

Graduate Certification in College Teaching Portfolio – Checklist

Name _____

PART 1 – COURSE WORK

CORE COMPETENCY 1: Developing Discipline-Related Teaching Strategies

This competency must be satisfied by successfully completing a discipline-related or other approved course on teaching.

Course taken: _____ Semester: _____

- DESCRIPTION of Core Competency
- ARTIFACT(S) (e.g., a course syllabus)
- ARTIFACT RATIONALE(S) (Why is this course content important?)
- MATERIAL(S) DEVELOPED DURING THE COURSE

- RATIONALE FOR THESE MATERIALS (Why/How is the material important?)
- INTERPRETATION/REFLECTION on what you learned and the impact on your teaching

PART 2 – FOUNDATIONS FOR PROFESSIONAL DEVELOPMENT

CORE COMPETENCY 2: Creating Effective Learning Environments (including inclusive practices)

This competency is satisfied by participating in a professional development workshop or seminar, such as those offered by the Graduate School, your college/department, another on-campus unit or off-campus organization.

Workshop attended: _____ Workshop Date: _____

- DESCRIPTION of Core Competency

- ARTIFACT(S) – (workshop materials & agenda, related assignments, and activities)
- MATERIALS DEVELOPED (something you developed for your teaching)
- ARTIFACT/MATERIAL RATIONALE(S)

- INTERPRETATION/REFLECTION on what you learned and the impact on your teaching

CORE COMPETENCY 3: Incorporating Technology in your Teaching

This competency is satisfied by participating in a professional development workshop or seminar, such as those offered by the Graduate School, your college/department, another on-campus unit or off-campus organization.

Workshop attended: _____ Workshop Date: _____

- DESCRIPTION of Core Competency

- ARTIFACT(S) (workshop materials & agenda, related assignments, and activities)

- MATERIALS DEVELOPED (something you developed during/after the workshop for teaching)

- ARTIFACT/MATERIAL RATIONALE(S)

- INTERPRETATION/REFLECTION on what you learned and the impact on your teaching

CORE COMPETENCY 4: Understanding the University Context

This competency is satisfied by participating in a professional development workshop or seminar, such as those offered by the Graduate School, your college/department, another on-campus unit or off-campus organization.

Workshop attended: _____ Workshop Date: _____

- DESCRIPTION of Core Competency

- ARTIFACT(S) (workshop materials & agenda, related assignments, and activities)

- MATERIALS DEVELOPED (something you developed during/after the workshop for teaching)

- ARTIFACT/MATERIAL RATIONALE(S)

- INTERPRETATION/REFLECTION on what you learned and the impact on your teaching

PART 3 – MENTORED TEACHING EXPERIENCE

CORE COMPETENCY 5: Assessing Student Learning

This competency is satisfied by participating in a professional development workshop or seminar, such as those offered by the Graduate School, your college/department, another on-campus unit or off-campus organization.

Workshop attended: _____ Workshop Date: _____

- DESCRIPTION of Core Competency
- ARTIFACT(S) (workshop materials & agenda, related assignments, and activities)
- MATERIALS DEVELOPED (something you developed during/after the workshop for teaching)
- ARTIFACT/MATERIAL RATIONALE(S)
- INTERPRETATION/REFLECTION on what you learned and the impact on your teaching

Mentored Teaching Project

This competency must be satisfied by the Mentored Teaching Project.

For guidance, see the [Mentored Teaching Project Evaluation Rubric](#)

Faculty Mentor: _____ Date completed: _____

- Project Description Outline (include your 6-step outline)
- Project Summary following the Rubric
 - Teaching and Learning Goal
 - Teaching Question
 - Classroom practice description (include artifact)
 - Assessment instrument (include artifact)
 - Data & Summary of Findings (include artifact, e.g. tables graphs)
 - Conclusion
- Mentored Teaching Project Document (to be submitted as a PDF to your College Coordinator upon completion of Certification requirements with ePortfolio URL)

PART 4 – TEACHING PHILOSOPHY

Your teaching philosophy is an evolving document in which you articulate your experiences, beliefs, and values of teaching. This is a personal document and thus, there is no formula for what must be included in it. It should, however, reflect you and your critical thinking about your teaching practice.

- Teaching philosophy