University Teaching Foundations Checklist

Please use this Checklist to document and track your progress toward completion of the University Teaching Foundations (Foundations) program in the Office of Teaching and Learning (OTL).

Upon completing all required components, please sign and date below, scan both pages of this University Teaching Foundations Checklist, and e-mail it as a PDF attachment to the OTL Graduate Educational Developer Team at gtc@uoguelph.ca (Electronic signatures are acceptable.)

Workshops – Five (5) teaching workshops

✓	Category:	Date (*dd/mm/yyyy*):
	1. Lesson Planning	
	2. Active Classroom Teaching and Learning (ACTL) *The workshop I took to meet the ACTL requirement is:* _____	
	3. Grading and Feedback (GRFD) *The workshop I took to meet the GRFD requirement is:* _____	
	4. Reflective Teaching and Career Readiness (RTCR) *The workshop I took to meet the RTCR requirement is:* _____	
	5. Elective *The workshop I took to meet the elective requirement is:* _____	

Networking Events – Five (5) Graduate Teaching Community (GTC) Networking Events

✓	Category:	Date (*dd/mm/yyyy*):
	SoTL Journal Clubs (TLJC) *The three SoTL Journal Clubs I participated in are:*	
	1. Name of article: _____	
	2. Name of article: _____	

	3. Name of article: _____	
	Other GTC Networking Events (NETW) *The two other GTC Networking Events I participated in are:*	
	4. _____	
	5. _____	

Reflections – Two (2) reflective response papers

✓	Category:	Date (*dd/mm/yyyy*):
	1. SoTL Reflective Response Paper *I have completed and submitted my SoTL Reflective Response paper after participating in three SoTL Journal Clubs.*	
	2. Foundations Reflective Response Paper *I have completed and submitted my Foundations Reflective Response paper after completing all Foundations program requirements.*	

_____   _____

Signature   Date