UMSL’s Certificate in University Teaching (CUT) will be of value to your career, whether in academia, industry, business, education, public service, or healthcare. This program, jointly sponsored by the Center for Teaching & Learning (CTL) and the Graduate School, is open to UMSL graduate students, both Master’s and PhD candidates, as well as faculty and graduate students from other campuses.

Your CUT commitment:
- Attend an annual Teaching Assistant Academy in August (separate registration at https://tinyurl.com/umslltaa)
- Complete all of the activities included in each unit *
- Submit your teaching portfolio to the CTL after completing all other CUT requirements
- To register for CUT units, go to https://tinyurl.com/CUTRegistration

* NOTE: Unit F is a prerequisite for Unit C. All other units are non-linear, meaning they may be taken in any order and/or simultaneously.

** UNIT F: Higher Education Foundations **

- Teaching & Learning in the University
  - Grading (Aug 23)
  - Course Design (Aug 30)
  - Active Learning (Sept 6)
  - Designing Assessments (Sept 13)
  - Inclusive Teaching (Sept 20)

- Preparing for University Teaching
  - Service-Learning and Civic Engagement (Oct 4)
  - Theories of Learning & Motivation (Oct 11)
  - Teaching Resources Portfolio (Oct 18)
  - Understanding How Implicit Bias Shapes Expectations (Nov 1)
  - Philosophy of Teaching (Nov 8)

Offered in Fall
The cost for Unit F is $50

** UNIT T: Teaching with Technology **

- Complete the CTL’s Online Modules: Teaching with Technology in a 4-week blended format (2 in-person meetings, 2 weeks of online modules)
- Attend Focus on Teaching & Technology Conference (FTTC) on Sept 26-27, 2019 or UMSL Spring Forum Feb 7, 2020
- Fall modules begin with in-person meeting Oct 25, end with in-person meeting Nov 22
- Spring modules begin with in-person meeting March 13 and end with in-person meeting April 17

Offered in Fall and Spring
The cost for Unit T is $50
The student cost for FTTC is $25

** UNIT D: Professional Development **

- Attend at least 4 of the following workshops:
  - University Jobs 101 (Jan 24)
  - Finding and Getting Grants (Jan 31)
  - Writing in Graduate School (Feb 14)
  - Developing Your Academic CV and Letter of Application (Feb 21)
  - Preparing for Campus Visits (Feb 28)
  - Salary Negotiation (March 6)

- On your own:
  - Attend a CTL colloquium or seminar, submit a 1-page summary and reflection (to be included in Unit P)
  - Shadow a mentor in your discipline in the St. Louis area or in the UM System; write a 2-3 page paper describing your experience (to be included in Unit P)

Offered in Spring
The cost for Unit D is $50

** UNIT C: Teaching Practicum Capstone **

- One semester prior to enrolling in CUT Unit C:
  - Arrange to teach a course
  - Contact the CTL to schedule your teaching observations 3 times during the semester (roughly once a month)
  - Must have completed Unit F (Unit C is the only unit with a prerequisite)

- During Practicum:
  - Email weekly teaching logs to CTL
  - Meet with your observer after each observation
  - If you are teaching an online course, the CTL will request access to your course modules to offer feedback on assignments and activities; your Practicum Supervisor will conference with you at least 3 times during the semester

Available both Fall and Spring
The cost for Unit C is $100

** Final Project: Teaching Portfolio **

After completing all of the unit requirements, you will submit a teaching portfolio to the CTL that includes materials developed during CUT that showcase your teaching experience and expertise. Contents include:
- A 2-page reflection on how CUT has informed your teaching
- Your philosophy of teaching
- Professional Curriculum Vitae (CV)
- Syllabi, handouts, active learning activities, assignments, and rubrics you’ve created
- Relevant artifacts such as summaries of midterm feedback and final course evaluation, letter from students, graded papers
- Your Teaching Resources Portfolio
- Other evidence of professional development, e.g. CTL programs, conferences, certificates, honors and awards

Due August 1 after you complete all CUT units
No cost for Teaching Portfolio review