

Graduate Assistant Teaching Certification (GATC)

The Graduate Assistant Teaching Certification is to ensure that graduate assistants in the Doctoral program in Manufacturing and Technology Management are prepared to teach undergraduate classes. The teaching requirement is essential to satisfy the teaching component of the Doctoral program. To gain this certificate, students have to go through the Certification Screening Process.

CERTIFICATION SCREENING PROCESS

The certification committee will provide material to student in their second semester in the Ph.D. program to be presented two weeks later. Students will have 15 minutes to deliver the presentation and answer questions from the certification committee. The committee will decide whether to grant the certification to the student or inform the student about her/his shortcomings and suggest remedial action(s) to help the student.

A student who fails to pass the certificate screening process may request to be screened again during the next regularly scheduled screening period after she/he takes remedial actions required by the committee and provides evidence on the completion of these requirements.

POSSIBLE REMEDIAL ACTIONS

Remedial actions will vary depending on the demonstrated weaknesses of each student. For example, it could be related to improvement in the teaching style, delivery style, or communication skills. Based on the specific shortcomings, the committee may suggest different actions and evidence to demonstrate the completion of these actions. For example, the committee may require a student to attend specific teaching workshop(s) or to recommend an accent reduction therapy. Obtaining the evidence of completing this requirement is the responsibility of each student. The evidence of completing the remedial actions must be submitted to the Ph.D. Director for the student to be re-screened.

FREQUENCY OF THE CERTIFICATION SCREENING PROCESS

The Certification Screening will be held twice each academic year. The spring screening will be held during the third week of March for students who are scheduled to teach a fall class. The fall screening will take place during the second week of September for students who are scheduled to teach spring class.

CERTIFICATION COMMITTEE COMPOSITION

The committee will be composed of the following members:

- The Associate Dean for Undergraduate Programs.

- Chairs of the Accounting, IOTM, Management, and Marketing, one per screening session.
- Director/Assistant Director of the Doctoral program.
- Student observer from the Teaching and Learning Center (TLC).

At least three committee members should attend each screening process. A simple majority vote of those present and voting will be needed to grant the GATC or to recommend remedial actions. In case of a tied vote, the Associate Dean's recommendation shall be final.

REQUIREMENTS FOR SCREENING

Students must fulfill the following requirements before the screening process:

1. Student with no or very limited teaching experience before joining the Ph.D. program will be required to go through the teaching mentor program. According to this program, the student will shadow a professor in his/her class for a Six-Week period. The class will be jointly determined by the Department Chair and the Director of the Doctoral Program. The professor will use his discretion to allow the student to teach one class period during the six-week period. The professor will be required to submit a report to the Director of the Doctoral Program about the commitment and readiness of the student to teach.
2. Students will be required to attend a minimum of three hours teaching workshop provided by the TLC or COBA.
3. Students with prior teaching experience need to provide copy of teaching evaluations and/or evidence of teaching quality to the Director of the Doctoral Program.

All students who are currently teaching or scheduled to teach fall 09 classes will be required to sit for the certification screening process this March of 2009. Students who are currently teaching will be allowed to complete their teaching assignments. However, students who will teach during the fall semester are required to fulfill the above requirements even after they sit for the screening process. For future consideration, students must fulfill the above requirements before they sit for the certification screening process.