



Dear \_\_\_\_\_,

This letter is in support of your student, \_\_\_\_\_, who is enrolled in the Certificate in College Teaching program. To complete our program, the capstone course *IA 697p College Teaching Practice* is required, which includes at least three separate observations of teaching. In order to enroll in the course, we request that students document teaching opportunities in advance, in order to ensure the successful completion of the course. We kindly request that you offer support for the required teaching opportunities through a TAship and/or guest teaching opportunities in your department.

The Certificate in College Teaching (<http://cct.oia.arizona.edu>) 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. Our students learn about current educational research, theories, and teaching practices; develop and implement evidence-based lessons; receive mentoring on their teaching by faculty in the OIA; provide feedback to peers; conduct self-assessments of their own teaching; and create or revise a culminating portfolio documenting their effectiveness at college-level course design, instruction, and assessment. Former students report that, along with the teaching experience and mentoring they receive in their home departments, they can immediately apply the theory and practice garnered in our program to their teaching and have found that the guided development of a professional teaching portfolio was helpful in preparing materials for their job searches.

We hope that you will be able to facilitate teaching opportunities for your student to allow them to complete the Certificate in College Teaching. Please contact us with questions or for further information.

Sincerely,

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