

# University Teaching Program



**Note:** • *Each numbered section in this overview is described in a companion document of the same name.*  
 • *\*These items meet requirements of multiple categories*

	Mentoring	Theory	Skills	Educational Leadership	Synthesis & Evaluation
<b>General</b>	1. Find Teaching Mentor and meet at least once a month.	<b>General</b> 2 a) One of the following options: <ul style="list-style-type: none"> <li>* ED 750 or Nursing 719</li> <li>Workshops/Seminars (<b>10 hrs</b>) with referenced reflective papers</li> <li>An equivalent course to those above will be considered</li> </ul>	<b>General</b> 3 a) One of the following options: <ul style="list-style-type: none"> <li>* ED750 or Nursing 719</li> <li>Workshops, Mini-Course, or Clinical Teaching Seminars with referenced reflective papers (<b>20 hrs</b>)</li> </ul>	<b>General Administration preparation</b> 4 a) <i>One of the following options:</i> <ul style="list-style-type: none"> <li>Administrative skills workshops/ seminars (<b>4 hrs</b>)</li> <li>Leadership certification</li> </ul>	5 a) Teaching Philosophy <i>Plus</i> 5 b) Teach at McMaster <ul style="list-style-type: none"> <li>As a clinical teacher</li> <li>Part of an Undergrad or Grad course If this is not possible,</li> <li>Design a Course Independently, AND</li> <li>Design and teach 3 hours of workshops or seminars</li> </ul>
<b>Discipline Specific</b>		<b>Discipline Specific</b> 2 b) One of the following, options: <ul style="list-style-type: none"> <li>*Teach a Discipline Specific Workshop (incl. Theory &amp; Skill)</li> </ul> If this is not possible, <ul style="list-style-type: none"> <li>Library Research - Literature Review Paper</li> <li>Library Research - Development of a Discipline Specific Teaching Tool</li> </ul>	<b>Discipline Specific</b> 3 b) One of the following, <ul style="list-style-type: none"> <li>* Teach a Discipline Specific Workshop (incl. Theory &amp; Skill)</li> <li>Workshop or Mini Course Participation (<b>minimum 6 hrs</b>)</li> <li>Attend education-related conference presentations (<b>minimum 6 hrs</b>)</li> </ul>	<b>Administration/leadership options</b> 4 b) <i>One of the following options:</i> <ul style="list-style-type: none"> <li>Departmental or school committee committee work</li> <li>Departmental Leadership</li> <li>Community involvement</li> </ul>	5c) <i>Plus one of the following:</i> <ul style="list-style-type: none"> <li>2 Observations of teaching performance by mentor, faculty member, plus a written reflection</li> </ul> If this is not possible, an alternative e.g., <ul style="list-style-type: none"> <li>Development of a Discipline Specific Teaching Tool</li> </ul> 5d) <i>Plus,</i> <ul style="list-style-type: none"> <li>Write a Summary Reflection</li> </ul>
<b>Documentation for Teaching Portfolio</b>					
<b>Documentation</b>	<ul style="list-style-type: none"> <li>Copies of all Mentor feedback and progress reports received</li> <li>Reference letter from mentor (optional)</li> </ul>	As appropriate, <ul style="list-style-type: none"> <li>Proof of course and workshop completion</li> <li>Reflective papers</li> <li>Workshop materials developed and feedback</li> <li>Literature review</li> <li>Discipline specific Teaching Tool</li> </ul>	As appropriate, <ul style="list-style-type: none"> <li>Proof of course and workshop completion</li> <li>Reflective papers</li> <li>Workshop materials and feedback</li> </ul>	As appropriate, <ul style="list-style-type: none"> <li>Proof of workshop completion</li> <li>Leadership certificate or course attendance record</li> <li>Committee Reports and reflection</li> <li>Evidence of departmental Leadership and reflection</li> <li>Evidence of community involvement and reflection</li> </ul>	As appropriate, <ul style="list-style-type: none"> <li>Teaching Philosophy</li> <li>Summary of Teaching Experience</li> <li>Student evaluations feedback</li> <li>Complete Course Design</li> <li>Reflective papers with references</li> <li>Teaching materials developed</li> <li>Feedback from teaching observations</li> <li>Letters from faculty supervisor (optional)</li> </ul>
<b>Final Meeting to Review Teaching Portfolio</b>					