

Graduate Teacher Program
Personal Attendance Tracking Form
The Certificate in College Teaching

Name: _____

Student ID Number: _____

Department: _____

Campus Box Number: _____

Checklist

Courses, Lab Sections, and Recitations taught (Required: 2 full semesters as Teaching Assistant teaching your own lab or recitation section or as a Graduate Part-Time Instructor teaching your own course)

Course/Section/Semester/Year: _____

Course/Section/Semester/Year: _____

Videotape Consultations of classes, labs, or recitations taught at CU-Boulder (2 required). Consultations must be done by a member of the GTP staff or by a Lead Graduate Teacher.

1st Videotape Consultation: Date: _____ With: _____ Class: _____

2nd Videotape Consultation: Date: _____ With: _____ Class: _____

Inventory Completion

Kolb Learning Styles: Date: _____ With: _____

Wingspread Teaching Styles: Date: _____ With: _____

Discipline-Specific (Departmental) Teacher Training Activities (minimum of 20 departmental hours required)A professor or lead must sign this form to document your attendance **at each distinct event**.**Please note:** A one-credit hour departmental pedagogy class is equivalent to 16 departmental hours toward GTP certification. A two-credit hour class counts as 32 hours.

List your course only once in the form below. If your department does not provide enough hours in teaching assistant training or a college teaching/pedagogy course, you may substitute up to 20 extra workshops through the Graduate Teacher Program.

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

This list is for your personal record. We verify your attendance at GTP events using your signature on our sign-in sheets, so please be sure to sign in at all GTP workshops. All GTP workshops and conferences count toward workshop credit. **Departmental workshop hours or course credits MAY NOT replace the GTP workshop requirement.**

1.	Workshop: <u>Discrimination/Sexual Harassment Training (required)</u>	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: _____

Observation by Home Department Faculty: _____

Evaluation by Home Department Faculty: _____
(Name and date)

Teaching Portfolio approved by Director, Graduate Teacher Program: _____

Exit Interview (completed on web after approval of portfolio): _____

Final Assessment by GTP Director: _____

Certificate to be picked up in GTP office: _____ Yes

No, please mail my certificate to: _____

When you are ready to be certified, please return this completed form to the GTP office in 201 ATLAS or email it to: gtpCERT@colorado.edu. Ask your Graduate Program Assistant to file a copy in your permanent file.

Please note: All records are checked for validity prior to certification. Any falsification of records will be reported to the Honor Code Office and to your department. The Certificate in College Teaching will be noted on your official college transcript when completed.

Your Signature

Date