**Graduate Certification in College Teaching Portfolio – Graduate Student 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
* ARTIFACT(S) (e.g., a course syllabus)
* ARTIFACT RATIONALE(S)
* MATERIAL(S) DEVELOPING DURING COURSE
* RATIONALE FOR THESE MATERIALS
* INTERPRETATION/REFLECTION

**PART 2 – FOUNDATIONS FOR PROFESSIONAL DEVELOPMENT**

**CORE COMPETENCY 2: Creating Effective Learning Environments**

*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
* ARTIFACT(S)
* ARTIFACT RATIONALE(S)
* INTERPRETATION/REFLECTION

**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
* ARTIFACT(S)
* ARTIFACT RATIONALE(S)
* INTERPRETATION/REFLECTION

**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
* ARTIFACT(S)
* ARTIFACT RATIONALE(S)
* INTERPRETATION/REFLECTION

**PART 3 – MENTORED TEACHING PROJECT**

**CORE COMPETENCY 5: Assessing Student Learning**

*This competency must be satisfied by the Mentored Teaching Project.*

For guidance, see the evaluation rubric at: <https://grad.msu.edu/sites/default/files/content/teaching/CCT/FINAL%202017%20E-portfolio%20evaluation%20template%20-%20Reviewer%20version.pdf>

Faculty Mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date completed: \_\_\_\_\_\_\_\_\_\_\_

* Summary of mentored teaching project
* 6-Step Outline (<https://grad.msu.edu/sites/default/files/content/teaching/CCT/2017%20Mentored%20project%20worksheet.docx>)
* Artifacts
  + Assessment instrument
  + Data
  + Findings
* Mentored Teaching Project Document (to be submitted as a PDF to your College Coordinator upon completion of Certification requirements with ePortfolio URL)
* Evaluative Letter of Support from Mentored Teaching Project Faculty Mentor

**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