2) Professional Accountability and Integrity 8.3) Issues in Integrity and Work Ethics
9. Workplace learning 9.1) Situated learning and Cognition 9.2) Being a Reflective Practitioner- Teacher as a Reflective Practitioner 9.3) Continuous Improvement in an Organization (Kaizen)
10. Professional Development in Malaysia and Other perspectives on PD 10.1) Professional Development in Malaysia 10.2) Professional Development Issues among Teachers 10.3) Islamic Perspectives on Professional Development among Teachers 10.4) Other perspectives- Eastern views and other religious views
11. Best Practices in Teaching and Learning and PD 11.1) Effective Teaching and Effective Learning 11.2) Best Practices 11.3) Transfer of Learning and Knowledge 11.4) Classroom Management Issues
12. Professional Development Seminar 1 12.1) n/a
13. Professional Development Seminar 2 13.1) n/a
14. Reflections on PD Seminar 14.1) Weaknesses and Strengths 14.2) Reflections on Personal Development 14.3) Reflections on Professional Development

Assessment Breakdown	%
Continuous Assessment	100.00%

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Assignment	Reflective Journal (RP)	20%	CLO2
	Assignment	Presentation Reflective Essay–(Individual)	20%	CLO3
	Assignment	Group Presentation	30%	CLO1
	Assignment	Project-Plan and Organize project/seminar (PRO) – Group Work	30%	CLO4

Reading List	Recommended Text	• **Mok Soon Sang 2005,** *Education Studies (Teacher Professionalism).***, Multimedia- ES Resources Selangor** • **Choy, S.C and Oo, P. S.,** *Exploring Professional Development for Educators.***, Cengage Learning Singapore**
	Reference Book Resources	• **Parsons,R.D & Brown, K.S 2001,** *Teacher as reflective practitioner and action***, Ed., , Wadsworth/Thomson Learning, USA [ISBN:]** • **Norasmah Othman, Zamri Mahamod & Mohammed San 2006,** *Kesediaan professionalisme guru novis: cadangan model latihan***, University Kebangsaan Malaysia, Bangi** • **Brooks, V., Abbott, I & Bills 2004,** *Preparing to teachin secondary schools: A stu***, Ed., , Open University Press, UK [ISBN:]** • **Kincheloe, J.L 2003,** *Teacher as researchers: qualitative inquiry a***, 2 Ed., Routledge, London** • **Abd Rahim Abd Rashid 2005,** *Professionalisme Keguruan-Prospek dan Cabaran***, 1st Ed., Dewan Bahasa dan Pustaka Kuala Lumpur**
Article/Paper List	This Course does not have any article/paper resources	
Other References	This Course does not have any other resources	