

## **The Certificate of College Teaching Preparation Program Completion Guidelines**

In recognition of your efforts to complete a comprehensive training program in effective college teaching, the Graduate Teaching Center will award a certificate (listed on your official transcript for the semester it is completed) to participants who take the following steps.

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A. Inform the Graduate Teaching Center that you intend to complete your certificate at least a month before you would like to schedule an exit interview. Email Jenny with this information ([jennifer.frederick@yale.edu](mailto:jennifer.frederick@yale.edu)).

B. We will schedule your exit/completion interview according to mutual availability on a rolling basis (requirement #6 for the certificate program). You will be asked to submit the following materials by email (to [jennifer.frederick@yale.edu](mailto:jennifer.frederick@yale.edu)) a week prior to the interview for our review:

- Documentation for certificate requirements #1-5 (please follow the guidelines on page 2):
  - 1. Your teaching at Yale University
  - 2. Two occasions of observing others teaching
  - 3. Two occasions of being observed while you teach
  - 4. Training and development: fundamentals course plus advanced teaching workshops
  - 5. Your teaching portfolio, complete and assembled as you would to submit to a job search
- A brief reflective narrative describing your experiences in each program category #1-5. We request that you structure your narrative by responding to the two questions below for each category #1-5:
  - A. How did you benefit from this experience?
  - B. How would you improve this experience?

C. What to expect at the exit interview: Don't be nervous! Interviews will be brief, and we will comment on your certificate materials, give you feedback on your portfolio, and discuss how you have benefited from the program. The exit interview also provides an opportunity for you to offer suggestions and critiques of the program, especially important feedback in the first years of this new program.

## Certificate of College Teaching Preparation: details for documentation

### 1. Your teaching at Yale University

Please list your teaching experiences at Yale, including the following information for each assignment: the semester you taught; course number, department, and title; your role (Teaching Fellow, head TF, PTAI, etc.).

### 2. Two occasions of observing others teaching

For each observation, provide the course number, department, title, type of class (lecture, section, seminar, lab), instructor name, and his/her role at Yale. Also provide a write-up documenting your observations. You may use the form we provide for peer observations or use it as a guideline to write a narrative reflection on the class.

### 3. Two occasions of being observed while you teach

For each occasion of being observed, provide the course number, department, and title, type of class (lecture, section, seminar, lab), your role as the instructor (TF, lecture, guest lecture, etc.). Submit the write-up or letter from the person who observed you. Observers may use the form we provide for peer observations or use it as a guideline to document their observation of the class. (Note that you might want to ask observers to provide this documentation to you in electronic form!)

### 4. Training and development: fundamentals course plus advanced teaching workshops

Use the table below to provide details about your training experiences. If any of the training programs were offered by another office (e.g., Teaching w/Tech Tuesdays at the CLC), please specify next to the workshop title.

Fundamentals of Teaching Course			
Course title	Semester taken (e.g., fall 2008)	Facilitator names	
Advanced Teaching Workshops			
Workshop title	Semester taken (e.g., fall 2008)	Facilitator names	Diversity or Technology (label D or T)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

### 5. Your teaching portfolio, complete and assembled as you would to submit to a job search.

From the certificate program guidelines: *The Teaching Portfolio requires graduate students to document the sum of their college teaching experience and articulate the unique philosophy of teaching that they have acquired from it. It also allows graduate students to*

*articulate their teaching experience and ability for presentation to prospective academic employers. The format we have chosen is consistent with portfolios that are increasingly part of an application for an academic position.*

Includes the following documents:

- Teaching philosophy statement  
Sample teaching statements can be found on the GTC web page ([www.yale.edu/teach](http://www.yale.edu/teach)).

An annotated assemblage of the following materials:

- Sample course materials (e.g., policy sheet, syllabus used, test questions, handouts, rubrics, review materials, in-class activities, lesson plans)  
These should be materials that you have actually used in your teaching, and the annotation should describe how you used each one.
- Two newly developed syllabi (one introductory level and one advanced level course in your discipline)  
If you have not actually taught these courses, which will often be the case, these syllabi should provide a course plan (title, level, description, objectives, readings, methods and approach for instruction and grading, assignments, what topics will be addressed in what order over the course of the semester, etc.).
- Student evaluations  
Most of you will be able to access your student evaluations online (<http://www.yale.edu/sfas/registrar/>). There is no convenient download function, so you will need to copy and paste these into a document. We recommend that you annotate each set of evaluations with a brief description of the course and your role and your reflections on what you learned about the course and your teaching from the student comments.
- Letters of support or consultation reports from observers who may be faculty or students (optional).  
This category may include letters that you solicit from faculty or students as well as informal emails from students (or others) who comment on your teaching.

6. **Exit interview date:** \_\_\_\_\_  
**Submit documentation by** (1 week before interview): \_\_\_\_\_

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**Note about submitting your documentation and portfolio:** We ask that you compile everything into one document (preferably a pdf) and name it “last name first name certificate month 2010” (so mine could be named “frederick jennifer certificate august 2010.pdf”).

Contact Bill or Jenny with any questions – we are happy to help at any point.

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