

**Application**  
**Preparing Future Faculty Certificate Program**  
**Old Dominion University**

**Please fill out this application and complete the checklist indicating the teaching requirement and 5 events (3 PFF sponsored) that you have completed for the certificate. Be sure to attach documentation as indicated. Upon completing all requirements, submit the application and other materials to:**

**Dr. Wie Yusuf**  
**School of Public Service**  
**Constant Hall 2097**

**If you have questions, please email: [jyusuf@odu.edu](mailto:jyusuf@odu.edu).**

**Applications and complete documentation must be received by the first Monday in December for Fall semester and the first Monday in April for Spring semester for certificates to be awarded in that semester.**

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ UIN: \_\_\_\_\_

College: \_\_\_\_\_

Department/Program: \_\_\_\_\_

Advisor: \_\_\_\_\_

- Academic Career Goal (check one): \_\_\_\_\_ Working at a research university/institution  
\_\_\_\_\_ Working at a liberal arts college  
\_\_\_\_\_ Working at a community college  
\_\_\_\_\_ Working at an elementary or secondary school  
\_\_\_\_\_ Other

Teaching Experience prior to entering ODU graduate program:

- \_\_\_\_\_ Instructor/adjunct  
\_\_\_\_\_ Teaching Assistant  
\_\_\_\_\_ Elementary or secondary school teacher  
\_\_\_\_\_ Other

**CHECKLIST OF THE REQUIREMENTS FOR THE PREPARING FUTURE FACULTY CERTIFICATE**

**Teaching Requirement:** You must complete ONE of the following. Make sure to attach required documentation.

- a) \_\_\_\_ Served as a Teaching Assistant or Instructor.  
Attach a written description of your teaching-related activities signed by the Faculty member you worked with.
  
- b) \_\_\_\_ Worked with a teaching mentor for one semester.  
Attach a written description of your activities signed by your faculty mentor.
  
- c) \_\_\_\_ Completed a PFF-approved course on teaching in my discipline.  
Attach a copy of your transcript page indicating completion of the course.

**Five academic career-related events:** At least three MUST be PFF-sponsored Events. For PFF-sponsored events, you MUST complete the event feedback form to receive credit. No signature is necessary for these events. You MUST obtain signatures for attendance at non-PFF events or provide documentation.

Event 1 Title: \_\_\_\_\_ Date: \_\_\_\_\_

Institution/Program/Department Sponsor: \_\_\_\_\_

Speaker or Moderator of the Event: \_\_\_\_\_

Signature of Speaker/Moderator: \_\_\_\_\_

Check for PFF-Sponsored Event

Event 2 Title: \_\_\_\_\_ Date: \_\_\_\_\_

Institution/Program/Department Sponsor: \_\_\_\_\_

Speaker or Moderator of the Event: \_\_\_\_\_

Signature of Speaker/Moderator: \_\_\_\_\_

Check for PFF-Sponsored Event

Event 3 Title: \_\_\_\_\_ Date: \_\_\_\_\_

Institution/Program/Department Sponsor: \_\_\_\_\_

Speaker or Moderator of the Event: \_\_\_\_\_

Signature of Speaker/Moderator: \_\_\_\_\_

Check for PFF-Sponsored Event

Event 4 Title: \_\_\_\_\_ Date: \_\_\_\_\_

Institution/Program/Department Sponsor: \_\_\_\_\_

Speaker or Moderator of the Event: \_\_\_\_\_

Signature of Speaker/Moderator: \_\_\_\_\_

Check for PFF-Sponsored Event

Event 5 Title: \_\_\_\_\_ Date: \_\_\_\_\_

Institution/Program/Department Sponsor: \_\_\_\_\_

Speaker or Moderator of the Event: \_\_\_\_\_

Signature of Speaker/Moderator: \_\_\_\_\_

Check for PFF-Sponsored Event

Event 6 Title: \_\_\_\_\_ Date: \_\_\_\_\_

Institution/Program/Department Sponsor: \_\_\_\_\_

Speaker or Moderator of the Event: \_\_\_\_\_

Signature of Speaker/Moderator: \_\_\_\_\_

Check for PFF-Sponsored Event

Event 7 Title: \_\_\_\_\_ Date: \_\_\_\_\_

Institution/Program/Department Sponsor: \_\_\_\_\_

Speaker or Moderator of the Event: \_\_\_\_\_

Signature of Speaker/Moderator: \_\_\_\_\_

Check for PFF-Sponsored Event

Event 8 Title: \_\_\_\_\_ Date: \_\_\_\_\_

Institution/Program/Department Sponsor: \_\_\_\_\_

Speaker or Moderator of the Event: \_\_\_\_\_

Signature of Speaker/Moderator: \_\_\_\_\_

Check for PFF-Sponsored Event

## **PFF Certificate Requirements** (updated Fall 2013)

To earn the PFF Certificate a student must 1) complete one semester-long, mentored teaching-related experience, and 2) attend at least five academic career related events, three of which must be PFF sponsored events. Please note that general lectures or talks hosted by the University do not fulfill the second requirement.

**The teaching-related experience must be a mentored experience lasting a minimum of one semester during which the student works with a faculty member to focus on teaching issues and processes.** The requirement may be met in ONE of the following ways:

- Serving as a Teaching Assistant or Course Instructor (teaching a course or serving as a TA for a lecture, discussion group, or lab class). A written description of the teaching activities completed and signed by the mentor should be provided to document this experience.
- Working under a teaching mentor for one semester (giving guest lectures, visiting classrooms at ODU and other institutions, and reading teaching-related literature). A written description of the activities completed and signed by the mentor should be provided to document this experience.
- Completing a course on teaching in your discipline. The course should be related specifically to the process of teaching and not to specific content in the discipline. Pre-approval to count a course towards the PFF certificate should be obtained from the PFF Steering Committee Chair. A copy of your transcript indicating successful completion of the course should be provided to document this experience.

The PFF Steering Committee is aware that not all graduate students serve as GTAs involved in teaching. Students who want to complete the PFF certificate should identify a teaching mentor in their department who would be willing to work with them to complete the PFF certificate requirement. The PFF Steering Committee Chair may assist students in arranging a mentored teaching experience.

### **Required attendance at five academic career-related events can be fulfilled by the following:**

Required: Attend at least three PFF-sponsored events. Two PFF-sponsored events are offered each semester. You may use more than three PFF events to fulfill the requirement of five events.

The remaining two events may be any of the following non-PFF workshops or activities. Completion of these events must be documented by obtaining the signature of the speaker or director of the event.

1. Attend the ODU Graduate Teaching Assistant Institute (open primarily to funded GTAs)
2. Complete the Certificate on College Teaching offered by the Virginia Tidewater Consortium for Higher Education.
3. Attend two of the "Provost's Conversations on Teaching and Learning" or "Connect with Colleagues" events. Attendance at two of these events will count as one non-PFF related event for the PFF Certificate.
4. Attend workshops offered by the Office of Research (Grant Proposal Development, Developing Strategies for Successful Health and Biomedical Sciences Grant Submission, Community of Science Workshop, etc.)
5. Attend Faculty Development workshops offered by the Center for Learning and Teaching (CLT). Acceptable CLT workshops are: Turning Point Clickers in the Classroom: iPad series; Using Prezi For Your Courses; Leveraging Social Media to Enhance Your Courses; Designing and Implementing Assessment in Your Course; Engaging Students in Live Distance Learning Courses; Project-Based Learning.
6. Attend a professional workshop related to teaching in your discipline offered at professional conference or at ODU. Pre-approval to count an event towards the PFF certificate should be obtained from the PFF Steering Committee Chair.
7. Serve as a student representative on a departmental, college, or University committee. Pre-approval to count an event towards the PFF certificate should be obtained from the PFF Steering Committee Chair.
8. Complete a faculty development course (GRAD700: Professional Development) offered by ODU's PFF program (or an equivalent course offered by an accredited doctoral institution). Pre-approval to count a non-ODU faculty development course should be obtained from the PFF Steering Committee Chair. Completion of this course will count as two non-PFF events for the PFF certificate.