

# The Graduate Certificate in College Teaching

## *Guidelines for Practicum in College Teaching*

The following provides some general guidelines for how a student and instructor can navigate the practicum experience. The exact structure can be determined by the needs of the student and the requirements of the program. Instructions are also included for how to register for the practicum course (rules differ for participants in Education vs. other departments):

**1**

Student and mentor should create/set goals and objectives for the practicum experience. What would the student like to gain? What are some of the important things the mentor feels is a necessary aspect of the experience? It is possible that student and mentor would first independently create goals and then both would share expectations for the experience.

**2**

Student and mentor should discuss syllabus construction for the course. Student may independently create a syllabus or outline of topics to be studied in the course even if it is not implemented. This will allow for important feedback from mentor on what he or she does in the creation of their own syllabi. This may include discussing textbook selection and instructional tools.

**3**

Student and mentor should discuss what portions of the course the student is responsible for teaching or presenting. How many classes the student would teach, topics or topic area that the student is responsible for, etc.

**4**

Student and mentor should set aside time after observed classes to process. During mentor-based processing, students and mentor share comments about interactions between mentor and class, mentor's thought process in handling certain subjects, handling certain students, presentational strategies, teaching technique, etc. During these discussions both student and mentor can reflect on areas of confidence and competence. At the end of the practicum, the student and mentor should discuss goals/objectives achieved and content or process areas to be improved.

## *Instructions for Registering for Practicum*

Students are required to enroll in and complete two practicum courses (Practicum in College Teaching) under faculty supervision. Students take practicum courses under the guidance of **two different professors** (in College of Education or in other colleges at the University of Iowa) to be eligible for the certificate. Previous teaching assistant experience will not waive this requirement. (Minimum of 3 s.h. required)

1. Please contact the professors that you are doing practicum with and discuss the structure and duties for practicum **BEFORE** you register.
2. If the instructor that you plan to practicum with is in the College of Education, you can register for EDTL/EPLS/RCE/PSQF: 7380 "Practicum in College Teaching" for 1 - 3 s.h. This can be done during regular open registration periods.
3. If the instructor that you plan to practicum with is NOT in the College of Education, please notify OGTE ([ogte@uiowa.edu](mailto:ogte@uiowa.edu)) at least 2 weeks before the semester. In the email, please include the information about your intended practicum course:

- Student name:
- Student UID:
- Course title:
- Course number:
- Course instructor:
- Semester you intend to register:

The Graduate College will then notify you of your proper course and section number. Section numbers do not carry over, so students registering to work with a certain instructor must go through this process each time.