

# College Teaching Certificate

## Program Objectives

The Adult and Higher Education Program offers a College Teaching Certificate to develop and promote exemplary teaching among graduate students, aspiring faculty, and current faculty wanting to enhance their teaching skills. The goal of the certificate is to make individuals more competitive in the job market and effective as instructors and faculty members at colleges and universities.

## 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 semesters.

## Program of Study

<b>Required Courses - 6 credits</b>		<b>6</b>
EDLD 635	College Teaching	
EDLD 574	Field Experience in Educational Leadership (Section-006, College Teaching Practicum)	
Field Experience is the experiential component for the certificate program and is taken after the majority of the coursework is completed. EDLD 635 is a pre-requisite.		
<b>Electives - choose 6 credits</b>		<b>6</b>
EDLD 509	Issues and Trends in Higher Education	
EDLD 616	Organization and Administration of Higher Education	
EDLD 628	College Students	
EDLD 533	Law and Policy in Higher Education	
EDLD 531	Student Development Theory	
EDLD 535	Student Services	
EDLD 592	Independent Study	
EDLD 598	Internship	
Other courses approved by committee		
<b>Total Credits</b>		<b>12</b>

## Mode of Course Delivery

All education courses are offered in a variety of modalities including face-to-face in-person courses, synchronous and asynchronous online learning, and a combination of both.

## Contact Information

Dr. Carrie Myers, Chair, College Teaching Certificate  
Phone: 406-994-4203 Email: cbmyers@montana.edu

## Application Process for the College Teaching Certificate

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.

Applicants are required to complete the online application and submit the following documentation via the **Graduate School Online Application System** (<https://www.montana.edu/gradschool/admissions/howtoapply.html>)

- Completed Graduate School Application**
- Academic Transcripts:** Applicants must provide *official* transcripts verifying *all* Bachelors degree and Masters degree coursework (as well as confirmation of bachelor's and master's degree earned) from the applicant's certifying university. *Unofficial transcripts* may be uploaded during the application process. *Official* electronic transcripts may be emailed directly from the Institution to edgrad@montana.edu or mailed to the Department of Education Graduate Programs Office, 215 Reid Hall, PO Box 172880, Montana State University, 59717. 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). Transcripts will be evaluated for rigor and academic fit.
- Personal Essay:** The applicant should briefly describe the following
  - Brief background
  - Goal for completing the Certificate – teaching goals
  - Discipline/content knowledge – qualifications to teach the content of the discipline or area of specialization at the college level
  - List of current teaching responsibilities or experience
  - Initial thoughts/ideas on what course(s) you might teach/co-teach/TA to fulfill part of the practicum requirements and who might serve as your faculty advisor
  - Have you taken or are currently enrolled in any courses that might count towards the Certificate. If yes, list these courses and indicate when you have taken them.
- Resume/Curriculum Vitae**
- Three (3) Professional References:** During this online process, applicants will be asked to provide information about their references. The electronic process will also prompt each reference to submit a signed reference letter. One of these must address the discipline/specialization qualifications of the applicant to teach at the college level. May not include current AHE faculty as a reference. **NOTE:** If you are a current graduate student at MSU, only one letter of reference is required.
- For International Applicants ONLY:** For information on the International application process, see link [https://www.montana.edu/gradschool/admissions/international\\_admissions.html](https://www.montana.edu/gradschool/admissions/international_admissions.html).

## Application Deadlines

Below is the deadline by which all application materials for the College Teaching Certificate in Adult & Higher Education must be submitted via the online application system.

- Summer Semester: April 1
- Fall Semester: April 1
- Spring Semester: November 1

\*A second review for Fall applicants will occur on July 15th. If you are a Fall applicant and cannot submit your complete application (including all required materials) by April 1st, you may submit by July 15th and will be considered in the second review, if space is still available.

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## **Admission Process**

Complete applications will be reviewed by the Graduate Admissions Committee. Once a decision has been made the application will be forwarded to The Graduate School for final administrative processing. Please note that the application review process will begin at the close of the application deadline dates and not before.

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For answers to questions on this or any program at the Department of Education, contact the Graduate Program Assistant at phone: 406-994-6786 or [edgrad@montana.edu](mailto:edgrad@montana.edu). If you are ready to apply, do so through the Graduate School Online Application System (<https://www.montana.edu/gradschool/admissions/howtoapply.html>)