



A Professional Development Program
for Graduate Students and Postdoctoral Fellows
Offered by the Teaching Resource Center

Program Checklist

The following checklist will help you document your progress through Tomorrow's Professor Today. More complete descriptions of each item on the list can be found in the sections. You'll note that many of these items are already a part of your graduate or postgraduate career plans. Note too that the list emphasizes teaching, not at the expense of your ongoing research, but as a complement to it, to help you better prepare for all aspects of an academic career. This list is both a record of what you are already doing as well as a prompt to add other valuable experiences to your plans. Simply check off the boxes as you complete each program requirement. It should be placed in the front of your TPT Dossier and signed by your program advisor upon completion of all the program requirements. Submit completed dossiers to the TRC for final approval.

Application, Statement of Goals and Commitment: _____

For the Classroom

<i>Pedagogy Seminar</i> - Participate in a six-week long, non-credit bearing pedagogy seminar during the summer or fall semester of your first year in the program.	
<i>August Teaching Workshop</i> - Attend ATW if you haven't already done so in the past. Note: You may attend during either your 1st or 2nd year in TPT.	
<i>Workshops</i> [†] - Attend at least one workshop on teaching and learning. [†]	
<i>Classroom Observation</i> - Observe a faculty member's and peer's lecture and conduct a follow-up discussion. [†]	
<i>Course Design Materials</i> - Prepare teaching documents, including an original syllabus.	
<i>Classroom Teaching</i> - Teach at least 5 hours of your own course, discussion or workshop.	
<i>Essays (2)</i> - Write two short reflective essays about teaching or professional development.	
<i>Reflective Teaching Statement</i> - Compose or revise a reflective teaching statement after attending the Reflective Teaching Statement/Portfolio workshop.	
<i>Teaching Consultation</i> - Consult with the TRC about your teaching. [†]	

For the Profession

<i>Reflective Teaching Statement or Portfolio</i> - Attend a workshop on Reflective Teaching Statements or Teaching Portfolios.	
<i>Workshops</i> [†] - Attend at least one workshop on profession development other than teaching. [†]	
<i>Discipline-Specific Conference</i> - Attend a conference in your discipline.	
<i>Research Presentation</i> - Present your research at a conference or public forum.	
<i>Faculty Interview</i> - Interview a faculty member about his/her career. [†]	
<i>Peer Partnership</i> - Consult with 1-2 TPT participants about program components.	

At the University

<i>Administrator Interview</i> - Interview an administrator about his/her career. [†]	
<i>Workshops</i> [†] - Attend at least one workshop about life in academe. [†]	

[†]Must complete a report sheet.

*You must attend a total of 16 hours of workshops in addition to ATW and the Reflective Teaching Statement/Portfolio workshop requirement. Use the boxes below to record the number of hours for each workshop you attend while participating in the program *and* complete the Workshop Summary Sheet in Section 2. You should also complete a Workshop Report Sheet for each workshop you attend.

										TOTAL
--	--	--	--	--	--	--	--	--	--	--------------

Participant Name: _____ Phone Number: _____ Email: _____

Program Start Date: _____ Program Completion Date: _____

Participant Signature: _____ Advisor Signature: _____

TRC: _____