Teaching Portfolio Checklist

Faculty Member Name:_____

Know Your Institution

In order to adjust course delivery to meet the needs of students, instructors must be aware of characteristics of the student population, know where to find resources on campus, and understand the purpose of their courses in the curriculum. To complete this section of the portfolio, supply answers to the following questions about your current institution. The information may be available through an orientation program, on your institution's website, in handbooks or from the appropriate department head. If others might benefit from the information you compile, think about sharing it with your departmental colleagues.

Your Students

- How many students are enrolled at your institution?
- What is the average age of the student at your institution, and what does the distribution of ages look like?
- How many hours a week do students work on average?
- How does the academic preparedness of students at your institution compare to other institutions where you've taught? What adjustments might this mean for your classes?
- For which program(s) is your course a requirement or elective? Beyond the program(s), what other students are likely to take your course?
- What courses have your course listed as a prerequisite?

College Resources

- Where can you direct students to find help with:
  - mental health issues?
  - writing problems?
  - tutoring or study skills?
  - advising?
- How do you contact campus security?
- Whom do you call if you have facilities issues, for example, if another class is meeting in your room at the scheduled time?
- Whom do you contact for technology assistance?
- How do you get copies made?
- Are there any funds or support available for outside-of-class activities for students, for example, if they are assigned to attend a lecture?
- What professional development opportunities exist throughout your institution/program/department?

Instructor Practices

- How do you order textbooks?
- How and when are grades submitted?
- Where can you find the student code of conduct, and what is the process for getting help in cases of conduct violations?
- What is your institution's policy regarding plagiarism?
- Where do you find grading scale information?
- Is there syllabus language or information required or suggested by your institution? Does your department have a template for a specific course's syllabus?