

# The GGK/GCSC Teaching Portfolio

## ■ **Concept and Goals**

The Teaching Portfolio is a tool for you to evaluate your own teaching experiences and skills as well as to document your teaching profile. Your *GGK/GCSC Teaching Portfolio* is for you to collate a record of the teaching you do, certificates of teacher-training courses you undertake and your own reflection on your teaching principles. As evidence of your additional qualifications in all areas of teaching, it will serve you well when applying for jobs in and out the academic world.

## ■ **Certification**

The seal of quality on your Teaching Portfolio is its certification by the Teaching Centre. The following elements are obligatory for this certification:

- **participation in two Teaching Centre workshops**
- **reflecting on and evaluating your own teaching skills** on the basis of your own training and teaching experiences (Reflection and Teaching Philosophy) (see point 3 under “Form and Content”)
- **a syllabus**, written by yourself, for a semester-long course – e.g. on a subject taken from your own PhD project – including an exposé on the content, aims, teaching methods as well as evaluation and grading (ca. 2-3 pages – see point 4 under “Form and Content”)

Your Teaching Portfolio will be reviewed and subsequently certificated by the Teaching Centre. Please allow four weeks for this process.

## ■ **Form and Content**

Aside from the above-named essential elements of your portfolio, what else you include is up to you! It is particularly your responsibility to collect and keep safe the documents contained within it as well as to create a correct table of contents.

The following describes some commonly included elements of Teaching Portfolios, which you may wish to use as a starting point in constructing your own.

### **Form**

Please adhere to current form-related guidelines for written papers.

### **Contents**

#### **1. Front page [obligatory for certification]**

- Name
- Address
- Date of submission
- Title: GGK Teaching Portfolio *or* GCSC Teaching Portfolio

#### **2. Table of contents [obligatory for certification]**

#### **3. Reflection and Teaching Philosophy [ca. 3-4 pages, obligatory for certification]**

This part contains a reflection on your acquisition of teaching skills by means of university-teacher training, teaching experience and any other relevant experience (such as an internship or assistantship in an educational institution). It should also provide an outline of your personal teaching ideals and principles, which form the basis of your own teaching and are put into practice in “Your Own Courses” (see point 6). Also briefly draw some conclusions from this reflection, identifying your strengths and weaknesses as a teacher and how you intend to improve your teaching for the future. This could include, for example: trying out team teaching, new seminar formats or different testing methods. Your own reflection and teaching philosophy are there to enable others to gain an insight into your development as a teacher and the specific skills you have gained throughout your university-teacher training.

#### **4. Draft course syllabus [obligatory for certification]**

Draw up a **syllabus**, for instance for a course on a subject taken from your own PhD project, with an exposé of two to three pages on the aims of the courses as well as the teaching and assessment methods you have elected to use.

#### **5. Development of your own teaching skills [certificates from at least two Teaching Centre workshops are obligatory for certification]**

What have you done so far to improve your teaching skills? What courses of further training have you attended? You should also provide evidence of your performative skills, so if you have learned how to present yourself professionally and communicate your specialised knowledge with an awareness of audience (e.g. within the framework of a simulated conference situation), then include the certification from these courses.

**Important:** please include the relevant evidence of all courses you mention (Copies will suffice).

#### **6. Your own courses**

##### **6.1 A numbered list of your courses giving**

- the university or institution at which it was taught
- the semester in which it was taught
- the department under the auspices of which it was taught
- its title

##### **6.2 Full course description including**

- day and time taught
- number of participants
- course aims
- course contents
- teaching methods used
- media used
- course requirements
- testing/assessment methods

**Important:** particularly if you already have a broad range of teaching experience, you should limit yourself to examples here rather than listing every one of your courses in detail, to prevent your Portfolio becoming too cluttered.

### **7. Further teaching activities (including teaching experience outwith university)**

This is where you can outline your other teaching activities, at university and elsewhere, such as, for example, taking tutorials, supervising diploma or master's dissertations, organising university courses or contributing to university teaching programmes.

**Important:** please include the relevant evidence of all courses you mention (Copies will suffice).

### **8. Documents to enclose**

Include, in a numbered appendix, evidence of your experience and any other documentation you refer to in the portfolio, such as

- example syllabi
- example handouts
- course materials
- examination material
- results of evaluations

#### **■ Tips**

- Start early planning and compiling your Teaching Portfolio.
- Make sure that the aims and methods listed for the courses you have taught tie in with your Teaching Philosophy.
- Do not just list aims, content and teaching methods for your courses after the event for the purposes of the portfolio; rather, use them continuously to evaluate your own teaching and use your experience of past courses for your future planning.
- Avoid empty phrases like "I wish to awaken my students' interest in the subject"; always make sure you say how and why you do what you do.

**Contact:**

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