

Where Do I Start?

*The TA's Quick Guide to
Creating a Fantastic
Teaching Portfolio*



Craft Your Cover Page

This portion should contain up-to-date information about your name, college/department, degree program, expected graduation date, teaching position, and number of students taught in the appropriate semester.

Develop Your CV

Your CV should highlight your education, work, publications, presentations, professional development, service projects, and/or awards. The FSU Career Center can also offer templates and feedback!

Create One Teaching Philosophy Statement & One Diversity Statement

In Your Teaching Philosophy, discuss your ideas of learning and outline your teaching methods/goals for your students. In your separate Diversity Statement, highlight strategies for incorporating elements of diversity, inclusion, and equity in class.

Provide Two Course Narratives


Select two teaching instances and reflect upon the details of your course, your responsibilities, your teaching approach/techniques, your outcomes, and your thoughts on how you might further develop your teaching skills as a result of the experiences.

Consider Optional Appendices

Have any of your students left thorough evaluations with specific feedback that supports your course narratives? You may include a maximum of five of these statements in your teaching portfolio if you desire.

Attach Supervisory Documents

Ensure that you have included the signed OTAA eligibility form and one letter of recommendation - preferably from a faculty member who has observed your teaching and can attest to your skills as an instructor.



Remember: This guide is intended as a quick reference sheet to guide you through the process of creating your teaching portfolio. Please consult the information at <https://pie.fsu.edu/outstanding-teaching-assistant-award/otaa-guidelines-and-process> to ensure that you have met all requirements before you submit.