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# CPET CERTIFICATE OF INTEREST IN UNIVERSITY TEACHING

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The objective of the Pedagogy Workshop Series is to provide graduate students, postdoctoral fellows, and other interested members of the community with an opportunity to learn more about effective teaching styles and different instruction techniques.

In order to earn a "Certificate of Interest in University Teaching," participants must fulfill the following requirements:

1. Participate in six CPET seminars or workshops, or other approved Caltech programs
2. Write and submit a journal entry for each seminar or workshop detailing what you learned and how you will apply it to current or future teaching.
3. After submitting all 6 journal entries, write and submit a brief overview letter summarizing key outcomes and insights from your Certificate of Interest experience.

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## Choosing Workshops and Seminars

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All CPET programming and most CTLO programming can fulfill journal requirements (email [cpet@caltech.edu](mailto:cpet@caltech.edu) if you are unsure). Individuals are free to choose from a variety of workshops to fulfill the requirements for this certificate. The workshops should not be considered a formal course of study but rather an exchange of ideas between an experienced instructor presenting the workshop and a group of active participants. Please feel free to suggest seminar speakers or workshop ideas to the CPET co-directors at any time.

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## Reflective Journaling

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You are encouraged to complete each journal entry as soon as possible after a workshop or seminar. Journal entries should be between 3-4 pages in length (including questions) and should address the questions presented in the Journal Template (attached at end). These journals should be reflective—do not exclusively recount the content of the seminar, include your thoughts on the material, your experience in the topic, and how you could use the presented material in your future teaching. CPET co-directors will review journal entries as they are submitted and give participants feedback and information on further opportunities related to the content of the journal. Journal entries are due to [cpet@caltech.edu](mailto:cpet@caltech.edu) within **2 weeks** of the seminar or workshop date.

## **Completing the Program**

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The Certificate of Interest can be completed at any time during a participant's graduate or post-doctoral career at Caltech. We recommend completing the program within 2 years, if possible. CPET generally offers six seminars or workshops during each academic year, so it is possible to complete the Certificate of Interest in one year. After completing six journal entries, the participant must submit a brief overview (1-2 pages) of their experience in the program, including key outcomes and insights gained.

## **Acknowledgment of Completion**

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Participants who complete the Certificate of Interest in University Teaching will receive a Letter of Completion signed by the Vice-Provost, recognition of participation during graduation, and dinner with other awardees at the end of the academic year.

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# CPET CERTIFICATE OF INTEREST

## - JOURNAL -

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Journaling is an important step in synthesizing academic and personal growth. The following four questions, based on David Kolb's model of experiential learning, provide a framework to discuss learning content. If you find that these questions don't apply meaningfully to the seminar or workshop you attended, please write your own journal response that addresses your experience. Please complete this form within two weeks of the seminar or workshop date to [cpet@caltech.edu](mailto:cpet@caltech.edu).

**Name:**

**Email:**

**Seminar title:**

**Date of seminar:**

**Date journal entry was completed:**

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### Section 1: Concrete Experience

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How have your own personal experiences as a student or instructor related to the topic covered in this workshop? If you don't think your experiences have related to this topic, why not?

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### Section 2: Concepts

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What were the key concepts in this seminar? What were some of the theories of the speaker and the key concepts used? How do these compare to other theories or paradigms you have encountered?

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### Section 3: Reflection/Observation

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What insights have you gained from this workshop? What are your thoughts about the material presented? What advantages and/or drawbacks do you see to the material?

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### Section 4: Future Application

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This section explores ways you can implement the seminar material in the future. How can you apply this? Describe how the material might best be adapted for use in your field.