College Teaching Certificate

Objectives
The Adult and Higher Education Program offers a Certificate in College Teaching to develop and promote exemplary teaching among graduate students and current faculty members at colleges and universities. A total of 12 credits of coursework are required to earn the certificate. Participants may enroll in the program either Fall or Spring.

Program Flow
A total of 12 credits of coursework are required to earn the College Teaching Certificate. Taking three credits a semester, participants will be able to earn the certificate in two years. Taking six credits a semester, participants will be able to earn the certificate in one year. Participants may enroll in the program for Fall or Spring.

Program of Study

<table>
<thead>
<tr>
<th>Required Courses - 6 credits</th>
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<tbody>
<tr>
<td>EDLD 635 College Teaching</td>
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<tr>
<td>EDLD 574 Field Experience in Educational Leadership (Section-006, College Teaching Practicum)</td>
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Field Experience is the experiential component for the certificate program and is taken after the majority of the coursework is completed.

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<th>Electives - choose 6 credits</th>
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<tr>
<td>EDLD 509 Issues and Trends in Higher Education</td>
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<td>EDLD 616 Organization and Administration of Higher Education</td>
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<td>EDLD 628 College Students</td>
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<td>EDLD 529 Post Secondary Distance Delivered Education</td>
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<td>EDLD 531 Student Development Theory</td>
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<td>EDLD 535 Student Services</td>
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<td>EDLD 592 Independent Study</td>
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<td>EDLD 598 Internship</td>
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<td>Other courses approved by committee</td>
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Total Credits 12

Contact Information
Dr. Carrie Myers, Chair, College Teaching Certificate cbmyers@montana.edu
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Dr. Bryce Hughes bryce.hughes@montana.edu

Application for Certificate in College Teaching
The minimum requirement for admission to the certificate program is a master’s degree or current enrollment in a master’s or doctoral degree program as well as knowledge of a self-identified discipline or area of specialization. In the personal statement, candidates should describe their qualifications to teach the content of their discipline or area of specialization at the college level and their teaching goals.

Complete the online application through the Graduate School Online Application System (http://www.montana.edu/wwwdg/apply.html)

Applicants are to submit the following documentation during the application process:

1. Academic Transcripts: Applicants must provide official transcripts verifying all Bachelors degree and Masters degree course work. Unofficial transcripts may be uploaded during the application process. Official transcripts must be sent from the Institution directly to the Department of Education Graduate Programs Office, 215 Reid Hall, PO Box 172880, Montana State University, 59717. Electronic transcripts are also acceptable as long as they arrive directly from the applicants certifying university. Please have electronic transcripts sent to edgrad@montana.edu. Transcripts from a degree awarded through MSU do not need to be provided. NOTE: We require an undergraduate and graduate GPA of at least 3.00 (on a 4.00 scale).

2. Three letters of reference – one of these must address the discipline/specialization qualifications of the applicant to teach at the college level.
   a. NOTE: If the applicant is a current graduate student at MSU, then only one reference is required.

3. Current Curriculum Vitae
4. Personal statement – please address the following:
   a. Brief background
   b. Goal for completing the Certificate – What are the applicants teaching goals?
   c. Discipline/content knowledge – What qualifications does the applicant have to teach the content of the discipline or area of specialization at the college level?
   d. List of current teaching responsibilities or experiences
   e. Initial ideas on a possible course(s) the applicant would like to “teach” as part of the practicum experience. Also, include names of any mentors who might serve as a master teacher for the practicum experience.
   f. Has the applicant taken or are currently enrolled in any courses that might count towards the Certificate? If yes, list these and when taken.

Note: Additional information may be requested by the Admissions Committee upon receipt of application.

Application Deadlines
The following are application deadline dates by which all of the application materials must be submitted via the online application system. Applications received after the deadline may be reviewed for acceptance on a case-by-case basis.

Fall Semester: August 15th
Spring Semester: December 15th
Summer Semester: April 15th
Contact Information
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Font Notice

This document should contain certain fonts with restrictive licenses. For this draft, substitutions were made using less legally restrictive fonts. Specifically:

Times was used instead of Adobe Garamond Pro.

The editor may contact Leepfrog for a draft with the correct fonts in place.