

# TDP Planning Sheet

## Plan your progress through the TDP

The pace of your progress through the TDP is up to you, as long as you complete a track while enrolled at Columbia. Requirements for the Foundational Track could technically be fulfilled within a semester, and requirements for the Advanced Track could be fulfilled within two years. However, due to the timing of teaching opportunities and the many other obligations of graduate student life, you may wish to pursue TDP track completion over a longer period of time.

For your convenience, here is an overview of the availability of TDP track elements:

| TDP requirement   | Availability   |
|---|--|
| Preparing to Teach  | Guidance available anytime in CTL's online Orientation to Teaching |
| Essentials of Teaching and Learning series                  | Four session sequence each semester                                |
| Pedagogy workshops  | Many each semester   |
| Application and Practice: Practice Teaching (Microteaching) | Sessions scheduled during semester, custom sessions by request     |
| Application and Practice: Teaching Observations             | Scheduled by request   |
| Application and Practice: Mid-Course Reviews                | Scheduled by request   |
| Seminars and institutes                                     | At least one seminar each semester, including summers              |

Use the **checklist on the reverse side of this sheet** to tally up what you have already completed and plan for completing a track.

## TDP Event Finder

Find and register for upcoming programs that count for TDP track completion by visiting the TDP Event Finder at <https://tdp.ctl.columbia.edu/events>

## TDP FAQs

Have a specific question about what counts or how to move through the program?

- Browse Frequently Asked Questions at <https://tdp.ctl.columbia.edu/faqs>, or
- Email [CTLgrads@columbia.edu](mailto:CTLgrads@columbia.edu)

## TDP requirements checklist

| Foundational Track requirements  |                                  |  |   |                          |
|--|----------------------------------|--|---|--------------------------|
|  | Sessions                         | Reflection(s)                            | Artifact  | Complete?                |
| <b>Preparing to Teach</b>  | On-demand orientation (optional) |  | First Day of Class plan & Policy Sheet  | <input type="checkbox"/> |
| <b>Essentials of Teaching &amp; Learning series</b>  | 4                                | 1 per workshop*                          | * Substitute if approved:<br>Annotated syllabus reflecting aptitude in topics covered by Essentials | <input type="checkbox"/> |
| <b>Other CTL pedagogy workshops</b>  | 3                                | 1 per workshop                           |   | <input type="checkbox"/> |
| <b>One Application &amp; Practice activity:</b>  |                                  | 1  |   |                          |
| <ul style="list-style-type: none"> <li>• CTL Teaching Observation</li> <li>• Mid-course Review</li> <li>• Practice Teaching (Microteaching)</li> </ul> |                                  |  |   | <input type="checkbox"/> |
| <b>Exit reflection</b>   |                                  | Skip if shifting onto the Advanced Track |   | <input type="checkbox"/> |

| Additional Advanced Track requirements  |  |                |                                       |                          |
|---|--|----------------|---------------------------------------|--------------------------|
|   | Sessions   | Reflection(s)  | Artifact                              | Complete?                |
| <b>Additional CTL pedagogy workshops</b>  | 3  | 1 per workshop |                                       | <input type="checkbox"/> |
| <b>CTL Seminar or Institute</b>   | varies (usually 4-5)   | 1 cumulative   | Intensive-specific developed artifact | <input type="checkbox"/> |
| <b>Additional Application &amp; Practice activity (see Foundational Track list)</b> |  | 1              |                                       | <input type="checkbox"/> |
| <b>Observation of faculty instructor</b>  |  | 1              |                                       | <input type="checkbox"/> |
| <b>Observation of peer instructor</b>   |  | 1              |                                       | <input type="checkbox"/> |
| <b>Teaching portfolio</b>   | Includes summary of teaching roles, teaching statement, sample syllabus & course materials, evidence of teaching effectiveness |                |                                       | <input type="checkbox"/> |
| <b>Exit reflection</b>  |  |                |                                       | <input type="checkbox"/> |
| <b>Exit interview with CTL</b>  |  |                |                                       | <input type="checkbox"/> |

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