



Teaching Certificate Requirements

Student Name _____ Student ID _____

Academic Program _____ Adviser _____

Current Mailing Address _____

Date Checklist Completed _____

Please indicate the semester/year each requirement was completed below.

*****Checklist*****

Semester/Year
Completed

_____ Attend the [Schreyer New Instructor Orientation](#) or an equivalent college-based teaching orientation that includes lesson planning, teaching methods, and strategies to encourage student participation. Please indicate which orientation was completed: _____

_____ Complete one semester of SUBJ 602 Supervised Experience in College Teaching in the student's program under the direction of a mentor. A grade of B or higher is required.

_____ Complete the [Schreyer Institute Penn State Course in College Teaching](#) or HIED 806 *Teaching and Learning in Higher Education*.* Please indicate which course was completed: _____

_____ Complete an additional semester of SUBJ 602, to include either a block of lectures prepared and presented by the student, or total responsibility for a lab or recitation section. A grade of B or higher is required.

_____ Develop a website that includes a statement of teaching philosophy and demonstration of the ability to develop a PowerPoint presentation. Assistance with this project may be obtained through the [Information Technology Services training website](#). Please indicate website: _____

* It is recommended that the Schreyer Institute Penn State Course in College Teaching/HIED 806 *Teaching and Learning in Higher Education* requirement is completed prior to taking the additional semester of SUBJ 602.

Please provide this completed form along with all materials supporting the completion of the requirements (e.g., Schreyer Institute certificate, transcripts, etc.) to the chair or department head of your academic program. The program chair/department head, in consultation with your advisor, must verify completion of the requirements and this checklist in a letter on department letterhead.

Submit the letter from the department head/program chair verifying the completion of requirements and this completed checklist electronically to the Office of the Dean of the Graduate School, L-GRAD-DEANS-OFFICE@lists.psu.edu. Supporting materials verifying the completion of checklist requirements need not be submitted.