

## 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

Signature

Date