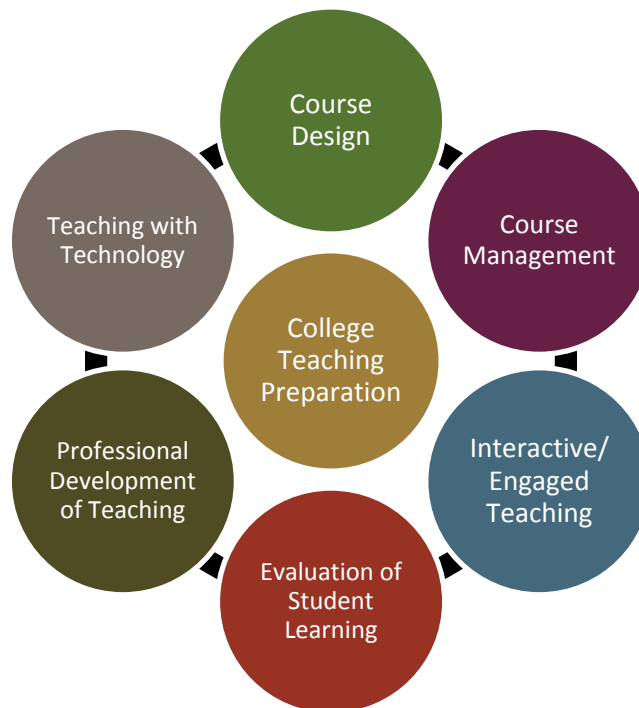


# College Teaching Preparation Program for Graduate Students

The Teaching and Learning Center invites Graduate Students to enroll in our *College Teaching Preparation* program. Being a new instructor is both an opportunity and a challenge. Participating in this program will prepare you to meet teaching-related challenges and provide you with the opportunity to work with professional educators to learn and practice new teaching skills. The program focuses on six areas of teaching:



The following activities are required to complete the program and will help to develop your skills as an instructor as you work through each:

- Identification of a faculty teaching mentor within the discipline and observation and reflection on the mentor's teaching
- Development of an electronic teaching portfolio (which will include the following items)
  - Attendance at a minimum of eight (8) TLC workshops (some required topics, some electives)
  - The development of your own personal teaching philosophy
  - Development of a course syllabus
  - Classroom observation or microteaching session of your own teaching (of the student's teaching) conducted with either the faculty mentor or TLC staff, with formal feedback
  - Collection, analysis, and reflection upon formal or informal student feedback on teaching
  - Articulation of your future teaching goals as you grow professionally
- Exit interview/survey upon completion of the program

To enroll in the program, or if you have any questions, please contact  
Kristi Verbeke at [verbekj@wfu.edu](mailto:verbekj@wfu.edu) or 336.758.2308.

# Program Completion Form

Use this checklist and the instructions and rubric on [tlccollegeteachingprep.weebly.com](http://tlccollegeteachingprep.weebly.com) to assist you in completing the program.

- |                                                                                                                                                                                                             |                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <input type="checkbox"/> Contact Kristi Verbeke to enroll in program (verbekkj@wfu.edu)                                                                                                                     | Date Completed: _____ |
| <input type="checkbox"/> Identification of faculty teaching mentor within your discipline                                                                                                                   | Date Completed: _____ |
| <input type="checkbox"/> Development of an electronic Teaching Portfolio                                                                                                                                    | Date Completed: _____ |
| <input type="checkbox"/> Creation and setup of your ePortfolio per the instructions at: <a href="http://tlccollegeteachingprep.weebly.com">tlccollegeteachingprep.weebly.com</a> . Link shared with Kristi. | Date Completed: _____ |
| <input type="checkbox"/> Attendance at 8 TLC workshops (required and electives, see list below) (added to <i>Development and Future Goals</i> section)                                                      | Date Completed: _____ |
| <input type="checkbox"/> Observation of faculty teaching mentor's class and reflection (added to <i>Development and Future Goals</i> section)                                                               | Date Completed: _____ |
| <input type="checkbox"/> Description of your teaching experience to-date (added to <i>Teaching Experience &amp; Philosophy</i> section)                                                                     | Date Completed: _____ |
| <input type="checkbox"/> Articulation of your own personal teaching philosophy (added to <i>Teaching Experience &amp; Philosophy</i> section)                                                               | Date Completed: _____ |
| <input type="checkbox"/> Development of a course syllabus (added to <i>Materials and Student Learning</i> section)                                                                                          | Date Completed: _____ |
| <input type="checkbox"/> Classroom observation of <b>your own teaching</b> , with feedback (added to <i>Evaluation of Teaching</i> section)                                                                 | Date Completed: _____ |
| <input type="checkbox"/> Collection, analysis, and reflection upon formal or informal student feedback on teaching (added to <i>Evaluation of Teaching</i> section)                                         | Date Completed: _____ |
| <input type="checkbox"/> Articulation of your future teaching goals upon completion of the above requirements (added to <i>Development and Future Goals</i> section)                                        | Date Completed: _____ |
| <input type="checkbox"/> Exit interview/survey                                                                                                                                                              | Date Completed: _____ |

## Workshop Checklist

### Required (5 workshops)

- |                                       |                       |
|---------------------------------------|-----------------------|
| Active Learning                       | Date Completed: _____ |
| Developing a Teaching Philosophy 1    | Date Completed: _____ |
| Syllabus Design                       | Date Completed: _____ |
| Teaching Inclusively                  | Date Completed: _____ |
| Writing Effective Learning Objectives | Date Completed: _____ |

### Electives (3 workshops)

- |       |                       |
|-------|-----------------------|
| _____ | Date Completed: _____ |
| _____ | Date Completed: _____ |
| _____ | Date Completed: _____ |

The Teaching and Learning Center (TLC) event calendar is available at: <http://www.wfu.edu/tlc/>. Feel free to contact Kristi Verbeke at any time to discuss your progress in the program. Upon completion, you will be issued documentation of your accomplishment for your professional resume or vita.