

MICHIGAN STATE UNIVERSITY

November 26, 2014

Dear Kathryn:

Congratulations! You have been accepted into the College of Social Science's Certification in College Teaching Program. This is a great credential to add to your graduate studies while at Michigan State. You have completed the first step by submitting your application. At this point, you should move forward with the various aspects needed for the completion of your portfolio.

I have attached the College's checklist which contains the items that you **must** include in your Teaching Portfolio that is required for certification. The completed Teaching Portfolio should be submitted to your unit's Teaching Certificate Coordinator/Mentor, who at times may be the Graduate Program Director. Once your Teaching Certificate Coordinator has reviewed your materials and signed your approval form, please submit them **electronically** to my Office at the attention of Sue-bunch Dixon at (sue-bunch.dixon@ssc.msu.edu).



College of Social Science

Office of the Dean

DeBrenna LaFa Agbényiga
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Immediately following my review of your material, I will review/endorse it and send it on to the Graduate School for final approval – if it warrants an approval. When I receive a confirmation from the Graduate School that you have completed your program, my Office will then send you a Certificate of Completion signed by the Dean of the College of Social Science.

Please feel free to contact my Office with any questions or concerns you may have as you move forward with the completion of the requirements of this Program. Again, congratulations and I look forward to hearing from you soon.

Regards,

A handwritten signature in blue ink, appearing to read "DeBrenna L. Agbényiga".

DeBrenna L. Agbényiga, PhD, LMSW