

MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE REPUBLIC OF KAZAKHSTAN
SHYMKENT UNIVERSITY



FACULTY OF NATURAL AND HUMANITIES SCIENCES

I CONFIRM

Faculty of Natural Sciences and Humanities

Dean of the Faculty

Saulembaev A.

" 28 "

2024



Educational and Methodological Work Plan for the 2024-2025 Academic Year Department of History and Law

Considered at a department meeting,

No. 1 protocol " 28.08 " 2024 f.

Head of the department

Zharylkapova G.P.

No.	Work to be done	Deadline	Responsible	Deadline
1	Creation and updating of the educational and methodological complex of the department "Law and History" in subjects of study (work programs, periodic thematic plan, curriculum, guidelines and teaching aids, assessment criteria, tests, cases, etc.)	August 2024	teaching staff	№1 protocol 28.08.2024g
2	Creation of an electronic version of educational and methodological complexes for disciplines studied in 1-4 courses using modular technology. Implementation in Platonus and Portal programs.	August 2024	teaching staff	№1 protocol 28.08.2024g
3	Approval of the preparation plan for the training seminar	August 2024	teaching staff	№1 protocol 28.08.2024g
4	Carry out the work of the department on the use of interactive teaching methods.	Whole year	teaching staff	2024-2025g.g.
5	Creation and approval of educational programs 1-UMK, 2-UMK educational program of law in elective subjects.	September 2024	teaching staff	№2 protocol 24.09.2024g
6	Approval of topics, supervisors and lists of reviewers of graduate students' theses in the subjects "Civil Law and Civil Procedure of the Republic of Kazakhstan" and "Criminal Law and Criminal Procedure of the Republic of Kazakhstan" in the full-time department.	September 2024	Head of the department	№2 protocol 24.09.2024g
7	Approve the plan for printing textbooks, teaching aids and educational materials for the 2024-2025 academic year	August 2024	Responsible teacher	№2 protocol 24.08.2024g
8	Formation and approval of individual work plans for faculty members of the department.	August 2024	teaching staff	№2 protocol 24.08.2024g
9	Create a schedule of open classes at the department and participate in mutual classes, draw up a schedule for SROs and USROs.	September 2024	Responsible teacher	№2 protocol 24.09.2024g
10	Participation in mutual classes and implementation of the schedule of open classes planned for the first and second half of the 2024-2025 academic year by the faculty of the department	October 2024	Responsible teacher	№3 protocol 28.10.2024g
11	Seminar on training young teachers in new innovative teaching methods.	November 2024	teaching staff	№4 protocol 21.11.2024g
12	Conducting a seminar for teachers of the department on interactive methods of conducting SRO on the credit system	November 2024	teaching staff	№4 protocol 21.11.2024g
13	Preparation for printing of textbooks, teaching aids, methodological instructions that were developed by the department staff	Whole year	teaching staff	2024-2025 g.g.

14	Admission rate for advanced training courses for teaching staff	Whole year	teaching staff	2024-2025g.g.
15	Submitting winter exam questions for approval	November 2024	teaching staff	№4 protocol 21.11.2024g
16	Report on the results of the first half of the educational and methodological work of the department	January 2025	Responsible teacher	№6 protocol 23.01.2025g
17	Discussion of examination questions in complex subjects at the final certification at a department meeting	March 2025	teaching staff	№8 protocol 27.03.2025g
18	Submission of summer credit and examination questions for approval	March 2025	teaching staff	№8 protocol 27.03.2025g
19	Preparation for the publication of textbooks, teaching aids, and educational materials for the 2024-2025 academic year	May 2025	teaching staff	№8 protocol 22.05.2025g
20	Final report on educational and methodological work at the department	June 2025	Responsible teacher	№11 protocol 25.06.2024g