Teaching Certificate Program Description and Expectations
(Reviewed/revised 12/8/20)

Background and Goal

New faculty members and trainees in academic post-professional programs (e.g., residency and fellowship) are asked to assume responsibility for a variety of teaching activities, frequently without instruction regarding educational theories, instructional methods, or teaching experience. The goal of the Teaching Certificate Program (TCP) is to prepare these professionals to plan and execute both didactic and experiential learning activities, using sound principles of instructional design.

Audience

Faculty, residents, and fellows of the University of Maryland, and residents and fellows from the Greater Baltimore-Maryland and Washington metro region areas. Enrollment is limited to those participants who are currently enrolled in, will enroll during the training year, or who have previously completed the Educational Theory and Practice course.

Requirements of Teaching Certificate Program

Educational Theory and Practice Course	Trainee will successfully complete the Educational Theory and Practice course at UM SOP. This course is offered in the Fall semester.		
	As an alternative to the Ed Theory and Practice course, the trainee may choose to complete the Instructional Systems Development Graduate Certificate Program from UMBC (http://www.umbc.edu/isd/instructionalsystemsdesign.html). If the trainee chooses to complete the ISD Certificate at UMBC, they are responsible for applying to and enrolling in the year-long program and providing proof of enrollment as well as completion to the UM Academic Coordinator.		
Teaching Experiences *(Evaluations are required for each of these activities)*	Lecture	Trainee will develop and deliver a lecture to a student pharmacist or healthcare professional audience. The lecture is to be delivered to students in a required or elective course at the University of Maryland School of Pharmacy or another academic institution, or to an audience at your practice site.
		Expectations are that the trainee develop learning outcome statements, create all lecture and supporting materials (original creations), and assessment activities. Trainee will reflect on evaluation results and formulate opinions for improvement for the future.

		Please work with your mentor and content expert in a timely fashion to assure slides and all supporting materials including assessments are reviewed and completed at least two weeks prior to the teaching activity. Your TCP mentor or a designee should attend your lecture and complete an evaluation.
	Small Group Discussion	Trainee will develop and facilitate a small group discussion. This may include a student case-based teaching activity at the University of Maryland School of Pharmacy, or Case Conference or Journal Club at your practice site. Expectations are that the trainee develop learning outcome statements, create all small group discussion and supporting materials (original creations), and assessment activities if appropriate. Please work with your mentor and content expert in a timely fashion to assure teaching materials including assessments are reviewed and completed at least two weeks prior to the teaching activity. Your TCP mentor or a designee should attend your small group discussion and complete an evaluation.
	Pharmaco-therapy Rounds	Trainee will present Pharmacotherapy Rounds at the University of Maryland School of Pharmacy or Johns Hopkins Hospital. Your TCP Mentor provides guidance and feedback on the structure and content of presentation. Your TCP evaluator or a designee should attend your PT Rounds and complete an evaluation. The evaluator can be anyone but typically is someone that has expertise/knowledge in the topic area being presented AND should not be the same person serving as your mentor. Trainees not already scheduled for Pharmacotherapy Rounds at the time of enrolling in the program should contact the UMSOP Academic Coordinator.
	Precepting a PharmD Student	Precepting a student is best described as the trainee meeting with the student at least 4-5 times during a rotation to review patient cases, discussion topics, etc.; at least enough to put them in a position to evaluate the student's performance and progress. Trainee's efforts will be evaluated by TCP mentor, program director, or designee (generally the preceptor of the student pharmacist).

	Teaching Evaluations	To be successful, the trainee will achieve > 80% "achieved" ratings (of applicable elements), and no "needs improvement" to "pass" a program requirement. If time and opportunity allow, the trainee may work with his or her mentor to repeat this element.
SOP PharmD Curriculum Teaching		All trainees participating in the Teaching Certificate Program are required to teach a minimum of 12 hours of faculty-developed learning activities per semester in the University of Maryland School of Pharmacy Curriculum. The TCP lecture, case discussion, Pharmacotherapy Rounds or precepting requirements are NOT part of this 12-hour commitment. If the trainee already has a PharmD curriculum teaching commitment to the SOP, the 12-hour commitment is a maximum (e.g. a trainee with an existing 6-hour commitment to the School must complete an additional 6 hours for a total of 12 hours. While a trainee with an existing 20-hour commitment to the School will not have to teach any additional hours.) Completion of these teaching activities is required for completion of the TCP. Evaluations of these activities are not required but are encouraged.
Teaching Portfolio and Teaching Philosophy Statement		Trainee will develop and maintain a Teaching Portfolio which contains all teaching materials, including evaluations from teaching activities; submit portfolio to faculty mentor prior to each meeting for review. This will include the Teaching Philosophy statement. The TCP portfolio may be electronic (e.g., cloud storage, DropBox, Google Drive) or hard copy and **submitted to the faculty mentor by June 25**.
Progress Report and Meetings		Trainee will meet with their faculty mentor for a minimum of two in-person meetings during the year, one at the end of each semester, in which the mentor and mentee will complete a written progress report. **The Fall semester TCP progress report must be completed by December 15. The Spring Semester progress report must be completed by June 30.** Please use the same form for both semesters. An in-person meeting in August is also strongly recommended. Additional meetings as needed may be made in person or by phone.

Certificate

A printed certificate of achievement will be awarded to trainees who successfully complete all TCP requirements to the satisfaction of the TCP mentor.