



## Certificate in College Teaching - Information for Faculty Advisors

The University of Arizona offers graduate students and other instructors the opportunity to gain knowledge and skills in college teaching and to certify their efforts through the Certificate in College Teaching offered through the Office of Instruction and Assessment (OIA).

### Program Description:

The Certificate in College Teaching is a ten-unit, elective program that offers post-baccalaureates the opportunity to develop their knowledge and skills in preparation for careers that involve college teaching, mentoring, and effective communication with adults in academic and other workplace settings. Those who complete the program learn about current educational research, theories, and teaching practices, develop and implement evidence-based lessons in their discipline, receive mentoring on their teaching by pedagogical faculty in the OIA, provide feedback to peers, conduct self-assessments of their own teaching, and create a culminating portfolio documenting their effectiveness at college-level course design, instruction, and assessment.

The program consists of two mandatory courses, the foundational *IA 697a Learner Centered Teaching* and capstone *IA 694a Instructional Practicum*. Additionally, a minimum of 3 units of elective coursework can be selected from more discipline-specific courses offered by individuals' home departments or others. Please visit our website for detailed course information and a complete list of electives.

### Our website: [cct.oia.arizona.edu](http://cct.oia.arizona.edu)

#### Benefits:

**Flexibility:** The Certificate curriculum is highly flexible and allows each student to customize the courses and timing according to their needs and in coordination with courses or experiences offered in their home departments.

**Applicability:** Along with teaching experience and mentoring they receive in their home departments, Certificate students have indicated that they can immediately apply the theory and practice in our program to their TAs or teaching.

**Relevance:** Former graduates report that in addition to their experiences in their departments, the Certificate program and the guided development of a professional teaching portfolio were a significant asset in supporting them towards attainment of a position of their choice.

#### Contacts:

Program Coordinator: Dr. Erin Dokter, [edokter@email.arizona.edu](mailto:edokter@email.arizona.edu), 520-621-2440

Graduate Coordinator: Dr. Mascha Gemein, [mngemein@email.arizona.edu](mailto:mngemein@email.arizona.edu), 520-626-3682

Manuel Pacheco Integrated Learning Center, 1500 E. University Blvd. Bldg. 70

University of Arizona, Tucson, AZ 85721

Phone: 520.621.7788 - Fax: 520.626.8220

<http://oia.arizona.edu> - <http://cct.oia.arizona.edu>



## Special Information for Faculty Advisors of International Students

All international students interested in any certificate program at the University of Arizona are advised to first consult with the International Student Service (ISS) at Global Initiatives.

As a faculty advisor, please be aware that international students who hold a J-1 or F-1 Visa, for instance, may be asked to provide documentation—a letter from their faculty advisor—that indicates that their completion of a certificate or minor program will not lead to a conflict with their anticipated graduation date. This is to ensure that students are in compliance with their visa requirements. While extensions of student visas can be granted based on reasons within the major degree program—e.g. delays in the dissertation research—they cannot be granted on the grounds of the addition of a certificate program or any other engagement outside of the degree-granting major.

Therefore, the ISS asks that each student who would like to apply to a certificate program submit a letter of his/her faculty advisor stating the certificate will not delay graduation of the major. The letter can be sent as a PDF attachment to an email.

When composing such a letter, here are a few suggestions. A template is also provided on the next page, for your convenience.

1. Use your departmental letterhead and include your full contact information.
2. Address the letter to: International Student Services; The University of Arizona; 915 North Tyndall Ave; P.O. Box 210441; Tucson, AZ 85721
3. Please provide brief information of the following aspects:
  - a. What is your role as faculty advisor to the student? (e.g. dissertation committee chair)
  - b. Is the student on track with his/her degree? (If the student is a PhD Candidate, please include the title of the dissertation and the current state of the project.)
  - c. Is the student already engaged in a minor, certificate, concentration, or any other program in addition to the degree-granting major?
  - d. **Most importantly:** Please confirm that the enrollment into the Certificate in College Teaching program will not endanger the projected graduation date.
4. Send the letter as a PDF attachment to:
  - a. Your student
  - b. International Student Advisor at the ISS, [dso@email.arizona.edu](mailto:dso@email.arizona.edu)
  - c. Mascha N. Gemein at the OIA (CCT program), [mngemein@email.arizona.edu](mailto:mngemein@email.arizona.edu)

Thank you so much for your support, and do not hesitate to contact us with questions.  
Mascha N. Gemein, Graduate Coordinator, Certificate in College Teaching  
[mngemein@email.arizona.edu](mailto:mngemein@email.arizona.edu), 520-626-3682

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*[Please use departmental letterhead]*

International Student Advisor  
International Student Services  
University of Arizona  
915 North Tyndall Ave  
Tucson, AZ 85721

*[date]*

Dear International Student Advisor,

I am writing on behalf of *[Name of student]* as *[his/her/hirs]* *[Role, e.g., dissertation committee chair, Director of Graduate Studies]*. *[Name of student]* is currently on track with *[his/her/hirs]* *[Masters/Doctoral]* studies.

*(For PhD students:)* The current title of *[his/her/hirs]* dissertation is *[Title of Dissertation]* and *[he/she/ze]* the status of this work is *[please briefly describe the status]*.

*(If student is engaged in a minor, certificate, concentration, or any other program:)* In addition to the major work, *[Name of student]* is already engaged in the following *[minor, certificate, concentration, or other program – please list]*.

I can confirm that the enrollment into the Certificate in College Teaching program will not endanger *[his/her/hirs]* projected graduation date.

*[Name and signature]*  
*[Contact information]*

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