Overview of the Graduate Teacher Certificate

This document describes major elements of the Graduate Teacher Certificate (GTC):

1. Goals of the GTC.
2. The 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.

Goal

The Tier 2 GTC is designed for graduate students who have teaching duties beyond just grading or holding office hours. You should have actual classroom management responsibilities, such as serving as instructor-of-record or conducting weekly lab or recitations sessions, and be listed on the course in Banner. Graduate teaching assistants working toward the GTC will advance their skills and understanding by receiving feedback and reflecting on their teaching experiences. As they make strategic decisions about course and content management, these graduate assistants become more competent instructors.

Enrollment

The first step in the GTC 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.
Click on the Graduate Teacher Certificate link for a drop-down list of the criteria.
But to get the full details on the GTC, 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 this screen shot of the GTC 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 and the rubric that CIE staff use to assess these reflections.
- A place where you can post your first reflective essay in order to receive feedback on it from CIE staff. Getting feedback on your first essay helps to develop stronger subsequent essays.
- And, the GTC application. Clicking on this link opens a Word document that you can save and begin to complete.

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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 allows you to move through the document quickly to find each of the reports that need 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. In Teaching Report 1, for example, you document the two semester-long teaching experiences you complete. Be sure to get the course supervisor's signature.

Teaching Report 2 covers the 3 observations required.
- 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.
If you completed these observations and essay as part of the GIDC, just check the box indicating this. You do not have to complete additional observations.

The Appendix of the application includes an Observation Worksheet that you may find helpful in completing this criteria. You do not have to use the worksheet or include it with your application, although you may want to.

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 this 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.
If you completed these Micro-Teaching as part of the GIDC, just check the box indicating it. You do not have to complete Micro-Teaching again for the GTC.

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 check with CIE before assuming your department's orientation counts toward this criteria. If you meet this criteria for the GIDC, you do not have to complete it again for the GTC.

Teaching Report 5 is where you document the minimum nine 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.

If you choose to attend an instructional development workshop offered by another department, you will need to provide documentation that you attended. Up to three hours from training outside Purdue West Lafayette may qualify to meet the GTC criteria. If you completed the GIDC, the six hours of instructional development carry over. You only need an additional 3 hours for the GTC.

Teaching Report 6 requires you provide and reflect upon feedback from your students. This report should be completed after you have used both Early Feedback and end-of-the-semester course and instructor evaluations in the form of Purdue's CoursEval, and reviewed with a faculty member or CIE staff. End-of-semester evaluations in your name are required for both semesters listed in Teaching Report 1. Early Feedback is preferred for both semesters, but required for at least one. Scanned samples of Early Feedback forms *completed by students* are required. Scanned copies of your end-of-the-semester course and instructor evaluations should also be included.

This criteria also requires a reflective essay on the feedback.

Once you have completed all the required criteria, gotten all the required signatures, and completed the reflective essays for the GTC, 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.

Please follow the directions on the Blackboard site. Allow about a month for us to review the application and get back to you with questions or approval.

The six criteria for the Graduate Teacher 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 GTC application, and the frequently asked questions, please reach out to us at cie@purdue.edu.