

# Graduate School Teaching Portfolio Program

## Submission Deadline

**March 7, 2008**

### Components and Samples

Components of a teaching portfolio can be found in the *Handbook for Teaching and Laboratory Assistants* and at: [http://www.ctl.uga.edu/teach\\_asst/teaching\\_portfolio.htm](http://www.ctl.uga.edu/teach_asst/teaching_portfolio.htm)

Sample portfolios and portfolio consultations are available in the Center for Teaching and Learning (542-0534).

### Requirements and Review Process

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. A letter of nomination from the department, which is not included in the twelve-page maximum, should be the initial item in the portfolio (aside from the cover page). 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. Detailed description of each item found at:  
[http://www.ctl.uga.edu/teach\\_asst/teaching\\_portfolio.htm](http://www.ctl.uga.edu/teach_asst/teaching_portfolio.htm)
  - 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. The documents above should be combined into one pdf document and submitted electronically at: <http://www.gradsch.uga.edu:5080/portfolio/>

The pdf document should be named according to the convention: lastname\_firstname.pdf

The deadline for submission is 5 pm on **March 7, 2008**. Contact the Graduate School if you need help preparing your portfolio for electronic submission.

6. The Graduate School and the Center for Teaching and Learning will keep Teaching Portfolios approved by the review committee as discipline examples of how to develop a portfolio.
7. Graduate students whose portfolios are 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.