

Certificate in Preparing Future Faculty-NewDsg-2018-04-02

- The workflow icon is no longer available. Please click on the Page Status after the orange circle icon near the page title. *

Form Information



The page you originally access is the global template version. To access the template document that progresses through the workflow, please complete the following steps:

First Step: **ONLY** change the text in the [brackets] so it looks like this: **CRIM 101 Intro to Criminology-CrsRvs-2015-08-10**

- If DUAL LISTED list BOTH courses in the page title***

Second Step: Click "SAVE" on bottom right

- DO NOT TYPE ANYTHING INTO THE FIRST PAGE OTHER THAN THE TEXT IN BRACKETS***
- Please be sure to remove the Brackets while renaming the page***

Third Step: Make sure the word **DRAFT** is in yellow at the top of the proposal

Fourth Step: Click on "**EDIT CONTENTS**" (*not EDIT*) and start completing the template. When exiting or when done, click "**SAVE**" (*not Save Draft*) on bottom right

When ready to submit click on the workflow icon and hit approve. It will then move to the chair as the next step in the workflow.

**Indicates a required field*

| | | | |
|----------------------------|--------------------------------|-----------------|-------------------|
| Proposer* | John Lewis | Proposer Email* | j.a.lewis@iup.edu |
| Contact Person* | John Lewis | Contact Email* | j.a.lewis@iup.edu |
| Proposing Department/Unit* | Center for Teaching Excellence | Contact Phone* | 724 357 5604 |

| | |
|---|--|
| (A) Request Type:* | certificate |
| (B) Minor or Certificate Title:* | Preparing Future Faculty Certificate |
| (C) List number of credits:* | 12 credits |
| (D) If Certificate or Letter, select level: | graduate |
| (E) Course Level:* | graduate-level |
| (F) Narrative Catalog Description:* | The Preparing Future Faculty (PFF) Certificate provides graduate students an opportunity to gain experience and skills necessary to teach at a college or university in their disciplines, while completing their graduate degree at IUP. The Certificate is provided through the Center for Teaching Excellence and the School of Graduate Studies and Research, though students must have approval from their specific graduate program coordinators. Students must complete core classes (9 credits) within their degree programs, complete an approved teaching class (3 credits), and participate in activities specific to skill learning and teaching practice. This certificate provides interested students the exposure to faculty life in a protected educational context, and allows them to make an informed decision about whether or not they want an academic career, while gaining the experience to be competitive if they choose to move forward into teaching. |

(G) List of Program Requirements in

catalog layout including course

numbers, titles, credits and any

footnotes.*

Note: PASSHE requires a minimum of 6 credits in a minor be advanced standing (300 and above)

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The Certificate in Preparing Future Faculty is a cohort program of approximately 20 graduate students beginning each fall semester. Students must submit an application of interest to the School of Graduate Studies and Research no later than August 1. The applications will be reviewed by the Center for Teaching Excellence Advisory Board and notification will be provided to the student and their respective Graduate Coordinator.

Graduate students in the certificate program must complete twelve credits of course work. Nine graduate credits in their major department that represent core material for their field. Graduate Coordinators will make the determination which courses meet that requirement. A three credit teaching class (as determined by the Center for Teaching Excellence) is also required. Meeting with a faculty mentor, guest lecturing in relevant courses, as well as attendance at monthly workshops are also required for the certificate.

Requirements:

Approved teaching course completed

Minimum of nine (9) graduate credits completed in discipline

Weekly meetings with Faculty Mentor (minimum 30 hours)

Undergraduate Lecture/Guest Speaker 1

Undergraduate Lecture/Guest Speaker 2

Undergraduate Lecture/Guest Speaker 3

Undergraduate Lecture/Guest Speaker 4

Center for Teaching Excellence (CTE) Evaluation

Video Assessment 1 (1000 word response)

Video Assessment 2 (1000 words response)

Research Presentation

Senate Meeting Participation (1000 word reflection paper)

Service Commitment (minimum 20 hours)

CITI Certificate (copy of certificate)

CTE Workshops (attendance at a minimum of 6)

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| <p>(H) Student Learning Outcomes*</p> <p><i>Please be sure to list all Student Learning Outcomes that relate to this Minor or Certificate</i></p> <ul style="list-style-type: none"> • Outcomes must be measurable • Tracks, concentrations, certificates must have at least one outcome that is unique from a related degree program • Minors and majors may share outcomes • SLOs will be evaluated as part of the program's assessment plan | Students will be able to: | | |
| | # | Outcome | How outcome measured |
| | 1 | Outline the roles of community colleges, universities and adjunct faculty in higher education. | Teaching course completion, Faculty mentor, CTE workshops, Service commitment, Research presentation, Senate meeting, CITI Certificate |
| | 2 | Compare and contrast different pedagogical practices and their application in the online and face to face classroom. | CTE workshops, Video assessment, Teaching course completion, Lectures (4), CTE Evaluation |
| | 3 | Demonstrate skill in the core components of undergraduate teaching (e.g. lectures, active learning methods, and assessment). | Credits completed in discipline, Lectures (4), CTE evaluation, videos (self assessment), Faculty mentor |
| | 4 | Practice the use of online resources for teaching, such as YouTube videos, test banks, and websites. | Lectures (4), CTE evaluation, videos (self assessment), Faculty mentor, CTE Workshops |
| 5 | Produce an online teaching portfolio to showcase their approach to college teaching. | Faculty mentor, Graduate School Assessment | |
| Rationale for Proposal | | | |
| <p>(I) Why is this being proposed?*</p> | <p>In Fall 2016, the Center for Teaching Excellence began a preparing future faculty (PFF) initiative with graduate students across campus. Monthly workshops were held to provide students specific information and skills related to teaching at community colleges (http://www.iup.edu/teachingexcellence/programs-and-services/preparing-future-faculty/). This service provides interested students information that may not be available in their degree program, though some graduate departments do offer a teaching course specific to their discipline. This initiative is mirrored after Duke University, which is considered the premier PFF program to date. Offering this program to IUP graduate students meets their needs to obtain skills to make them more competitive in their respected fields, as well as make them more informed instructors if employed to teach at a community college or university in the future.</p> <p>This proposal aims to expand this existing enterprise to a certificate program supported by the Center for Teaching Excellence (CTE) and the School of Graduate Studies and Research (SGSR). The Preparing Future Faculty (PFF) initiative provides all interested graduate students the opportunity to document gained knowledge and skills to prepare for college teaching within their discipline.</p> | | |
| <p>(J) What role, if any, does it serve the College /University above and beyond the role it serves in the department?*</p> | <p>Currently, the Criminology and Criminal Justice Department is the only PFF department at IUP. Offering a certificate in PFF, to all graduate departments, allows this initiative to expand to all departments. Although the Council of Graduate Schools no longer has an official process to designate a university as PFF, Duke University has devised their PFF program to serve their entire graduate student body, though on a competitive process. IUP would mirror this process to further expand their strategic plan by providing graduate students success with skills and experience for success in their future career goals. All graduate departments also would be able to offer their option to their graduate students in their marketing and recruitment efforts. This certificate serves the greater good of IUP graduate students and their desire to be competitive in their field to gain employment.</p> | | |

Please scroll to the top and click the Page Status if you are ready to take action on the workflow.
Please submit an ihelp if you have any questions <http://ihelp.iup.edu>