



## Outline for Teaching Portfolio for Certificate in College Teaching

- I. Cover Page (title of portfolio, name, degree, date, department, and university)
- II. Table of Contents (page numbers for narrative & appendices)
- III. Introduction to Components of the Portfolio: Introduce the whole portfolio including structure and content, and why you wrote it. Additionally, please include four to five paragraphs that address the following questions about the workshops you attended while pursuing this certificate.
- IV. How did the workshops/events you attended align with your own professional development goals?
- V. In general, what did you learn from the experience of pursuing the CCT? About yourself? About working in the field?
- VI. What lessons have you taken for your future as an educator? What was particularly valuable? Why? What would you do differently? Why? How did this experience prepare you for a future in teaching?
- VII.

### VIII. Teaching (Please Reference Appendices)

- A. **Philosophy of Teaching & Learning:** Discuss your perspective on teaching and learning in your content area. Ground your narrative in your personal experience and training; your view of academic ethics and diversity; and include references to pedagogical methods—lecture, collaborative learning, fieldwork, group work, service learning—and theories you use. Discuss how you integrate your philosophy into course and/or syllabus development.
- B. **Assessment and Evaluation of Student Learning and Your Own Teaching:** Describe how you assess student learning for no grade (formative) via classroom assessment techniques and explain how you use feedback to improve the class. Describe how you evaluate students on in-class work, out-of-class work, group work, assignments, papers, projects and tests for grades (summative). Additionally, describe any assessments of your teaching such as peer or faculty observation and feedback or video consultation on a class you teach.

- C. **Diversity Statement:** Describe how your scholarship, teaching and service contribute to a diverse community of students and the idea of inclusive excellence both in and out of the classroom.
- D. **Curriculum Vitae:** Please include your current CV.

- V. **Appendices**  
(Short, specific, and original documents that illustrate and provide evidence that you have accomplished what you discussed in the narrative):

Illustrate your philosophy of teaching and learning and assessment techniques with the following appendices:

- A syllabus, course plan or description for a course you have taught.
- Original assignment, example of student work and/or classroom technology.
- Samples of one-minute papers, midterm feedback questions on the class; an abstract of a Scholarship of Teaching and Learning (SoTL) or Teaching as Research (TAR) project if you have done one; sample assignments, quizzes, tests, grading rubrics or models; copies of test or assignment with your feedback to student (to be used only with written permission from student).
- A syllabus, short course description with potential assessments, materials, learning outcomes, and activities or course plan you would like to teach in the future.
- Peer or faculty observation notes, video consultation notes (from your CTL Lead Fellow), and/or summaries of students' midterm feedback. For evaluation of your teaching include student evaluations (FCQs) (quantitative data summarized into a chart and written notes from one whole class typed up as an example), faculty evaluations of your teaching, or unsolicited student feedback.

Please combine all materials into a single PDF document and send to [ctl@colorado.edu](mailto:ctl@colorado.edu) or a final check. The document will then be submitted to the Director for final approval. Please contact [ctl@colorado.edu](mailto:ctl@colorado.edu) or [preston.cumming@colorado.edu](mailto:preston.cumming@colorado.edu) for questions.