



HMS CURRICULUM FELLOWS PROGRAM SEAL CERTIFICATE

- APPLICATION FOR PART B -

Summary

Part B of the SEAL program is your opportunity to employ the knowledge and skills developed during Part A to real, classroom-based teaching experiences. This requires a significant commitment. Arranging, developing and executing these classes also requires a great deal of effort from your curriculum fellow mentor and our faculty partners. Completing this application is a commitment to this process and an acknowledgment of everyone's contributions.

Please complete the application below and return to cfp@hms.harvard.edu or Bethany.Krevat@hms.harvard.edu. Applications are reviewed twice each year: in the first full weeks of June and December. This allows for enough time to set up teaching opportunities in the Fall and Spring semesters, respectively.

In order to be considered for acceptance into Part B, applicants **must have completed:**

1. Part A application, with approval by CFP
2. All Part A requirements, including
 - a. Coursework
 - b. CFP Journal Club Presentation, regular attendance
 - c. Attendance at minimum of 2 CFP Education Workshops
3. Passed Preliminary Qualifying Exam
4. Completed programmatic teaching requirements (if any)
5. Received written permission from dissertation advisor (*attached to this form*)
6. This Part B application

For those who have completed these requirements, acceptance into Part B will be determined by an assessment of their commitment to the process and their readiness to develop and teach their own lesson. For those applicants deemed not to have met this threshold, a plan will developed to fill in any identified gaps in skills or experience, after completion of which they are free to re-apply.

Biographical Information

Name:

Have you completed the Part A Application? YES NO

Have you completed the requirements for Part A? YES NO

If not, what remains and what is your plan for their completion?

Use the following page to indicate whether you completed the following SEAL Program requirements.

Coursework

Teaching 100: YES NO Semester

Teaching 101: YES NO Semester

BBS 301: YES NO Semester

CFP Journal Club

In your estimation, how many CFP Journal Club meetings have you attended?

In the following space, provide the citation for the paper you presented in CFP Journal Club, the date it was presented and a brief (1-2 paragraph) description of the main findings of the paper and your assessment of the group's discussion.

In your estimation, how many CFP Education Workshops did you attend?

Briefly describe **one** workshop you attended. Comment on whether it whether you found it to be a useful experience in the present and/or whether you expect to use what you learned in the future.

Have you attended a GSES Lecture? : YES NO

If yes, which one(s). If no, why not?

Please identify all topics or subject areas you would be feel comfortable teaching to undergraduate students.

Do you have any colleagues or contacts at local institutions you have approached, or could potentially contact, about a potential Part B teaching opportunity? If so, please provide their information here.

Attachments

Included with this application, please attach the following:

Curriculum Vitae

Attach a CV that includes your teaching experiences and any relevant coursework. Please tailor your CV to highlight experiences relevant to teaching and learning (these might include mentoring experiences, previous coursework, workshops or conferences attended, course development experience, guest lectureships, serving as a teaching fellow or teaching assistant, leading a student outreach organization *etc.*) Wherever appropriate include a description of your responsibilities, the student population and the subject.

Lesson Plan

Prepare a lesson plan for a 50-minute lesson on a topic of your choice for an undergraduate audience. Specify the undergraduate year, the course goals, the lesson-specific objectives, the hypothetical course size, and when in the schedule of the course this lesson would take place. Your lesson plan should be complete with regards to all aspects of the lesson, including any in class exercises, outlines of slides of any lecture component, and any student assignments. You should also include a short narrative of how you plan to teach this lesson and how this sample lesson plan draws upon your experiences during Part A of the SEAL Program.

Student-Advisor Agreement

Provide your dissertation adviser with a copy of the "Program Description and Participant Expectations" document included in this application and have them sign it. You must submit a signed copy of that agreement before your application will be considered.



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Program Description and Participant Expectations

Program Description

The Science Education and Academic Leadership (SEAL) Teaching certificate program is an opportunity for Harvard life science PhD students to learn the basics of evidence based teaching practice and to employ those techniques in the classroom. For students interested in teaching related careers, the SEAL certificate provides them with hands-on classroom experience that will distinguish them in a highly competitive job market. Students may apply for the hands-on experience, referred to as **Part B**, only after they have successfully completed the basic classes, workshops and other programming that make up **Part A**.

Participant Expectations

In order to complete Part B and receive the SEAL certificate, students must complete two distinct teaching experiences, each spanning two class periods, for a total of 4 classes. For each of the 4 class meetings, the student is expected to create a specific lesson plan and the accompanying class materials, discuss this with his or her CFP mentor, present it to the class, and follow up with the instructor for a post-assessment. They will also be asked to write a reflection of their teaching and to observe their fellow students' in-class teaching experiences. Finally, completion of the SEAL certificate training involves the guided development of a philosophy of teaching document and an updated CV.

Student-Advisor Agreement

Given the level of commitment required to complete the SEAL program and be granted the certificate, we ask that the student obtain written permission from their thesis advisor. Please return a signed copy of this page to the Curriculum Fellows Program, cfp@hms.harvard.edu.

Having read the above 'Program Description and Participant Expectations' I hereby grant

permission for _____ to pursue the SEAL Teaching

Certificate if selected.

Advisor Signature

Date