

## Personal Attendance Tracking Form Graduate Teacher Certificate

For more detailed information regarding the Graduate Teacher Certificate, ask your lead graduate teacher or call the GTP office at (303) 492-4902.

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Department \_\_\_\_\_ Campus \_\_\_\_\_

### Certification Check List

Courses, Lab Sections, Recitations (2 semesters required), course number and year: \_\_\_\_\_

1<sup>st</sup> Videotape Consultation

Completed on: \_\_\_\_\_ With: \_\_\_\_\_ Class: \_\_\_\_\_

2<sup>nd</sup> Videotape Consultation

Completed on: \_\_\_\_\_ With: \_\_\_\_\_ Class: \_\_\_\_\_

\_\_\_\_\_ Kolb Learning Styles Inventory \_\_\_\_\_ Wingspread Inventory

### Discipline-Specific Activities (a minimum of 20 real hours required)

The professor or lead graduate teacher must sign this form to document your attendance at each distinct event. Please note: If you have taken a one-credit hour department pedagogy class, that class completes 16 real hours of department hours for GTP certification. If you have taken a two-credit hour class, it completes 32 real hours or more than all 20 departmental hours. List this course only once.

Workshop / Class	Hours	Date	Faculty / Lead Graduate Teacher Name & Signature
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____
11. _____	_____	_____	_____
12. _____	_____	_____	_____
13. _____	_____	_____	_____
14. _____	_____	_____	_____
15. _____	_____	_____	_____
16. _____	_____	_____	_____
17. _____	_____	_____	_____
18. _____	_____	_____	_____
19. _____	_____	_____	_____
20. _____	_____	_____	_____

**GTP Workshops** (a minimum of 20 workshops required)

Please note: This is for your own record, since the GTP tracks attendance at their workshops. GTP records are the standard against which your list will be verified, so please be sure to sign in at all GTP workshops to receive attendance credit. Authorized GTP workshops include Friday Forums, Monday Workshops, Summer Series, International TA & GPTI Workshops, the Colorado Preparing Future Faculty Forum, workshops from the Fall Intensive and Spring Conference, TIGER workshops, Technology workshops, and COPFFN workshops. Interdisciplinary team workshops arranged by lead graduate teachers may be used for either discipline-specific hours or GTP workshop credit.

- 1. Workshop **Discrimination/Sexual Harassment (required)** \_\_\_\_\_ Date \_\_\_\_\_
- 2. Workshop \_\_\_\_\_ Date \_\_\_\_\_
- 3. Workshop \_\_\_\_\_ Date \_\_\_\_\_
- 4. Workshop \_\_\_\_\_ Date \_\_\_\_\_
- 5. Workshop \_\_\_\_\_ Date \_\_\_\_\_
- 6. Workshop \_\_\_\_\_ Date \_\_\_\_\_
- 7. Workshop \_\_\_\_\_ Date \_\_\_\_\_
- 8. Workshop \_\_\_\_\_ Date \_\_\_\_\_
- 9. Workshop \_\_\_\_\_ Date \_\_\_\_\_
- 10. Workshop \_\_\_\_\_ Date \_\_\_\_\_
- 11. Workshop \_\_\_\_\_ Date \_\_\_\_\_
- 12. Workshop \_\_\_\_\_ Date \_\_\_\_\_
- 13. Workshop \_\_\_\_\_ Date \_\_\_\_\_
- 14. Workshop \_\_\_\_\_ Date \_\_\_\_\_
- 15. Workshop \_\_\_\_\_ Date \_\_\_\_\_
- 16. Workshop \_\_\_\_\_ Date \_\_\_\_\_
- 17. Workshop \_\_\_\_\_ Date \_\_\_\_\_
- 18. Workshop \_\_\_\_\_ Date \_\_\_\_\_
- 19. Workshop \_\_\_\_\_ Date \_\_\_\_\_
- 20. Workshop \_\_\_\_\_ Date \_\_\_\_\_

**International Graduate Teachers:** IGT Cultural Intensive \_\_\_\_\_ English Proficiency \_\_\_\_\_

**Observation & Evaluation by Home Department Faculty** \_\_\_\_\_

**Teaching Portfolio:** Date Approved: \_\_\_\_\_ Approved by: \_\_\_\_\_

**Certificate to be picked up in GTP office or mailed** \_\_\_\_\_

**Exit Evaluation** (completed on web after portfolio approval) \_\_\_\_\_

**Final Assessment by GTP Director** \_\_\_\_\_

*When you are ready to be certified, please return the completed form to the GTP office in 201 ATLAS and ask your Graduate Program Assistant to file a copy in your permanent file. Please note that all records are checked for validity prior to certification. The Graduate Teacher Certificate will be noted on your official transcript when completed.*

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Signature \_\_\_\_\_ Date \_\_\_\_\_