

PFFC Requirements and Graduate Coordinator Information

Below are the requirements and specific information about your role in the PFFC program, as well as general information.

SGSR/CTE Approved Teaching Course (3 credits)

- More information coming from CTE about this...approved classes and how to get classes approved
- GSR course is in development
- Almost all programs have at least one elective, so the teaching course could serve as their elective so no extra tuition costs would be required

Minimum of 9 Graduate Credits Completed in Discipline

- These credits are chosen by the Graduate Coordinator and provided to me (jgossett@iup.edu). They will be kept on record for future students in the PFFC program from your department
- Credits should represent the 'core' of your field/major/program and courses that represent key material students should know to teach a freshman course in your field
- These nine credits will be verified for completion upon graduation for the certificate
- Students may have already completed these classes and that is okay!
- We plan to add these to the PFFC website to help in recruiting and showing departments with PFFC students

Students Need a Faculty Mentor

- Faculty Mentor will assist the PFFC student in preparing to guest lecture...the student may guest lecture in their class, but does not have to
- Students must meet with the Faculty Mentor for a minimum of 30 hours that cover the fall and spring semesters...how the student and mentor meet will vary with each mentor...this could be face-to-face, over email, over phone, Zoom, teaching circle, etc.
- Faculty Mentor can be the Graduate Coordinator, but does not have to be
- A 'selling point' for the Faculty Mentor is it could be viewed as Professional Development or Service to the University since this is university-wide endeavor supported by the Graduate Dean, Provost and President, as there is no compensation for this endeavor
- Faculty Mentor will need to send me an email before the PFFC student graduates to verify they met with the student for a minimum of 30 hours...an actual account of 30 hours is not needed

Fall Undergraduate Lecture/Guest Speaker

- Students are required to complete TWO guest lectures/speaking during the fall semester
- **An exception will be made with this first cohort since it is so late in the semester...they can do one guest lecture this fall and that would mean three in the spring...as an OPTION**
- Can be the same course, but different sections...Can be two different lectures...Varies with the Faculty Mentor, course offerings, etc.
- Faculty Mentor should evaluate their teaching...Could use the Peer Observation form that your department uses for faculty observations

- Student must coordinate the video recording of one of these lectures for their own self evaluation...no one will see the video of the student teaching, but the student will need to record, view, and self reflect in a 1000 word response, which they can submit to the Faculty Mentor for comment and/or they can submit it to their PFFC file

Spring Undergraduate Lecture/Guest Speaker

- Students are required to complete TWO guest lectures/speaking during the spring semester
- Can be the same course, but different sections...Can be two different lectures...Varies with the Faculty Mentor, course offerings, etc.
- Faculty Mentor should evaluate their teaching...Could use the Peer Observation form that your department uses for faculty observations
- Student must coordinate the video recording of one of these lectures for their own self evaluation...no one will see the video of the student teaching, but the student will need to record, view, and self reflect in a 1000 word response, which they can submit to the Faculty Mentor for comment and/or they can submit it to their PFFC file

Center for Teaching Excellence (CTE) Evaluation

- Student must coordinate having a CTE faculty member attend ONE of their guest lectures for evaluation
- Students will be emailed who to contact, which will be a CTE member, but I am always a person they can contact

Research Presentation

- PFFC focuses on the teaching/research/service model so PFFC students must present a research project/thesis/dissertation
- Graduate Scholars Forum (typically the first week in April) is one option, but not the only option
- Local/State/Regional/National conferences are an option, but not required
- Other venues would be considered as long as they are appropriate for your discipline

Senate Meeting Participation and 1000 Word Reflection Paper

- PFFC students must attend at least ONE Senate meeting
- A reflection paper is required about their experience at the meeting, thoughts on the process, dynamics at the meeting, content, relevance to their field, etc.
- Students submit this in their PFFC folder for review (Grad Coordinators/Faculty Members are not required to review or approve this, but welcomed)

Service Commitment (minimum 20 hours)

- Service commitment is determined by that Graduate Coordinator and/or Faculty Mentor
- Service is defined by your department/discipline
- Activities could include participation in a departmental committee, shadowing a faculty member to their meetings, community service, conference participation/assistance, etc...
- An email will need to be provided to verify the PFFC student has completed their service commitment

CITI Certificate (copy of certificate)

- PFFC students will complete this on their own and upload the completion certificate to their PFFC file
- If they completed it during their graduate time at IUP, they can submit the certificate of completion
- Graduate Coordinator will need to provide the PFFC students with the specific training areas to be completed that are relevant to the field

CTE Workshops (attendance at a minimum of 6 workshops)

- Meetings are once a month, last Monday of month, 3:30 pm in Allegheny Room
- Some lunch time meetings will be scheduled in the spring
- PFFC students will receive an attendance certificate to add to their PFFC file and the CTE takes attendance at these meetings
- Students are responsible for attending these meetings and they are required as part of the certificate