Preparing for University Teaching

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 open to all UMSL graduate students—both Master’s and PhD candidates—and faculty and graduate students from other campuses.

To register for CUT Units, go to https://tinyurl.com/2018cut

Your CUT commitment:
- Attend the Unit 0: Teaching Assistant Academy in August
- Select two workshop units from Units 1, 2, and 3
- Complete Units 4 and 5
- Submit your teaching portfolio to the CTL for evaluation to complete Unit P

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Attend the Teaching Assistant Academy

Wednesday, August 15, 2018
Register at: https://tinyurl.com/taa2018

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Preparing for University Teaching

If you have chosen Unit 1 as one of your two workshop units (from Units 1, 2, and 3) you will be required to attend the following workshops:
- Theories of Learning and Motivation (January 25)
- Teaching Resources Portfolio (February 1)
- Service-Learning/Civic Engagement (February 22)
- Philosophy of Teaching (March 8)
- University Jobs 101 (March 22)

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Teaching and Learning in the University

If you have chosen Unit 2 as one of your two workshop units (from Units 1, 2, and 3), you will be required to attend the following workshops:
- Course Design (August 24)
- Designing Assessments (September 7)
- Active Learning (September 21)
- Interactive Lectures (October 5)
- Grading (October 19)

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Teaching with Technology

If you have chosen Unit 3 as one of your two workshop units (from Units 1, 2, and 3), you will then choose one of the following options (check semester course schedule for Options B and C):

Option A: attend or complete the following items:
- attend the Focus on Teaching & Technology Conference (September 27-28)
- complete CTL’s Online Modules: Teaching with Technology (Spring 2019)

Option B: enroll in EDTECH 5340 Selection and Utilization of Ed. Multimedia (Spring 2019)
Option C: enroll in EDTECH 6437 Distance Learning Via Networks & TeleCom (Spring 2019)
Teaching Practicum

This practicum is offered in Fall and Spring 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. This option may be fulfilled by teaching a face-to-face or online course, guest lecturing in a face-to-face course, or teaching a lab section. The practicum should be taken after completion of two units from Units 1, 2, or 3. **Unit 4 and Unit P are the only units with prerequisites.**

One semester prior to beginning Unit 4:
- Arrange to teach a course
- Contact Kristen Wilke (wilkek@umsl.edu) or Andy Goodman (goodmanjam@umsl.edu) in the CTL to arrange for your teaching to be observed by CTL staff or departmental faculty member 3 times (roughly once a month)

During Unit 4:
- Complete weekly teaching logs and email to CTL
- Meet with your practicum observer after each observation
- If you are teaching an online course, the Practicum Supervisor will request access to your course modules to offer feedback on assignments and activities. Submit weekly (or by module) teaching logs to the Practicum Supervisor who will conference with you at least three times

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Professional Development

This unit is offered in the Fall and Spring semesters. It is designed to prepare you for the job market and career requirements. All of the following components must be satisfied.

1. Attend at least four of the following workshops throughout the academic year:
   - Understanding How Implicit Bias Shapes Expectations (September 14)
   - Finding and Getting Grants (October 12)
   - Developing Your Academic CV and Letter of Application (October 26)
   - Writing in Graduate School (February 15)
   - Preparing for Campus Visits (March 1)
   - $tart $mart $alary Negotiation (March 15)

2. Attend a colloquium or seminar offered by the CTL and submit a one-page summary describing the program and reflecting on what you learned; submit with your teaching portfolio in Unit P.

3. Shadow a mentor in your discipline on a campus in the St. Louis area in or in the UM System. Submit a reflective, 2-3 page paper describing these experiences with your portfolio.

Final Project: Teaching Portfolio

After all coursework or all units are completed, submit a teaching portfolio that includes the various materials developed during CUT which showcase your teaching experience and expertise. The portfolio may be submitted on a flash drive or developed as a website. The portfolio is due August 1 of the year you complete the CUT program; submit to the CTL. **Remember to keep a copy for your job search!**

Contents include:
- A two-page introduction and reflection on how CUT has informed your teaching
- Your philosophy of teaching
- Professional Curriculum Vitae (CV)
- All syllabi and handouts, active learning activities, writing or homework assignments, and rubrics
- Relevant artifacts such as summaries or midterm feedback and final course evaluation, letters from students, or graded papers
- The Teaching Resources Portfolio
- Other evidence of professional development, e.g., programs from CUT, CTL or Graduate Student Professional Development Conferences; certificates of attendance; honors and awards

Unit 4
Fall 2018 or Spring 2019
Required
($100)

Unit 5
Fall 2018 + Spring 2019
Required
($50)

Unit P
After completing all other units
Required
(no fee)