ETS Substitution Policy

The requirement to attend Effective Teaching Seminars (ETS) is one of the most important elements of the Certificate Program. Designed specifically with the objectives of the Certificate Program in mind, seminars offered by the Reinert Center provide opportunities for participants to learn best practices for teaching at the university level. In planning the ETS schedule, the Reinert Center staff attempts to link specific seminars to specific program objectives as closely as possible.

In some cases, Certificate participants may wish to attend a seminar and/or workshop (e.g., at a conference, etc.) offered outside the Reinert Center offerings that would help them to meet one or more of the Certificate program objectives and for which they may be able to receive ETS credit. In addition, some academic departments maintain agreements with the Reinert Center through which students who successfully complete a departmental course on teaching at the university level may receive credit for up to two ETS sessions.

The maximum number of all such substitutions (course, workshop or seminar) is two for the Certificate in University Teaching Skills and four for the Foundations Certificate in University Teaching Skills.

Below are guidelines for obtaining substitution ETS credits and the criteria we apply when determining whether an external program will count as one of the required ETS sessions.

Obtaining ETS Credit for Courses Offered in an Academic Department

Some academic departments maintain agreements with the Center that allow Certificate participants to receive ETS credit for graduate courses on teaching at the university level. In order to receive this credit, the student must be enrolled in the Certificate Program during the semester in which she took the course. ETS credit is not approved retroactively. The number of ETS credits (up to two) has been established in advance, with consideration of the course objectives and syllabus, and of the objectives of the Certificate Program. At the end of the semester, the instructor for the course will submit the names of students who have successfully completed the course to the Reinert Center (cttl@slu.edu), so that they receive the agreed-upon credit(s). (Note: Certificate participants who are unsure whether a departmental course is part of such an agreement should consult the Center’s Director or Assistant Director for Faculty and Graduate Student Development.)

Obtaining ETS Credit for External Seminars or Workshops

To obtain credit for an external seminar or workshop, Certificate participants must request and secure approval from the Reinert Center in advance of participating in the seminar. The Reinert Center will determine whether the event will count toward ETS credits and the number of ETS sessions for which the participant will receive credit. These decisions will be based on the alignment of seminar/workshop objectives and Certificate objectives.
To request that an external seminar/workshop be counted toward the ETS requirement, the student must:

1. Enroll in the Certificate program (i.e., have a signed Statement of Intent form on file in the Center) prior to the seminar.
2. Consult the Certificate Program’s objectives (see below), and determine whether the seminar explicitly aims to meet one or more of these objectives.
3. Request approval from the Center’s Assistant Director of Faculty and Graduate Student Development (cttl@slu.edu) before the seminar takes place. Where possible, try to articulate the links between the seminar and specific Certificate Program objectives. Include a copy of the program (or other materials that describe the purpose, focus, and/or goals of the seminar or conference).
4. After completing the seminar, submit a brief reflection (maximum two typed pages) that addresses: (1) what you learned, and (2) how that will assist you in university-level teaching.

Criteria for Determining ETS Substitution Credit

In order to determine whether an external seminar/workshop may count for ETS credit (and for how many credits), the Center staff attempts to link the event to one or more of the Certificate Program objectives:

- Identify and analyze different learning and teaching styles.
- Discuss and apply various methods to assess student learning outcomes and teaching.
- Consider productive faculty-student relationships.
- Identify and integrate different uses of digital technology in teaching and learning.
- Recognize different uses of service learning for discipline specific outcomes.
- Acquire knowledge about fundamental classroom teaching skills, including lecturing, managing discussions, and other active, experiential, and collaborative learning techniques for a variety of teaching contexts and environments.
- Design a discipline-specific course and syllabus with appropriate instructional methodology and measurable learning objectives. (* Certificate in University Teaching Skills only)
- Assemble a professional teaching portfolio that includes a statement of teaching philosophy and other pedagogical artifacts stemming from the program requirements that demonstrate their teaching competencies. (* Certificate in University Teaching Skills only)