

Master Checklist

Principle's Certificate Requirements
Minimum of 15 Effective Teaching Credits

Required Credits (10)

Praxis Workshops (6)

- Participate in 6 Praxis Workshops

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Online Courses (3)

- Teaching Philosophy
- Course Design
- Learning Technologies

Mentor Meetings (1)

- Complete four meetings with a faculty mentor
 - Getting started
 - Reviewing the Teaching Philosophy Draft
 - Reviewing a **Recorded Teaching Situation**
(at least 30 minutes in length, must be recorded, mentor attending class does not substitute)
 - Reviewing the Teaching Portfolio

Elective Credits (5)

- Additional Praxis Workshops (1)

- _____
- _____
- _____
- _____

- Teaching Essentials (2 = 1 credit)

- _____
- _____

- Independent Study (1)

- _____

- Institutes (1-2)

- _____
- _____
- _____

- Observation and Consultation (1)

- _____ (date)
- _____ (date)

- SGIF Session and Consultation (1)

- _____ (date)
- _____ (date)

- Designated Additions (1)

- _____
- _____

- Approved Conferences (1-2)

- _____

- Substitutions (1-2)

- _____

Teaching Portfolio Contents

Please refer to the **Portfolio Rubric** for complete information about each item.

- Updated Curriculum Vitae
- Faculty Mentor letter of support and Faculty Mentor Feedback form
- Revised Teaching Philosophy Statement
- Course Syllabus
- Assignment with assessment criteria
- Exam or Additional Assignment with assessment criteria
- Learning Technologies lesson plan (only if course was taken prior to summer 2018)
- Learning Technologies reflection
- Reflection on Teaching Feedback
 - Include mentor feedback from video recording of teaching
- Reflection on Teaching Development
 - Include insights from **CUTS book list reading**
- Student Evaluations, if applicable