

Personal Attendance Tracking Form Graduate Teacher Certificate

For more detailed information regarding the Graduate Teacher Certificate, ask your lead graduate teacher or call the GTP office at (303) 492-4902.

Name _____ Student ID _____

Department _____ Campus _____

Certification Check List

Courses, Lab Sections, Recitations (2 semesters required), course number and year: _____

1st Videotape Consultation

Completed on: _____ With: _____ Class: _____

2nd Videotape Consultation

Completed on: _____ With: _____ Class: _____

_____ Kolb Learning Styles Inventory _____ Wingspread Inventory

Discipline-Specific Activities (a minimum of 20 real hours required)

The professor or lead graduate teacher must sign this form to document your attendance at each distinct event. Please note: If you have taken a one-credit hour department pedagogy class, that class completes 16 real hours of department hours for GTP certification. If you have taken a two-credit hour class, it completes 32 real hours or more than all 20 departmental hours. List this course only once.

Workshop / Class	Hours	Date	Faculty / Lead Graduate Teacher Name & Signature
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____
11. _____	_____	_____	_____
12. _____	_____	_____	_____
13. _____	_____	_____	_____
14. _____	_____	_____	_____
15. _____	_____	_____	_____
16. _____	_____	_____	_____
17. _____	_____	_____	_____
18. _____	_____	_____	_____
19. _____	_____	_____	_____
20. _____	_____	_____	_____

GTP Workshops (a minimum of 20 workshops required)

Please note: This is for your own record, since the GTP tracks attendance at their workshops. GTP records are the standard against which your list will be verified, so please be sure to sign in at all GTP workshops to receive attendance credit. Authorized GTP workshops include Friday Forums, Monday Workshops, Summer Series, International TA & GPTI Workshops, the Colorado Preparing Future Faculty Forum, workshops from the Fall Intensive and Spring Conference, TIGER workshops, Technology workshops, and COPFFN workshops. Interdisciplinary team workshops arranged by lead graduate teachers may be used for either discipline-specific hours or GTP workshop credit.

1. Workshop **Discrimination/Sexual Harassment (required)** _____ Date _____
2. Workshop _____ Date _____
3. Workshop _____ Date _____
4. Workshop _____ Date _____
5. Workshop _____ Date _____
6. Workshop _____ Date _____
7. Workshop _____ Date _____
8. Workshop _____ Date _____
9. Workshop _____ Date _____
10. Workshop _____ Date _____
11. Workshop _____ Date _____
12. Workshop _____ Date _____
13. Workshop _____ Date _____
14. Workshop _____ Date _____
15. Workshop _____ Date _____
16. Workshop _____ Date _____
17. Workshop _____ Date _____
18. Workshop _____ Date _____
19. Workshop _____ Date _____
20. Workshop _____ Date _____

International Graduate Teachers: IGT Cultural Intensive _____ English Proficiency _____

Observation & Evaluation by Home Department Faculty _____

Teaching Portfolio: Date Approved: _____ Approved by: _____

Certificate to be picked up in GTP office or mailed _____

Exit Evaluation (completed on web after portfolio approval) _____

Final Assessment by GTP Director _____

When you are ready to be certified, please return the completed form to the GTP office in 201 ATLAS and ask your Graduate Program Assistant to file a copy in your permanent file. Please note that all records are checked for validity prior to certification. The Graduate Teacher Certificate will be noted on your official transcript when completed.

Signature _____ Date _____