

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 a copy of the teaching philosophy to the candidate's advisor.

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