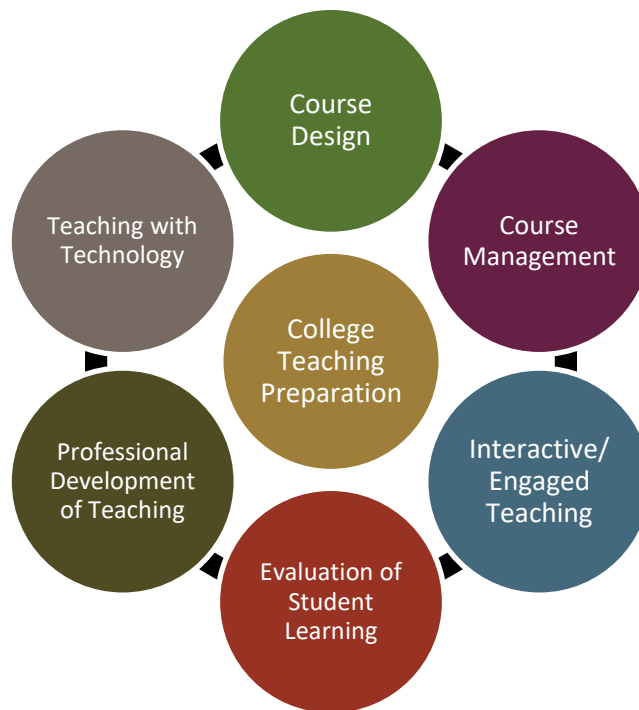# College Teaching Preparation Program
for Graduate Students

The Teaching and Learning Collaborative (TLC) 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, please go to: http://bit.ly/tlc-ctpp
If you have any questions, please contact
Anita McCauley at mccaulak@wfu.edu or 336.758.3909.

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Program Completion Form

Use this checklist and the instructions and rubric on tlccollegeteachingprep.weebly.com to assist you in completing the program.

☐ Enroll in the program at http://bit.ly/tlc-ctpp   Date Completed: _____

☐ Identification of faculty teaching mentor within your discipline   Date Completed: _____

☐ Development of an electronic Teaching Portfolio   Date Completed: _____

    ☐ Creation and setup of your ePortfolio per the instructions at: tlccollegeteachingprep.weebly.com. Link shared with Anita.   Date Completed: _____

    ☐ Attendance at 8 TLC workshops (required and electives, see list below) (added to *Development and Future Goals* section)   Date Completed: _____

    ☐ Observation of faculty teaching mentor's class and reflection (added to *Development and Future Goals* section)   Date Completed: _____

    ☐ Description of your teaching experience to-date (added to *Teaching Experience & Philosophy* section)   Date Completed: _____

    ☐ Articulation of your own personal teaching philosophy (added to *Teaching Experience & Philosophy* section)   Date Completed: _____

    ☐ Development of a course syllabus (added to *Materials and Student Learning* section)   Date Completed: _____

    ☐ Classroom observation **of your own teaching**, with feedback (added to *Evaluation of Teaching* section)   Date Completed: _____

    ☐ Collection, analysis, and reflection upon formal or informal student feedback on teaching (added to *Evaluation of Teaching* section)   Date Completed: _____

    ☐ Articulation of your future teaching goals upon completion of the above requirements (added to *Development and Future Goals* section)   Date Completed: _____

☐ 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 Collaborative (TLC) event calendar is available at: tlc.wfu.edu/events. Feel free to contact Anita McCauley 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.

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