



Certificate in College Teaching

CCT Teaching Experience Form

CCT participants should have at least one semester in a formal teaching role that takes place after enrolling in the CCT program and attending a CCT orientation (i.e., previous teaching experience is not applicable). Teaching and observations should be completed in the same term to fulfill program requirements.

A formal instructional role can include the following:

- Being the official instructor of record (**IOR**) of a class, or
- Being an officially designated **TA** who leads a discussion, lab or recitation section that meets regularly (at least four times) throughout the semester with you as the primary leader/facilitator of those meetings, or
- Being a **Guest Lecturer** on at least four separate sessions, each at least an hour long, in the same class, in the same term or semester. The class should be a regular, for-credit course, and the signature of the official instructor of record for the class should appear below to certify these were the conditions of your guest lecturing. Additionally, you should meet with the instructor of record at multiple points during the term to discuss your experience and how your guest lecturing integrates into the course.
- **Other** types of teaching experience approved in advance by the CCT program director

A formal instructional role cannot include the following:

- Instructional contact of less than four contact hours or includes less than four separate meetings spread out through the term
- Teaching assistantships limited to grading, office hours, or administrative tasks

1. Your Information

Name

Department

Course & Term

Role (IOR, TA, Guest Lecturer or Other)

Dates/frequency & length of instruction

2. Course Instructor of Record (IOR)

Name	Title	Department
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By signing here, you certify that the student named above will participate (or participated) in your class as a primary facilitator of instruction for at least four separate sessions as dated above, each at least an hour (or class period) long, in the same term or semester, and that you met with them as part of this process.

IOR Signature

3. Teaching Triangle Observers. Please Provide names, departments and planned dates they will observe you.

4. Additional comments