Overview of the Graduate Instructional Development Certificate

This document describes major elements of the Graduate Instructional Development Certificate (GIDC):

1. Goals of the GIDC, including for whom it is best suited.
2. The five required criteria, which dovetail with criteria of the other tiers in the program.
3. How you can easily enroll in the program to begin working on a certificate and eventually submit your application for approval.

Each tier in the Graduate Teacher Certificate program represents a level of professional development, experience, and expertise appropriate for most graduate teaching assistants at Purdue. You can complete one or all of the certificates. You do not have to start at Tier 1; however, criteria met for Tier 1 apply to Tier 2, and criteria met for Tier 2 apply to Tier 3. Therefore, Tier 1: the Graduate Instructional Development Certificate, or GIDC, is the foundation upon which the other certificates build.

Goal

The GIDC is designed for graduate students who may not have teaching duties, or whose responsibilities are mostly grading, administration, or meeting one-on-one with students. While you may not be responsible for course development or classroom management yet, working toward the GIDC allows you to learn foundational pedagogic knowledge. You will learn terms, policies, procedures, and contexts through which you can observe and assist more senior instructors. Most important, you can begin to make decisions about the kind of instructor you want to be, and the learning opportunities your future students will have.

Enrollment

The first step in the GIDC is to enroll. We encourage you to complete this step as soon as you are interested; because the application form is critical in helping you make decisions about how to complete the criteria. Go to purdue.edu/cie and click on the Graduate Teacher Certificate tab. Here, you will see links to each tier. You can click on the Graduate Instructional Development Certificate link for a drop-down list of the criteria.
But to get the full details on the GIDC, click on the Enroll button to open a form in which you enter a few details about yourself. We use this information to enroll you in the Blackboard site for the certificate. In Blackboard, you will find the application form with complete details on criteria.

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In this screen shot of the GIDC Blackboard site, you will see several resources:

- A Discussion Board where you can access answers to frequently asked questions, and ask new questions.
- A copy of the Graduate Teacher Certificate brochure in PDF format.
- Sample essays that reflect on criteria, when required, and the rubric that CIE staff use to assess these essays. These are actual essays by graduate students who have successfully completed certificates.
- A place where you can post your first reflective essay in order to receive feedback on it from CIE staff. We have found that getting feedback on your first essay helps to develop stronger subsequent essays.
- The GIDC application. Clicking on this link opens a Word document that you can save and begin to complete.

Application

Open the application document right away, because it is filled with helpful details. This is a fillable form, meaning you can click on some lines and enter your information. There is a hyper-linked table of contents that will allow you to move through the document quickly to find each of the 5 reports that needs to be completed, as well as an appendix with helpful guides. The overview of the program will help orient you on the criteria and the resources. Think of it as a quick reference guide.

Each Teaching Report includes fillable lines for all the documentation needed to support your completion of the criteria.

In Teaching Report 1, for example, you document the two individual teaching experiences you completed. There are spaces for the dates, department, course information, and what activities you completed. There is also a space for the course supervisor's name and signature. Be sure to get the instructors-of-record's signatures. We check back with them.

Teaching Report 2 covers the observations required. You will see spaces for 3 types of observations:

- Your observation of a faculty member's teaching in your home department or the department in which you will teach.
- Your observation of an experienced teaching assistant's teaching
- And your teaching observed by a faculty member. This can be done when you complete your individual teaching experiences.

You are also required to write a short reflective essay on these observations and submit it along with your completed application.

The Appendix of the application includes an Observation Worksheet that you may find helpful in completing these criteria. You do not have to use it or include it with your application, although you may want to. We have found the worksheet a helpful guide in preparing for an observation and in taking effective notes that capture details that will be useful in writing your essay. Remember, you are observing the class for its effectiveness as a

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learning environment, not as a student trying to learn content. You may offer the worksheet to the faculty member who will be observing your teaching, but it is not required.

Teaching Report 3 is for Micro-Teaching. This is a seven-minute teaching demonstration that you complete in front of an audience of peers, arranged by the Center for Instructional Excellence. Immediately after your presentation, you receive feedback from the audience. Then, you set up an appointment to meet one-on-one with a CIE staff member at the Hall for Discovery and Learning Research. During this 30- minute playback appointment, you will watch a video of your presentation and discuss it with the staff member.
Both the presentation and the playback appointments must be kept, and you must write a reflective essay on the experience to complete these criteria. The appendix of the application includes a helpful guide for developing a lesson plan for micro-teaching and some tips for success. Micro-Teaching is offered every fall and spring semester by CIE, as part of the College Teaching Workshop Series I. Please see the CIE website for the schedule and to register.

Teaching Report 4 is confirmation of your completion of Teaching Assistant Orientation. This is a full day of sessions on effective classroom instruction offered Week 0 every fall semester by CIE. Some departments offer their own teaching assistant orientation, but be careful that they discuss more than just administrative duties. It is best to check with CIE before assuming your department's orientation will count toward these criteria.

Teaching Report 5 is where you document the minimum six hours of instructional development workshops you attend beyond TA orientation. A good place to start planning for this development is CIE's website, where you can go to the Workshops tab and find a schedule of sessions held every fall and spring semesters. These sessions are held Tuesday mornings for one hour and 15 minutes. They cover a variety of foundational topics, including active learning, instructional presentation techniques, and assessment. We record attendance at these sessions, so can confirm your participation.
If you choose to attend an instructional development workshop offered by another department, you will need to provide documentation that you attended. No sessions outside Purdue West Lafayette qualify to meet the GIDC criteria.

Once you have completed all the required criteria, gotten all the required signatures, and completed the two reflective essays for the GIDC, you may submit your application and documentation.

We recommend that you convert the entire application, including the supporting documentation and essays, into a single PDF file. This way, you keep possession of the originals for your files. Then, you can submit the PDF file via Blackboard. We review applications as we receive them; however, if you want to participate in the Celebration of Graduate Teaching Excellence held toward the end of spring semester, you must submit your application by April 1.

Please follow the directions on the Blackboard site, including sending an email when you submit your application, so that we know to retrieve it. Allow about a month for us to review the application and get back to you with questions or approval.

The five criteria for the Graduate Instructional Development certificate will help you begin to develop foundational knowledge and expertise of teaching at the university level. If you have questions after reviewing this video, the GIDC application, and the frequently asked questions, please reach out to us at cie@purdue.edu.

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