



Graduate Teaching & Laboratory Assistants Orientation

Graduate School Teaching Development Initiatives

Through the Center for Teaching and Learning, the Graduate School, and individual academic departments, Graduate Teaching and Laboratory Assistants (GTAs & GLAs) have a number of opportunities to develop their teaching. Specifically, the University of Georgia offers two teaching awards, a portfolio program, and a teaching certificate to encourage GTAs and GLAs to reflect upon their teaching practice, to improve their teaching, and to further their professional development.

Outstanding Teaching Assistant Award

Annually awarded to 10% of the GTAs or GLAs in a department, the Outstanding Teaching Assistant Award recognizes superior teaching of those who have had significant teaching responsibilities for at least two semesters. The award requires a department nomination and an application. Recipients are recognized at Honors Day, and receive a certificate of appreciation from the Vice President for Academic Affairs.

Excellence in Teaching Award

A University-wide award, the Excellence in Teaching Award is given to up to five GTAs or GLAs each year. Award winners have not only demonstrated superior teaching and commitment to improving their teaching but have also contributed to teaching in their department or their discipline. Nominees must have already received or be nominated concurrently for the Outstanding Teaching Award. Nominees submit a teaching portfolio as well as a letter of nomination from a sponsoring faculty member. Winners will receive \$1000 from the Graduate School, which is presented at the Faculty Awards Banquet in the Spring.

For more information on both of these teaching awards, go to:

wwwctl.uga.edu/teaching_assistant/ta-awards.html

Graduate School Teaching Portfolio Program

Teaching Portfolios document the development of your teaching to help you define who you are and what you do in the classroom as well as to identify areas needing improvement. Portfolios are also helpful to your current department, future employers, and promotion and tenure committees to evaluate your teaching. In order to encourage GTAs to build teaching portfolios, the Graduate School offers the Teaching Portfolio Program. The following are the requirements for the program:

1. Students must have taught for at least two semesters at UGA.
2. Teaching Portfolios must be no longer than twelve pages. The portfolios should be professionally presented in a three-ring binder. A letter of nomination from the department should be the initial item in the binder. Appendices may be included as documentation/evidence, but only the twelve-page portfolio will be considered in the review process so it must be created as a stand-alone document.

3. Each portfolio must include, as a minimum, each of the following items. A detailed description of each item can be found at:

http://www.ctl.uga.edu/teaching_assistant/ta-portfolio.html

- a. A teaching philosophy statement
 - b. Description of courses taught
 - c. Sample teaching materials
 - d. Sample of student work
 - e. Innovative teaching projects and roles
 - f. List of professional activities related to teaching
 - g. List of special training or teaching related experiences
 - h. Evaluation of teaching
4. Portfolios must be reviewed at the departmental level and include a nomination letter from a departmental faculty representative.
 5. Portfolios will be accepted for review by a Graduate School-appointed committee each semester. Check the website above for specific deadlines.

Portfolios approved by the review committee as well developed and well documented will receive Graduate School recognition in the Commencement program (unless otherwise requested in writing by the student), and a Graduate School Teaching Portfolio Certificate in recognition of the student's graduate teaching development and contribution to teaching at The University of Georgia.

Graduate School Interdisciplinary Certificate in University Teaching

The goal of the Certificate in University Teaching is to assist doctoral and other terminal degree students in further developing their teaching skills as GTAs, to encourage the scholarship of teaching and learning, and to help prepare them for future academic positions. Besides a formal application and letter of support from a faculty member, applicant must satisfy the following requirements:

1. Four sections of teaching at UGA
2. Nine hours of course work related to teaching development (including GRSC 7770 or departmental equivalent)
3. Teaching project developed with a teaching mentor
4. Evidence of scholarship of teaching (e.g. a teaching publication or presentation at a conference or as a poster presentation at the Fall TA Orientation)
5. Teaching portfolio as described above

For more information, go to:

www.uga.edu/gradschool/academics/certificate_teaching.html