CPET Certificate of Practice
- Plan -

**This form is intended to serve as an initial record of how you plan to complete the CPET Certificate of Practice in University Teaching. This form is not binding and may change as you progress through program (though all changes must be approved by the CTLO’s Associate Director for University Teaching). This form must be completed and returned to cpet@caltech.edu prior to your initial meeting with the CTLO’s Associate Director for University Teaching.**

**Name**:

**Email**:

**Division**:

**Date of initial CPET meeting**:

**Expected Graduation**:

**Background**

**Why are you interested in the CPET Certificate of Practice? What are you personal goals for the program?**

**What teaching experiences have you had so far (TA, outreach, tutor, etc)? Please give a brief (2-4 sentence) description of each experience, including your responsibilities, your audience, and any accomplishments you wish to mention.**

**Have you previously incorporated pedagogy, best practices, or other teaching strategies into your teaching experiences? If yes, please describe briefly.**

**Learn**

**How do you plan to fulfill the “learn” requirements of the certificate? When will you do this?**

**Apply**

**How do you plan to fulfill the “apply” requirements of the certificate? Please include expected dates or date ranges for teaching experiences, if possible (e.g. Spring 2016).**

**Reflect and Refine**

**How do you plan to fulfill the “reflect/refine” requirements of the certificate? It’s okay if you don’t know yet, but please describe some feedback opportunities you are interested in.**

**Record**

The final product of the CPET Certificate of Practice is creating a teaching portfolio. As you progress towards the teaching portfolio, keep the following recommendations in mind:

* Keep track of any materials you produce, such as lesson plans, presentation slides, homework assignments you have authored, examples of graded materials, or any other relevant materials. You may not include all of these in your teaching portfolio, but having them organized and readily available will make it easier to complete the portfolio.
* Write a journal occasionally, reflecting on your techniques, how you believe they are working (Are they perceived well by students? Do they appear to help students with the material?), and how you would like to improve them. Journaling is not required and journal entries won’t be included in the final portfolio, but having a written trail of your ideas serves as a reminder when you are making the portfolio and will help you tell a cohesive story about your progress as a teacher.
* Keep record of any feedback surveys you implement and their results, and record any relevant feedback you receive from CTLO, CPET, or other educators. Having a written record of feedback will help you keep track of your challenges and keep working towards your goals.