

Suggested Timelines for Completion

Below are suggested timelines aimed to help participants complete the Certificate in University Teaching Skills Program. These timelines are *suggestions* and are provided to help participants visualize and plan how they might complete the program requirements.

We have created two possible timelines: Fast-Track Timeline and Standard Timeline. We believe that the Standard Timeline of two years is the optimal length of time for completion of either Certificate; however, it is possible to complete in only one year. Participants can take longer than two years to complete their certificate; however, we encourage participants to complete it within two years so that they can stay active in the program. Extending your time in the program past two years may cause you to forget some experiences or lose track of required materials. Detailed instructions, prompts, and expectations for certificate program requirements can be found on the Program Requirements webpage:

<http://www.slu.edu/ctl/programs-and-services/certificate-program/program-requirements>

Certificate in University Teaching Skills

Fast-Track Timeline (one year)		
	Requirement	Specific Action Item
Semester 1	Participate in at least three Praxis Workshops	
	Identify Faculty Mentor	Mentor meeting #1
	Create/update Curriculum Vitae	
	Complete "Teaching Philosophy" online course (pre-requisite to other courses)	Draft teaching philosophy statement Mentor meeting #2
	Complete "Course Design" online course (pre-requisite to Learning Technologies course)	Develop course syllabus, exam, and assignment
	Read selection(s) from Reading List	
	Attend Reinert Center Institutes (elective)	Winter Institute, Ignatian Pedagogy Institute, May Event or other approved institute
	Requirement	Specific Action Item
Semester 2	Participate in at least three Praxis Workshops	
	Complete "Learning Technologies" online course	Create a Lesson Plan using technology Write reflection on how your teaching philosophy relates to learning technologies
	Complete Video Recording of Teaching	Mentor meeting #3: Collect mentor's completed Faculty Mentor Feedback Form
	Write Reflection on Teaching Feedback	Include references to mentor meetings/video of teaching
	Write Reflection on Teaching Development	Include references to book you selected/read and any student feedback you've received
	Complete Independent Study: Service Learning (elective)	Meet with CSCE staff and develop a course integrating service learning
	Participate in "Teaching Essentials Workshops" (Elective - 2 workshops = 1 credit)	
	Finalize and revise Teaching Portfolio	Mentor Meeting #4: review portfolio and obtain letter of support

Standard Timeline (two years)		
Semester 1	Requirement	Specific Action Item
	Participate in two Praxis Workshops	
	Identify Faculty Mentor	Mentor Meeting #1
	Create/Update Curriculum Vitae	
	Complete "Teaching Philosophy" Online Course (pre-requisite to other online courses)	Draft teaching philosophy statement Mentor Meeting #2
Semester 2	Requirement	Specific Action Item
	Participate in two Praxis Workshops	
	Complete "Course Design" online course (pre-requisite to Learning Technologies course)	Develop course syllabus, exam, and assignment
	Complete Video Recording of Teaching	Mentor meeting #3: Collect mentor's completed Faculty Mentor Feedback Form
	Complete Independent Study: Service Learning (elective)	Meet with CSCE staff and develop a course integrating service learning
Semester 3	Requirement	Specific Action Item
	Participate in two Praxis Workshops	
	Complete "Learning Technologies" online course	Create a Lesson Plan using technology Write reflection on how your teaching philosophy relates to learning technologies
	Participate in "Teaching Essentials Workshops" (Elective – 2 workshops = 1 credit)	
	Teaching Observation/Consultation (Elective)	Reinert Center staff observes class if currently teaching
	Complete reading of selection(s) from Reading List	
	Attend Reinert Center Institutes	Winter Institute, Ignatian Pedagogy Institute, May Event or other approved institut
Semester 4	Requirement	Specific Action Item
	Participate in two Praxis Workshops (elective credit)	
	Write Reflection on Teaching Feedback	
	Write Reflection on Teaching Development	
	Obtain Student Evaluations (if applicable)	
	Finalize and revise Teaching Portfolio	Mentor meeting #4 and obtain final support letter

Foundations Certificate in University Teaching Skills

Fast-Track Timeline (one year)	
Semester 1	Semester 2
Participate in 3 - 4 Praxis Workshops	Participate in 3 - 4 Praxis Workshops
Attend a Reinert Center Institute	Attend two Teaching Essentials Workshops
	Write Reflection on Teaching

Standard Timeline (two years)	
Semester 1	Semester 2
Participate in two Praxis Workshops	Participate in two Praxis Workshops
Attend a Reinert Center Institute	If Teaching: Seek CTTL Observation/Consultation
Semester 3	Semester 4
Participate in two Praxis Workshops	Participate in two Praxis Workshops
Attend two Teaching Essential Workshops	Write Reflection on Teaching