**Certification in College Music Teaching Portfolio Checklist** *This checklist must be submitted with your portfolio to your college Certification in College Teaching contact person. All portfolios (including the checklist) need to be submitted electronically (either via URL or PDF). No hard copies will be accepted. Your college contact will then submit both the checklist and your portfolio to* [***cctp@grd.msu.edu***](mailto:cctp@grd.msu.edu)

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ College \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Advisor’s E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor’s Phone \_\_\_\_\_\_\_\_\_ Degree Sought \_\_\_\_\_\_\_\_\_ Expected Date of Graduation \_\_\_\_\_\_\_

Date submitted to college administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have included a copy of my approved Application form in this portfolio □ YES □ NOWould you be willing to be listed as a person who has completed the certification? □ YES □ NO  
Would you be willing to be contacted by others going through the program? □ YES □ NO

Special Note:

Every portfolio will have its own unique character. However, all students are required to include specific things in their portfolio. For your convenience, we developed and provide (on the next page) a tip sheet that will hopefully address any questions you have about the portfolio checklist.

**CERTIFICATION IN COLLEGE TEACHING PORTFOLIO TIP SHEET**

* Your portfolio will be evaluated in The Graduate School using this evaluation rubric: [http://careersuccess/sites/default/files/E-portfolio evaluation template\_0.pdf](http://careersuccess/sites/default/files/E-portfolio%20evaluation%20template_0.pdf)
* Each portfolio will be submitted on-line as either a PDF file or active URL link. Hard copies are no longer being accepted by The Graduate School. Please submit completed portfolios to [certificate@grd.msu.edu](mailto:certificate@grd.msu.edu). If you submit an on-line portfolio – please provide unique links that correspond to each
* The portfolio is a place where you will be able to demonstrate your proficiency in five competency areas ([http://careersuccess.msu.edu/sites/default/files/ Core Competencies \_ 3\_18\_13\_0.pdf](http://careersuccess.msu.edu/sites/default/files/%20Core%20Competencies%200.pdf).
* To demonstrate Competency 1, you need to include:
* **A DESCRIPTION:** In your own words, describe the course(s) you took and how your participation in that workshop satisfies this competency requirement. Highlight some of the issues or challenges that students in your specific discipline face learning your disciplinary content.
* **ARTIFACT(S).** Include something that documents your participation in the workshop (syllabus, agenda, assignment) and provide a brief description of that
* **A RATIONALE FOR EACH ARTIFACT(S):** Why did you include this artifact(s)? How does the artifact(s) demonstrate your engagement with this competency?
* **MATERIAL(S) YOU DEVELOPED DURING THE COURSE.** As a part of your coursework, you probably developed some assignments, exercises or other documents that you will be able to use as an instructor.
* **A RATIONALE FOR EACH MATERIAL(S):** Why did you include this material? How does the assignment, exercise or document you developed demonstrate your understanding of disciplinary teaching strategies?
* **INTEPRETATION/REFLECTION:** Describe what you learned and how you will incorporate this knowledge into your teaching practice.
* To demonstrate competencies 2 and 4, you need to complete coursework in MUS964, specifically the course sessions on “Course Development and Design I:  The Learners” (Competency 2) and “Describing The World of The University & Describing The World of The Music School” (Competency 4), as described in the course syllabus.
* **A DESCRIPTION:** In your own words, describe the coursework you participated in and how your participation in that coursework satisfies this competency requirement. Highlight some of the issues or challenges that students in your specific discipline face learning your disciplinary content.
* **ARTIFACT(S).** Include something that documents your participation in the course (syllabus, agenda, materials you developed) and provide a brief description of each artifact.
* **RATIONALE FOR EACH ARTIFACT(S):** Why did you include this artifact(s)? How does the artifact(s) demonstrate your engagement with this competency?
* **INTEPRETATION/REFLECTION:** Describe what you learned and how you will incorporate this knowledge into your teaching practice.
* To demonstrate competency 3, you need to include:
* **A DESCRIPTION:** In your own words, describe the workshop you participated in and how your participation in that workshop satisfies this competency requirement. Highlight some of the issues or challenges that students in your specific discipline face learning your disciplinary content.
* **ARTIFACT(S).** Include something that documents your participation in the workshop (syllabus, agenda, materials you developed) and provide a brief description of each artifact.
* **RATIONALE FOR EACH ARTIFACT(S):** Why did you include this artifact(s)? How does the artifact(s) demonstrate your engagement with this competency?
* **INTEPRETATION/REFLECTION:** Describe what you learned and how you will incorporate this knowledge into your teaching practice.

**PART 1 – COURSE WORK**

**CORE COMPETENCY 1: Developing Discipline-Related Teaching Strategies***\*\*This competency is satisfied by successfully completing MUS964: College Music Teaching Seminar.*  
Course taken: **MUS964: College Music Teaching Seminar** Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
□ DESCRIPTION

□ ARTIFACT(S)

□ ARTIFACT RATIONALE(S)

□ MATERIAL(S) DEVELOPED DURING COURSE

□ RATIONALE FOR THESE MATERIALS  
  
□ INTERPRETATION/REFLECTION

**PART 2 – FOUNDATIONS FOR PROFESSIONAL DEVELOPMENT**

**CORE COMPETENCY 2: Adult Students as Learners: Creating Learning Environments**

*This competency is satisfied by content in* ***MUS964****, specifically the course session on* ***“Course Development and Design I:  The Learners”*** *described in the course syllabus.*

□ DESCRIPTION

□ ARTIFACT(S)

□ ARTIFACT RATIONALE(S)   
  
□ INTERPRETATION/REFLECTION

**CORE COMPETENCY 3: Incorporating Technology in the Classroom**

*This competency is satisfied by participating in a professional development workshop or seminar, such as those offered by TAP, the Graduate School, your college or department, IT Services, or other unit.*

Workshop attended: ­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ DESCRIPTION

□ ARTIFACT(S)

□ ARTIFACT RATIONALE(S)   
  
□ INTERPRETATION/REFLECTION

**CORE COMPETENCY 4: Understanding the University Context**

*This competency is satisfied by content in* ***MUS964****, specifically the course session on* ***“Describing The World of The University & Describing The World of The Music School”*** *described in the course syllabus.*

□ DESCRIPTION

□ ARTIFACT(S)

□ ARTIFACT RATIONALE(S)   
  
□ INTERPRETATION/REFLECTION

**PART 3 – MENTORED TEACHING EXPERIENCE**

**CORE COMPETENCY 5: Assessing Student Learning**

\*\* This competency must be satisfied by the Mentored Teaching Experience, which is part of the course requirements for **MUS964**.

For guidance, see the evaluation rubric at:

[http://careersuccess.msu.edu/sites/default/files/Mentored teaching project evaluation template\_0.pdf](http://careersuccess.msu.edu/sites/default/files/Mentored%20teaching%20project%20evaluation%20template_0.pdf)

Faculty mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date completed: \_\_\_\_\_\_\_\_

Pages in portfolio (or URL): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Summary of mentored teaching experience

□ 6-Step Outline [http://careersuccess.msu.edu/sites/default/files/Mentored project worksheet for web\_0.pdf](http://careersuccess.msu.edu/sites/default/files/Mentored%20project%20worksheet%20for%20web_0.pdf))

□ Artifacts

\_\_\_ Assessment instrument and description/explanation  
\_\_\_ Data  
\_\_\_ Findings

□ Letter of Support and Evaluation from Faculty Mentor

**PART 4 – TEACHING PHILOSOPHY**

Your teaching philosophy is an evolving document in which you articulate your experiences, beliefs, and values of teaching. This is a personal document and thus, there is no formula for what must be included in it. It should, however, reflect you and your critical thinking about your teaching practice. For further information on developing your teaching philosophy statement, please go to: **http://mitchellrobinson.jimdo.com/clinic-and-workshop-materials/**

□ Teaching Philosophy