The following list places all CTE events into the applicable workshop categories for both the Certificate of University Teaching and Advanced Certificate of University Teaching.

**Certificate of University Teaching**

**Mastery of Basics of Teaching Workshops:** TA will attend one CTE or departmental session that fills each of the six general categories on the mastery of basics of teaching.

1. **Preparation & Clear Communication**
   - SCALE Micro-workshops: Be the Spark
   - SCALE Micro-workshops: Burning to Master
   - SCALE Micro-workshops: Fueling the Fire
   - Book Study: *Contemplative Practices in Higher Education*
   - Writing Prompts that Work: A Workshop in Crafting Effective Assignment Sheets for Writing Projects
   - *Spark of Learning* Book Study: Energizing the College Classroom with the Science of Emotion
   - CTE Online offering: Transparent Assignment Design
   - CTE Online offering: Course and Syllabus Design

2. **Assessment and Feedback on Learning**
   - SCALE Micro-workshops: Burning to Master
   - *Spark of Learning* Book Study: Energizing the College Classroom with the Science of Emotion
   - Book Study: *Contemplative Practices in Higher Education*
   - CTE Online offering: Rubrics To Promote and Assess Student Learning
   - CTE Online offering: Transparent Assignment Design

3. **Engagement of Students in Learning & Student-Faculty Interaction**
   - Cohort and Professionalism in the Health Sciences
   - SCALE Micro-workshops: Be the Spark
   - SCALE Micro-workshops: Burning to Master
   - SCALE Micro-workshops: Fueling the Fire
   - Teaching with Simulations
   - Book Study: *Contemplative Practices in Higher Education*
   - Writing Prompts that Work: A Workshop in Crafting Effective Assignment Sheets for Writing Projects
   - *Spark of Learning* Book Study: Energizing the College Classroom with the Science of Emotion
   - CTE Online offering: Designing Effective Adult Learning Experiences

4. **Teaching Portfolio OR Teaching Philosophy**
   - CTE offers both of these workshops during the fall semester.

5. **Educational Technology**
   - Teaching the Digital Humanities: A Round Table and Workshop
   - Open Education Resources
   - Flex Tech-Graphic/Visual Learning
   - See the Educational Technology’s website for potential additional workshops: [http://www.duq.edu/educational-technology](http://www.duq.edu/educational-technology)

6. **Academic Integrity/Classroom Management/Diversity/Ethics**
   - Book Study: *Contemplative Practices in Higher Education*
   - Mental Health and Student Learning
   - CTE Online offering: Designing Effective Adult Learning Experiences

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* A workshop, book study, or departmental event may only fulfill one requirement on either certificate checklist.
† These online courses can be accessed on our homepage and require DORI multipass access.
Mastery of Basics of Teaching: Workshops: In addition to the six workshops completed for the Certificate of University Teaching, the TA will attend one workshop in each of the four categories listed below.

(1) Book or Article Study
- Book Study: *Contemplative Practices in Higher Education*
- Spark of Learning Book Study: Energizing the College Classroom with the Science of Emotion

(2) Teaching Portfolio OR Teaching Philosophy†
- CTE offers both of these workshops during the fall semester.

(3) Faculty Career Advancement
- Introductory Session on Certificate of University Teaching
- Preparing a CV, Cover Letter, and Research Statement
- Writing a Philosophy of Teaching
- Developing a Teaching Portfolio
- Three Ways to Enhance Your Student’s Career Preparation by Partnering with the Center for Career Development
- Cohort and Professionalism in the Health Sciences
- Understanding Promotion for Non-tenure Track Faculty at Duquesne
- Winning Ideas and Tips on Preparing Creative Teaching Award Submissions
- CTE Online offering: Faculty Peer Review of Teaching†

(4) Additional Workshop on Teaching and Learning

[b] Student and/or Faculty Civility
- Mental Health and Student Learning

[c] Time Balance

[d] Diversity or Multiculturalism and Inclusion
- Book Study: *Contemplative Practices in Higher Education*
- CTE Online offering: Designing Effective Adult Learning Experiences†

[e] Service Learning
- Please refer to The Center for Community-Engaged Teaching and Research’s website: [http://www.duq.edu/academics/community-engaged-teaching-and-research](http://www.duq.edu/academics/community-engaged-teaching-and-research)

[f] The Writing Center
- Writing Prompts that Work: A Workshop in Crafting Effective Assignment Sheets for Writing Projects
- Approaches to Peer Writing Workshops
- See the Writing Center’s website for potential additional workshops: [http://www.duq.edu/writing-center](http://www.duq.edu/writing-center)

† The applicant will have already attended one of these workshops for the Certificate program and will attend the remaining workshop for the Advanced Certificate program.