Graduate Certification in College Teaching
Portfolio: Activities and Checklist

Name_____   **PID** _____

Department_____   **College**_____

Portfolio Format: Hard Copy_____ or Online_____ URL:_____

Date Submitted to College Administrator _____

Instructions: This checklist was designed to help make sure that you have included each of the required elements for your portfolio (coursework, professional development experiences, mentored teaching experience, and teaching philosophy) to satisfy the requirements of the MSU Certificate of College Teaching. For your workshops, you are required to include some "artifact" of the workshop, and describe the rationale for including it in your portfolio (explain its significance and how it impacted your teaching, for example). Once complete, you will submit your portfolio to your appropriate college, and that office will submit it to the Graduate School.

Part 1: Course Work

Core Competency 1:
Developing Discipline-Related Teaching Strategies
This competency is satisfied by successfully completing a discipline-related or other approved course on teaching.

Course taken:_____   Date:_____
Pages in portfolio (or URL) _____

       Portfolio components
       ___ Description of course
       ___ Artifacts and artifact rationales:
            ___ Course syllabus
            ___ Other course-related materials
                ___ Description and rationale for these materials
       ___ Materials *you* developed for this course
                ___ Description and rationale for these   materials
       ___Interpretation/reflection on course

Part 2: Foundations for Professional Development

Core Competency 2:
Adult Students as Learners: Creating Learning Environments
This competency is satisfied by participating in a professional development workshop or seminar, such as those offered by TAP, the Graduate School, your college or department, or other unit.

Workshop attended: _____ Date: _____
Pages in portfolio (or URL): _____

       ___ Description of workshop/seminar
       ___ Workshop agenda and materials
            ___ Description and rationale for these materials
       ___ Related assignments or activities you have created to incorporate your learning
            ___ Description and rationale for these materials
       ___ Interpretation/reflection on workshop/seminar

Core Competency 3:
Incorporating Technology in the Classroom
This competency is satisfied by participating in a professional development workshop or seminar, such as those offered by TAP, the Graduate School, your college or department, IT Services, or other unit.

Workshop attended: _____ Date: _____
Pages in portfolio (or URL): _____

      ___ Description of workshop/seminar
      ___ Workshop agenda and materials
         ___ Description and rationale for these materials
      ___ Related assignments or activities you have created to incorporate your learning
         ___ Description and rationale for these materials
      ___ Interpretation/reflection on workshop/seminar

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 TAP, the Graduate School, your college or department, or other unit.

Workshop attended:_____ Date: _____
Pages in portfolio (or URL): _____

      ___ Description of workshop/seminar
      ___ Workshop agenda and materials
         ___ Description and rationale for these materials
      ___ Related assignments or activities you have created to incorporate your learning
         ___ Description and rationale for these materials
      ___ Interpretation/reflection on workshop/seminar

Part III: Mentored Teaching Experience

Core Competency 5:
Assessing Student Learning

Faculty mentor: _____ Date completed: _____
Pages in portfolio (or URL): _____

      Portfolio components
      ___Summary of mentored teaching experience
      ___6-step outline
      ___Artifacts
         ___Assessment instrument and description/explanation
         ___Data
         ___Findings
      ___Letter of Support and Evaluation from Mentor

Part IV: 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
Pages in portfolio (or URL): _____