

## TEACHING INTERVIEW CHECKLIST

### BEFORE THE INTERVIEW

- \_\_\_\_\_ The **advisor** confirms that the candidate has achieved the following admissions requirements: (1) a 2.75 overall GPA, (2) successful criminal background checks (to arrange, candidate should email Dr. Wannemuehler, scwannemue@usi.edu), and (3) completion of the academic skills requirement: ENG 101 and 201; CMST 101 or 107; MATH 107 or 111 or 114 or 215 or 230.
- \_\_\_\_\_ The **candidate** seeks permission from two faculty members (the candidate's choice) to serve on a three-person interview committee along with the candidate's advisor.
- \_\_\_\_\_ The **candidate** informs the advisor of the members of the committee.
- \_\_\_\_\_ The **advisor** arranges a date and time with the candidate and the interview committee (usually 12-1 p.m.), reserves a space with the department's administrative assistant (usually OC 3076; alternately, Zoom may be used), and sends a meeting invitation to all parties on Outlook.
- \_\_\_\_\_ The **candidate** writes a teaching philosophy, and the **advisor** provides feedback.
- \_\_\_\_\_ The **candidate** distributes the philosophy to the committee *at least 48 hours before the interview*.
- \_\_\_\_\_ The **candidate** submits TWO applications on Tk20: one for the Teaching Interview and one for the Education program.

### DURING THE INTERVIEW

- \_\_\_\_\_ The **advisor** takes the lead, acting as the committee's chair.
- \_\_\_\_\_ The **candidate** gives a 10-15 minute presentation (visual support is optional).
- \_\_\_\_\_ The **committee** takes turns asking questions for 20-30 minutes.

### AFTER THE INTERVIEW

- \_\_\_\_\_ With the candidate outside the room, the **committee** discusses the candidate's performance.
- \_\_\_\_\_ Based on this discussion, the **advisor** fills out the rubric (p. 4).
- \_\_\_\_\_ The **advisor** informs the candidate of the result (recommend/do not recommend).

*If the candidate passes the interview (all ratings are Adequate or above):*

- \_\_\_\_\_ The **advisor** sends a formal email to the ENGT coordinator with the rubric results and any comments. (This email will serve as a record of the interview.)
- \_\_\_\_\_ The **coordinator** enters the candidate's results on the Teaching Interview application on Tk20 and accepts the application.
- \_\_\_\_\_ The **coordinator** reviews and recommends the candidate's Education application on Tk20.
- \_\_\_\_\_ The **advisor** meets with the **candidate** to lay out a plan for the remaining semesters before student teaching. The candidate should be reminded about the upcoming application for student teaching.

*If the candidate does not pass the interview (at least one Inadequate rating):*

- \_\_\_\_\_ The **advisor** meets with the student to provide feedback and make an improvement plan.
- \_\_\_\_\_ The **candidate** may set up another interview after three weeks.