

## HOW WILL YOU BE EVALUATED?

After all course work or all units are completed, submit a teaching portfolio that includes the various texts developed during CUT which showcase your teaching experience and expertise. The portfolio may be hard copy in a binder or on a flash drive; if you choose the former, also submit a copy on a flash drive. The portfolio is due August 1 of the year you complete the CUT program; submit to the TA Coordinator, Sally Barr Ebest, Center for Teaching & Learning, Lucas Hall 519.

Contents include:

- Your philosophy of teaching
- All syllabi and handouts, active learning activities, writing or homework assignments, and rubrics
- The Teaching Resources Portfolio
- Relevant artifacts such as summaries of student evaluations, letters from students, or graded papers
- Other evidence of professional development—e.g.,
  - programs from CUT, CTL or Graduate Student Professional Development Conferences
  - certificates of attendance
  - honors and awards



**UNIVERSITY OF MISSOURI-ST. LOUIS**  
**CERTIFICATE IN UNIVERSITY TEACHING**

**Center for Teaching and Learning**

**[www.umsl.edu/ctl](http://www.umsl.edu/ctl)**

**519 Lucas Hall**

**For further information, please contact:**

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TEACHING FOR LEARNING IN THE UNIVERSITY  
PLANNING A COURSE, DESIGNING A SYLLABUS  
MOTIVATING STUDENTS TO LEARN  
CREATING A TEACHING PORTFOLIO

# CERTIFICATE IN UNIVERSITY TEACHING

ENGAGING STUDENTS IN LEARNING  
WRITING-ACROSS-THE-CURRICULUM  
GETTING FEEDBACK ON YOUR TEACHING  
DEVELOPING YOUR VITA & APPLICATION LETTER  
INTEGRATING TEACHING WITH TECHNOLOGY  
ENSURING SOCIAL JUSTICE  
WRITING GRANTS  
PREPARING FOR INTERVIEWS



Sponsored by:  
**CTL** the Center for Teaching & Learning  
and The Graduate School

## WILL YOU MAKE THE CUT WHEN YOU INTERVIEW FOR JOBS?

Whether you plan to have a career in academia, industry, business, education, public service, or the health professions, UMSL's graduate Certificate in University Teaching (CUT) will be of value to you. This program, jointly sponsored by the Center for Teaching & Learning (CTL) and the Graduate School, is free and open to all UMSL graduate students—both Master's and PhD candidates—and may be taken for graduate credit by faculty and graduate students from other campuses.

## HOW DO YOU PARTICIPATE?

- Attend the two-day Graduate Student Professional Development Conference in August AND
- Take a combination of graduate seminars for credit and workshops OR
- Take the free workshops.

## GRADUATE SEMINARS

Choose 2 (out of 3) from Units 1, 2, and 3. Course descriptions are in the Bulletin and at [www.umsl.edu/ctl](http://www.umsl.edu/ctl).

- **UNIT 1:** Teaching for Learning in the University (EdPsy 7647) – offered each Fall semester
- **UNITS 2 and 4:** Writing-Reading Theory (Eng 5860) - Fall 2011
- **UNIT 3:** Technology Supported Inquiry Learning (Ed Tech/Ed Psy 6448) - Fall 2011 OR
- **UNIT 3:** Teaching Writing Online (Eng 5850, G01 - Fall 2011)

## WORKSHOPS

Choose 2 out of 3 from Units 1, 2, and 3; Units 4 and 5 are both required. Meeting dates and registration links are at [www.umsl.edu/ctl](http://www.umsl.edu/ctl).

### Unit 1: Teaching for Learning in the University (Spring)

Attend seven (out of eight) two-hour workshops on alternate Friday mornings from 10-12. Choose from:

- Applying theories of learning and motivation
- Analyzing the strategies of award-winning professors
- Observing the strategies of award-winning professors
- Practicing learner-centered instruction
- Designing and assessing assignments
- Developing a Teaching Resources Portfolio
- Integrating civic engagement into your courses
- Revising your teaching portfolio

### Unit 2: Preparing for University Teaching (Fall)

Attend seven (out of eight) two-hour workshops on alternate Friday mornings from 10-12. Choose from:

- Planning a course, designing a syllabus
- Writing-across-the-curriculum
- Motivating students to learn
- Ensuring social justice
- Engaging students in learning
- Grading
- Writing in graduate school
- Developing your teaching portfolio

### Unit 3: Teaching with Technology (Fall and Spring)

This unit includes activities from both the Fall and Spring semesters. Attend the following:

- Graduate Student Professional Development Conference and maintain a conference response log (August)
- Focus on Teaching and Technology and maintain a conference response log (November)
- UMSL Online Teaching Certification: Teaching & Developing an Online Course – Design, Development & Instruction (March and April)

### Unit 4: Teaching Practicum (Fall, Spring, and Summer)

This practicum is offered in Fall, Spring, and Summer semesters and is arranged to fit your teaching schedule. Its purpose is to provide feedback on how you apply the teaching strategies learned in CUT, to help you meet the needs of all learners, and to provide the opportunity to reflect on your teaching. The practicum should be taken after a semester of CUT. This experience may include: teaching a three-hour, one semester university or community college course online or in-person, running a laboratory, tutoring, or fulfilling other relevant responsibilities. Requirements include:

- Complete weekly teaching logs. Submit to the CUT Assistant. See guidelines for teaching logs on the CUT MyGateway site under Documents.
- If you're teaching in person, have your teaching observed three times, or once a month, and consult with the CUT Assistant after each observation. Prepare by looking at the observation check-list on the CUT MyGateway site under Documents.
- If you are teaching an online course, submit weekly screen shots of your lessons and teaching logs to the CUT Assistant.

### Unit 5: Professional Development (Fall and Spring)

This unit may be taken during Fall or Spring semesters. It is designed to prepare you for the job market and career requirements. Complete A and two of the three other options (B, C, D).

A. To get ready for the job market, complete three two-hour workshops (one Friday monthly from 1-3 PM):

- Drafting your vita and letter of application
- Writing grants
- Preparing and presenting your job talk

B. To prepare for campus visits, attend the etiquette banquet.

C. To add to your skills, attend a colloquium or seminar offered by the CTL. Submit a one-page summary describing the program and reflecting on what you learned; submit with your teaching portfolio.

D. To determine the type of campus where you want to work, participate in mentoring (we will help you arrange this visit). For at least one day, shadow a mentor in your discipline on a campus in the St. Louis area or the UM system. In your teaching portfolio, include a reflective, 2-3 page paper describing your experiences and how they did or did not meet your expectations. Shadowing includes attending classes and committee meetings to gain an understanding of differing environments and expectations at public and private, graduate and undergraduate, research and non-research, two-year and four-year colleges and universities.