Teaching Certificate Checklist of Requirements

Student Name: __________________________

General Requirements

☐ Teaching Conference for First-Time GSIs
☐ 300-level course on pedagogy approved for the Certificate Program
☐ GSI Professional Standards and Ethics Online Course
☐ GSI classroom teaching observation by and consultation with a faculty mentor
☐ At least two semesters of teaching as a GSI at UC Berkeley

Workshops on Teaching

☐ How Students Learn
☐ Syllabus and Course Design
☐ Developing a Statement of Teaching Philosophy/Teaching Portfolio
☐ Peer Exchange of Statements of Teaching Philosophy
☐ Category 1: Grading and Assessment
☐ Category 2: Strategies for Teaching and Learning

Teaching Portfolio

☐ Teaching Experience
☐ Statement of Teaching Philosophy
☐ Professional Development; courses, workshops, activities completed for certificate, and other teaching improvement activities (with semester and year).
☐ Sample original syllabus; learning objectives, week-by-week assignments, course policies, and basis for evaluation accompanied by narrative course rationale.
☐ Feedback on Teaching:
  ☐ Summary of results and what was learned from end-of-semester evaluations, two sets of evaluations included in appendices.
  ☐ Summary of results of mid-semester assessment and copy of form used
  ☐ Summary of faculty classroom observation written by GSI; process used, what was learned, areas for potential improvement, and steps to work on in each area
  ☐ Lesson plan for the class session observed by faculty

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Signature __________________________  Date __________________________