

# PFF Activities Checklist



## Requirements:

- Must complete at least one activity from each of the seven sub-categories.
- ‘Other’ activities must first be approved by the PFF Program Manager.
- Must earn a minimum of 15 points to earn the PFF credential.
- Participants may end up with more than 15 points to qualify for their credential because an activity from each sub-category must be represented.
- Points are documented by completing an Activity Reflection (form available on website).
- An asterisk (\*) indicates **Mentor** or **Evaluator** involvement required and requires an additional Mentor Reflection (form available on website).

<b>1. Teaching</b>			
<b>A. Mentored Teaching (up to 10 points)</b>			
	Participate in departmental teaching course (course listing on PFF website)	3	
	Give a lecture in a course at USC*	1	
	Give a lecture in a course at partner school*	1	
	Serve as Graduate Instructional Assistant (class or lab)*	3	
	Serve as Graduate Teaching Assistant (instructor of record)*	5	
	Other:		
<b>B. Instruction in Teaching (up to 4 points)</b>			
	Attend TA Orientation	1	
	Participate in GRAD 701/GRAD 800	3	
	Teaching observation by Evaluator*	1	
	Other:		
<b>C. Teaching Seminars (up to 6 points)</b>			
	Attend teaching seminar presented through the CTE	1	
	Attend teaching seminar presented through department or Graduate School	1	
	Attend other teaching seminar	1	
	Watch recorded CTE teaching seminar	1	
	Other:		
<b>2. Research &amp; Scholarly Activity</b>			
<b>A. Research/Scholarly Experience (up to 10 pts.)</b>			
	Serve as Graduate Research Assistant*	5	
	Participate in GRAD 801 (Presid'l Fellows)	3	
	Write & submit a grant proposal (non-travel)	2	
	Publish book review or book chapter	2	
	Submit an article to a professional journal	2	
	Publish an article in a professional journal	3	
	Create and exhibit your work (visual arts)*	3	
	Public performance of original composition	2	
	Publish art/work in juried exhibition or in a special collection	3	
	Win award for research or scholarly activity	2	
	Participate in a research team for a semester*	3	
	Mentor students on a research project (training)	1	
	Mentor students on a research project (incl. analysis, report)*	3	
	Identify, address, and resolve classroom or course-based problem*	2	
	Other:		
<b>B. Research/Scholarly Communication (up to 5 pts.)</b>			
	Present or poster at Graduate Student Day	2	
	Serve as judge for Grad. Stdnt. Day (postdocs)	1	
	Present or poster at regional conference	2	
	Present or poster at nat'l/intern'l conference	3	
	Give a dept. seminar about your research	1	
	Participate in organizing a student conference	2	
	Organize a research brownbag series	2	
	Other:		
<b>3. Service</b>			
<b>A. Faculty Life / Service / Mentor (up to 6 points)</b>			
	Tutor college-level students (semester)	2	
	Help with student advisement (UG or grad)	1	
	Be shadowed by an undergraduate for a day	1	
	Attend faculty, faculty senate, or graduate council meeting	1	
	Participate in dept. or college committees	1	
	Participate in a professional organization	1	
	Participate in a campus/grad student organiz'n	1	
	Provide leadership to a professional organiz'n	2	
	Reviewer for grant/conf. proposals/abstracts	2	
	Volunteer for conference logistics assistance	1	
	Shadow professors at USC or partner school	1	
	Other:		
<b>B. Outreach (up to 3 points)</b>			
	Organize a dept'l activity for Discovery Day	1	
	Judge a science fair (K-12, college), Discovery Day, or other student competition	1	
	Give demonstration or lesson in K-12 school	1	
	Participate in service-learning opportunity	1	
	Participation in a community organization	1	
	Conduct a community education session	1	
	Coach academic competition team (season)	3	
	Mentor academic competition team (once)	1	
	Mentor a student for an after-school program	1	
	Shadow an instructor who does outreach	1	
	Other:		

Questions? Contact the PFF Program Manager, Dr. Michelle Hardee, in the Center for Teaching Excellence, at 777-1975 or [hardeem@mailbox.sc.edu](mailto:hardeem@mailbox.sc.edu).

<http://sc.edu/cte/PreparingFutureFaculty.php>



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