Graduate Teaching Certificate Program Checklist

The Graduate Teaching Certificate Program is both self-directed and flexible, allowing students to tailor it to meet their own needs and interests. Typically, the program is completed in one year.

While the program is flexible enough for students to pursue their own interests, the following are core requirements:

____ Complete Enrollment Form
____ Complete at least 20 hours of hands-on instructional teaching or mentoring experience
____ Complete Experiential Learning Form
____ Attend at least 12 pedagogical workshops or seminars*
____ Complete 12 workshop/seminar review forms
____ Complete teaching Portfolio
____ Complete the Request for Final Review Form

*For those required to participate in a 1-3 credit pedagogical course by their department for the GTA program, this number is only 6, as the other 6 workshops will be covered by the class. You will still be required to complete 12 Workshop/Seminar Review forms as a reflection on what you’ve learned.

Checklist for Portfolio (eg what is required in your Portfolio):

____ Reflection Essay (completed upon completing the portfolio, but used as an introduction to the Portfolio)
____ Statement of Teaching Philosophy
____ Curricular Development Materials
   ______ Sample Syllabus (w/Learning Objectives)
   ______ Course Materials (PowerPoints, Handouts, etc.)
   ______ Course Policies
   ______ Lesson Plans (2-4)
   ______ Other Teaching Materials as appropriate to your specific focus
Note: When applicable, your Portfolios may also include photographs of your students’ work or links to media, such as videos of classroom presentations.

- Sample Assignments keyed to articulated Outcomes Statements and/or Educational Goals
- Strategies for Evaluation of Student Learning
- Various Reflective Documents (including workshop review forms as listed above plus any other reflective documents such as critical essays, annotated bibliography, and documentation of teaching challenges and growth)
- Faculty Observations and/or Student Evaluations (May be Letter of Recommendation)
- Portfolio deadlines: You may submit your Portfolio for review at any time