

**Washington University in St. Louis
Department of Earth and Planetary Sciences**

Certification of Teaching Experience Unit for Ph.D. Candidates

Student Name _____ **Level**
Date of Teaching _____ Basic
Course or Event _____ Advanced

Number of Direct Participants _____ Undergraduate students
(please estimate) _____ Graduate students
_____ Non-WU scientists
_____ General public

Description of Teaching Activity

Comments from Faculty Member who Supervised Teaching Activity

I certify that this student should be credited with ___ unit(s) of teaching experience toward the Ph.D. teaching requirement.

Signature of faculty supervisor

Printed name of faculty supervisor

Please submit this form to the EPSc Main Office as soon as possible after event occurred.

For Office Use Only:

Received on _____

Recorded in Progress Chart
Recorded in Database

Guidelines for Completing Teaching Experience Unit Form

Nature of teaching requirements

Graduate students are required to complete a total of 15 units of teaching experience: 5 basic level units, 5 advanced level units, and 5 additional units (any combination of basic and advanced units).

What constitutes a unit?

One unit is awarded for each event. If a student is a TA for a course and leads a laboratory section that meets 10 times during the semester, then that student has earned 10 units, one for each event. If a student gives a talk at a conference then that student has earned 1 unit. There is no subjectivity here. If a student does a great job they cannot be given 2 units for a single event. Likewise, they cannot be docked units for poor performance. **ONE EVENT EQUALS ONE UNIT!!!!**

What experiences qualify as basic units?

Examples approved by the EPS faculty include:

- Conducting a discussion or review section of a class.
- Teaching or co-teaching a laboratory session (one unit per session).
- Delivering a lecture in class using lecture materials provided by the professor.
- Leading a full class session of an EPS seminar course or of an EPS journal club.

Other activities may qualify as appropriate basic experience units. Please consult with the Director of Graduate Studies for guidance.

What experiences qualify as advanced units?

Examples approved by the EPS faculty include:

- Delivering a paper (oral or poster) at a scientific conference, workshop, or other similar type of meeting. At least one of the four units must be qualified in this fashion.
- Preparing from scratch and delivering a lecture in an EPS class. At least one, but not more than two, units must be qualified in this fashion.
- Delivering a "brown bag" seminar giving the results of the student's own research. A vacation slide show does not count.
- An outreach activity such as preparing and presenting a lecture and/or demonstration on science at a middle or high school.

Other activities may qualify as appropriate advanced experience units. Please consult with the Director of Graduate Studies for guidance.

What if the level or the number of units to award for an experience is unclear?

Ask the Director of Graduate Studies for guidance. The student or their faculty advisor should not guess!