

## 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 10 pedagogical workshops or seminars\*
- \_\_\_\_\_ Complete 10 workshop/seminar review forms
- \_\_\_\_\_ Complete 1 Teaching Observation
- \_\_\_\_\_ Complete teaching Portfolio
- \_\_\_\_\_ Submit portfolio in either PDF or website to Program Director

*\*For those who participate in a 1-3 credit pedagogical course, the course counts towards 6 of the 10 workshops. Best Practices in Teaching short courses count towards 3 of the 10 workshops. You will still be required to complete 10 Workshop/Seminar Review forms as a reflection on what you've learned.*

### Checklist for Portfolio (e.g. what is required in your Portfolio):

- \_\_\_\_\_ Reflection Essay (completed upon finalizing the portfolio, but used as an introduction to the Portfolio. This essay addresses how the TILT program has influenced your teaching)
- \_\_\_\_\_ Statement of Teaching Philosophy
- \_\_\_\_\_ Diversity Statement
- \_\_\_\_\_ Teaching Observation Review Form

### Curricular Development Materials:

- \_\_\_\_\_ Sample Syllabus
  - \_\_\_\_\_ Learning Objectives
  - \_\_\_\_\_ Course Description
  - \_\_\_\_\_ Course Policies
  - \_\_\_\_\_ Campus Resources
- \_\_\_\_\_ Course Materials (PowerPoints, Handouts, etc.)
- \_\_\_\_\_ Lesson Plans (2 required)



- \_\_\_\_ Sample Assignments keyed to articulated Outcomes Statements and/or Educational Goals
- \_\_\_\_ Strategies for Evaluation of Student Learning
- \_\_\_\_ Other Teaching Materials as appropriate to your specific focus
- \_\_\_\_ Faculty Observations and/or Student Evaluations (Maybe Letter of Recommendation)
- \_\_\_\_ Portfolio deadlines: You may submit your Portfolio for review at any time

**Note:** *When applicable, your Portfolios may also include photographs of your students' work or links to media, such as videos of classroom presentations.*