The TECS Teaching and Communication Certificate has been developed in collaboration with the Graduate School’s Certificate of Accomplishment in Teaching, the CoAT program: [http://www.ncsu.edu/grad/preparing-future-leaders/teaching-programs/coat/index.php](http://www.ncsu.edu/grad/preparing-future-leaders/teaching-programs/coat/index.php) and the Certificate in Teaching Techniques, CITT program: [http://www.ncsu.edu/grad/postdoctoral-affairs/ncsu_citt.html](http://www.ncsu.edu/grad/postdoctoral-affairs/ncsu_citt.html). The goals of this program are to provide:

- an effective means of helping TECS students gain experience in teaching and communicating technical material;
- one-on-one faculty mentoring for TECS students interested in improving their communication skills;
- formal recognition of student achievement in teaching that will appear on their transcript;

**Training Prior to Teaching**: By August 15, students and post-docs will:

- submit this application form complete with their advisor’s permission and signature;
- register with the CoAT program;
- be interviewed for placement into the program;
- complete three designated Fundamentals in Teaching (FIT) 2-hr workshops, as well as one workshop in late August before grading begins (see next page).

**During Teaching**: Students will:

- complete two additional 2-hr FIT workshops (see next page);
- teach a class or laboratory section for two consecutive semesters and complete all grading;
- be observed teaching a class/lab once per semester;
- attend a short, weekly or biweekly, workshop along with all laboratory instructors
- write a teaching portfolio.

For specific workshop requirements, please see the reverse of this application.

**APPLICANT**: I, ________________________________, wish to apply for the TECS/CoAT teaching certificate program. I have attended the kickoff meeting or spoken directly with the DPDGS about my responsibilities if I am selected to receive one of the certificate Teaching Assistant positions. I recognize that this is a significant commitment of my personal time and does not relieve me of my other academic responsibilities, including my classwork and my research duties.

Signed: ___________________________ Date ________________

**ADVISOR**: I, ________________________________, authorize my advisee, listed above, to participate in the TECS/CoAT program. I recognize that this is a significant commitment of time and will allow him/her time to fulfill his/her teaching duties. I also recognize that she/he has agreed to make up any missed time to keep on track with coursework and research commitment, and I will expect her/him to fulfill her/his commitment to me.

Signed: ___________________________ Date ________________
TECS TEACHING AND COMMUNICATION CERTIFICATE

REQUIRED WORKSHOPS AND TASKS:
The CoAT program requires participants to take six two-hour Fundamentals in Teaching (FIT) workshops (see: http://www.ncsu.edu/grad/preparing-future-leaders/teaching-programs/fit/index.php), to complete two semesters of teaching experience, to complete one classroom/laboratory observation for teaching in each semester, and to create a teaching portfolio. In early August, the participant must apply to the CoAT program during the normal application period. Postdocs will need to register for the CITT program (see: http://www.ncsu.edu/grad/postdoctoral-affairs/ncsu_citt.html).

TECS also specifies four FIT workshops required for our program, listed below, and requires that one of the remaining two workshops is from the Advanced Strategies list. (Please see the complete list at the FIT website.)

Required FIT workshops

<table>
<thead>
<tr>
<th>Must Be taken by*</th>
<th>Two-hour Workshops (some are taught online)</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 15</td>
<td>Introduction to Teaching</td>
</tr>
<tr>
<td>July 15</td>
<td>Effective Questioning Techniques</td>
</tr>
<tr>
<td>August 15</td>
<td>Establishing Credibility and Authority in the Classroom</td>
</tr>
<tr>
<td>August 31</td>
<td>Evaluating and Grading</td>
</tr>
<tr>
<td>Fall Semester</td>
<td>One additional workshop†</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>One additional workshop†</td>
</tr>
</tbody>
</table>

*If you cannot complete these workshops by the designated date, you must coordinate with the DPDGS to schedule another time. †At least one of these workshops must be from the Advanced Strategies workshop list. (See FIT link above).

Teaching Portfolio: As required by the CoAT program, the participant must create a teaching portfolio by August of the year following their entry into the program or by their graduation, whichever occurs first.

TECS TA Workshops: The participant is required to attend and participate in a course specific workshop, which will include:

- a 1-2 hour weekly meeting with all instructors for each section of the lab/class;
- observe the lab/class (typically in Fall) prior to teaching the same lab/class in a subsequent semester.

TECS Teaching: The participant will:

- teach a section of a class or laboratory for two semesters
- teach laboratories unless the student expresses an interest in teaching a class
- be asked which course(s) they would prefer to teach, and where possible the student’s interests and expertise will be aligned with the teaching duties.

Current Teaching Opportunities: The following laboratories and classes are currently included in the TECS Teaching and Communication Certificate program:

- TMS 211 and TMS 211 Laboratory Introduction to Fiber Science (2-3 hrs/12 weeks + x hrs grading)
- PCC 302 and PCC 302 Laboratory Technology of Textile Wet Processing (2-3 hrs/12 weeks + 3 hrs grading)
- Anticipated time commitment (Note: grading can often be done on evenings or weekends):
  - Summer: six hours of workshops
  - Fall semester: two hours of FIT workshops, 2-3 hrs/wk teaching, 1-2 hrs/wk for course workshop, teaching and grading – see courses, above, for teaching and grading.
  - Spring semester: same as fall except 1 hr/wk for course workshop.
- 2-hrs creating a teaching portfolio