

**Office of Graduate Education  
Training Requirements for Graduate Students  
Teaching as Instructor of Record**

Prior to submitting an application to teach an instructor of record, students must meet the following criteria:

**A. Orientation to teaching and learning**

**Successful completion of one of the following:**

1. Completion of at least eight hours of departmentally-based GSI training which must include sessions on practice teaching and a classroom climate (frequently offered as a 1-credit 993 course within the department)
2. For international students: successful completion of the [ELI 994 Course](#) (also satisfies Requirement B)
3. Attendance at an entire [CRLT Graduate Student Instructor \(GSI\) Teaching Orientation](#).

**B. Learning about teaching**

**Successful completion<sup>1</sup> of one of the following**

1. U-M course on college teaching

Classes that meet this requirement include:

APTIS 837	AL 445	AMCULT 828	BA 830 & 831
CHEM 550/EDUC 554	COMM 993	DANCE 571	EDUC 591
EDUC 708/PSYCH 958 – Cognition & Instruction in the Classroom*			
EDUC 710/PSYCH 958 – Learning, Thinking, and Problem Solving**			
EDUC 720	EDUC 737 – Selected sections**		
EDUC 790	EDUC 834	EEB/MCDB 494	
ELI 994 (ELI 994 also satisfies Requirement A)			
ENGLISH 695	ENGR 580/CHE 580	GERMAN 531	GERMAN 531/EdD 431
HIST 808 & 809	HIST 809	HIST 812	LATIN 421
MT 590	MUSED 595	MISICOL 509	PIBS 505
POLISCI 993	ROMLANG 528	ROMLANG 538	SI 549
Sociology 993	STATS 993	SW 868	
SWC/WRITING 993 (Fall 2012 and later)			
WGS 698			

---

<sup>1</sup> "Successful completion" of a course means receiving a final grade of B or better or receiving a "satisfactory (S)" grade in a pass/fail course. One-credit U-M departmental 993 courses may not be used to satisfy Requirement B, learning about teaching (unless they are specifically noted under section B), but may satisfy Requirement A if they satisfy the requirements specified for orientations to college teaching and learning.

\*Other special topics under PSYCH 958 do not automatically qualify.

\*\*Sections of EDUC 737 that focus on college level teaching qualify for the certificate. Sections that focus on higher ed administration, K-12 teaching, or other topics do not qualify. Prior to taking EDUC 737 to fulfill requirement B, please send the syllabus and reading list.

2. Attendance at five [CRLT](#), department, or disciplinary workshops on teaching methods, including one on multicultural, inclusive teaching practices or on instructional technology<sup>2</sup>.
3. Completion of one of the following:
  - Rackham-CRLT program [Preparing Future Faculty Seminar](#)
  - CRLT five-session training [Diversity and Inclusive Teaching](#)
  - Rackham-Ginsberg [Community Engaged Course Design Workshop](#)

### **C. Instructional practice**

1. Completion of two terms of teaching at U-M that includes direct contact with students in a classroom, studio, lab, or equivalent setting. (*Teaching must be verifiable by a course supervisor or GSI supervisor. Positions involving only grading and/or office hours will not fulfill this requirement.*)

**AND,**

2. One of the following consultations on teaching at U-M:
  - a) Midterm Student Feedback
  - b) Classroom observation
  - c) Classroom videotaping
  - d) Consultation on student ratings<sup>3</sup>

### **Reserve instructor**

All courses in which a graduate student is the instructor of record must have a reserve instructor associated with the course. Reserve instructors must be a tenure track faculty or lecturer. For example, the reserve instructor could be the Director of Graduate Studies, Director of Undergraduate Studies or the Department Chair.

**For Upper Level Writing Requirement (ULWR) courses<sup>4</sup>, these additional requirements are needed:**

1. Completion of SWC 993
2. At least one successful term as GSI in a ULWR course

### ***For those teaching a course of their own design***

#### **Mentorship on teaching and developing a teaching philosophy**

1. Participation with a faculty mentor in the design of a course, including the preparation of a syllabus, instruction materials, and assignments.
2. Should meet with the mentor at least twice.
3. Must be a candidate.

---

<sup>2</sup> Workshops focusing only on basic functionality of hardware or software rather than applications for teaching and learning do NOT satisfy Requirement B2, with the exception of the CRLT workshop “Preparing Your Teaching Philosophy Statement.”

<sup>3</sup> Consultations may be provided by a CRLT-trained consultant OR faculty member OR Graduate Student Mentor from the discipline of the GSI appointment.

<sup>4</sup> Upper-Level Writing Requirement courses must be approved by the Sweetland Writing Center.

\*The above requirements were created based on the [U-M Graduate Teacher Certificate Program](#) offered through CRLT.