



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

Program Timeline: Sample

The timeline below illustrates one of a number of possible sequences which a participant might follow to complete the program requirements in a two-year time period. Please note that this is just one example, you may also spread the requirements out over a longer period or complete them in a different order. As well, the times listed for the workshops are only estimates. The scheduling of certain workshops may vary from that shown below.

Application: Apply to participate in TPT during the Spring semester, typically in April or May. Successful candidate are notified in early summer. The program officially begins the following Fall semester.

1st Semester of Program (Fall):

- Attend the August Teaching Workshop (6 hours)
- Conduct a faculty classroom observation and follow-up discussion (complete report sheet)
- Prepare teaching documents; teach at least 5 hours
- Consult with a peer partner about your teaching

2nd Semester of Program (Spring):

- Attend the January Teaching Workshop (up to 6 hours; complete report sheet)
- Attend a workshop on teaching or learning (90 minutes; complete report sheet)
- Interview a faculty member (complete report sheet)
- Consult with the TRC about your teaching
- Write first Reflective Essay

3rd Semester of Program (Fall):

- Attend a workshop on University Life (1 hour; complete report sheet)
- Attend workshop on professional development (90 minutes; complete report sheet)
- Attend a conference in your discipline
- Interview an administrator (complete report sheet)

4th Semester of Program (Spring):

- Attend the January Teaching Workshop (up to 6 hours)
- Attend the Teaching Portfolio Workshop or a Reflective Teaching Statement informational session at JTW or in your department (1+ hours)
- Present your research at a public forum or symposium
- Write second Reflective Essay
- Write Reflective Teaching Statement

Total number of workshop hours completed: 17.5

Program Completion: Complete all program requirements, and have advisor check the content and sign-off on the dossier. Completed dossiers must be submitted to the TRC for final approval at least two weeks prior to the Awards Ceremony, which is held in late Spring, in order to receive a certificate.