Faculty Certificate Checklist

For each requirement, mentor should initial as confirmation that the protégé has completed the task and provide the date the task was completed. Once the protégé has completed all requirements, the checklist should be posted to the digital portfolio, and a summary letter should be sent to the Mentoring chair and to the NMIC chair to indicate that the process is complete and that incentives may be granted.

Word Processing

Produce an instructional document/graded student paper/committee work document that demonstrates each of the following:

Track changes
Insert comments
Format watermarks
Short cuts / quick keys (not visible in document)
Copying, cutting, pasting
Inserting tables and graphics
Numbering pages in a header

Mentor initials: _____

Date: _____

Manage Pipeline email through Outlook and set up folders for organizing Email

Mentor initials: _____

Date: _____

Demonstrate basic knowledge of Banner

Be able to look up a student's address/phone number.
Be able to drop and add classes for a student during registration.

Be able to look up times, locations, seats for a specific course.
Be able to print class rosters.
Be able to look up a student's institutional transcript and transfer credits.

Mentor initials: _____

Date: _____

Demonstrate understanding of Copyright Guidelines

View Keith Brown's Tegrity/PowerPoint video and write a one page summary or outline that covers pertinent information regarding copyright for faculty in your area/department.

Mentor initials: _____

Date: _____

Create an instructor homepage that includes the following:

Contact information
Photo of instructor or school and at least two photos you have edited
At least one table you inserted
At least one link you inserted
At least one graphic you inserted
At least one file you imported
Demonstration of understanding of basic principles of web design in layout, background color, and font color and style
Edit information on homepage

Mentor initials: _____

Date: _____

Create PowerPoint Presentation
Should include advanced features, such as graphics, animation, audio, and slide transitions
Color background and font

Mentor initials: _____

Date: _____

Keep an electronic grade book in Excel

At least one class/at least 5 students
Student names and assignment scores entered
Formulas to sum and create percentage grade

Mentor initials: _____

Date: _____

Create a course site in Blackboard (Websupported and/or online class)

Use the syllabus tool to create a syllabus.
Post study guides for students as Word web pages.
Use WebCT email.
Post class discussion topics and announcements on the discussion board.
Include chapter/topic self tests for students using the quizzes tool.
Post due dates and other important dates on the course calendar.
Link to at least 3-5 outside web sites.
Post at least 5 PDF files that you created: chapter outlines, course
        notes, handouts or articles.
Include at least 2 PPT Presentations that involve advanced
        features, such as graphics, animation, audio, and slide transitions.
Include at least 2 Tegrity video lectures (5-20 minutes
each)
Post study guides, course notes, chapter outlines, articles, etc. as
        Word web pages or PDF files.
Include at least one online quiz or exam using the quiz tool.
Include an online orientation for your course on the course site (as a
FAQs page or Tegrity video)

Mentor initials: _____

Date: _____

Teach an online course

Mentor initials: _____

Date: _____

Creation of a Digital Portfolio
Inclusion of advanced PowerPoints, Word documents, and PDF
Link to and from instructor homepage
Information about web-supported or online courses taught by instructor (including course policies, syllabi, etc.)
Examples of work completed with photo-editing software
Example of podcast created
Any other examples of finished projects that demonstrate how technology can be used in the classroom.
Protégé Interest Inventory
Protégé Guidelines and Agreement
Protégé Assessment (your mentor's assessment of you)
Mentor Assessment (Your assessment of mentor)
Your reflections on the whole process (what went well, what didn't, and how to improve the process—your learning journey in a journal)

Mentor initials: _____

Date: _____