FOR THE CLASSROOM

WORKSHOPS: Attend the following required workshop and at least one additional workshop on teaching and learning:
- Creating a Reflective Teaching Statement

AUGUST TEACHING WORKSHOP: Attend ATW if you haven’t already done so.

FOSter SEMINAR: Attend 6-week-long pedagogy seminar.

CLASSROOM OBSERVATIONS including post-observation discussion
- a) Observe a faculty member’s class
- b) Observe a peer teaching
- c) Be observed by a peer.

CLASSROOM TEACHING: Teach at least 5 hours of your own course, discussion or workshop.

COURSE DESIGN MATERIALS: Prepare teaching documents, including an original syllabus.

REFLECTIVE TEACHING STATEMENT: Compose or revise a reflective teaching statement.

TEACHING CONSULTATION: Consult with the TRC about your teaching.

FOR THE PROFESSION

WORKSHOPS: Attend at least one workshop on profession development other than teaching. Topics range, but might include:
- Writing a CV or Cover Letter
- Academic Interviewing
- Tenure & promotion processes at different types of institutions
- Student advising

WORKSHOPS: Total workshop hours should equal 20+, in addition to ATW. Fill out summary sheets for each (Section 2) & record total hours here.

FACULTY INTERVIEW: Interview a faculty member about his/her career.

DISCIPLINE-SPECIFIC CONFERENCE: Attend a conference in your discipline.

RESEARCH PRESENTATION: Present your research at a conference or public forum.

Participant Name (please print): _______________________
Program Start Date: __________________________ Program Completion Date: __________________________
Advisors Name (please print): ______________________ Advisor Signature: ______________________
Participant Signature: ________________________

AT THE UNIVERSITY

WORKSHOPS: Attend at least one workshop about life in academe. Topics range, but might include:

ESSAYS (2): Write two short reflective essays about teaching or professional development.

ADMINISTRATOR INTERVIEW: Interview an administrator about his/her career.

SERVICE OR LEADERSHIP: Perform service or take on a leadership role relevant to your professional interests.

DISCIPLINE-SPECIFIC CONFERENCE: Attend a conference in your discipline.

RESEARCH PRESENTATION: Present your research at a conference or public forum.

Program Checklist
Use the checklist to document your progress through the program. Complete descriptions and reporting sheets for each item are located in the binder sections. Many of these items are already a part of your graduate program; others will complement it as you prepare for a faculty career. After completing the program requirements and obtaining your program advisor’s approval and signature, turn your materials in to the CTE for final approval.