### Progress Report and Mentor Meeting Form

### *\*This completed form must be sent to your Teaching Mentor at least 2 business days prior to scheduled meeting.*

### Participant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Date of Progress Report: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Program Checklist:***

|  |  |  |
| --- | --- | --- |
|  | **Requirement** | **Deadline** |
| □ | Participate in Summer Seminar | 7/8/24 – 7/9/24 |
| □ | Meet with Mentor: Teaching Stretch Goal & SMART Goals | 8/5/24 |
| □ | Upload statement of teaching stretch goal & SMART goals via this link: <https://forms.gle/PifUCreGhSk6xvhq9> | 8/16/24 |
| □ | Participate in Winter Seminar | 11/18/24 |
| □ | Meet with Mentor: Midpoint Reflection/Progress Update | 12/16/24 |
| □ | Upload your Midpoint Self-Reflection and draft of Teaching Philosophy statement via this link: <https://forms.gle/TxPRzrVSjQ7XyAz38> | 12/30/24 |
| □ | Email the link to a complete draft of your teaching portfolio to your teaching mentor for feedback. | 4/1/25 |
| □ | Submit the link to your final completed online portfolio and complete end-year forms via this link: <https://forms.gle/iinCPEnDftTUsaRf8> | 5/1/25 |
| □ | Complete 6 teaching activities, each with different content |  |
| □ | Complete at least one individual (1-2 learners) teaching activity |  |
| □ | Complete at least one small group (3-19 learners) teaching activity |  |
| □ | Complete at least one large group (≥20 learners) teaching activity |  |
| □ | Receive teaching evaluation from mentor/preceptor/director |  |
| □ | Receive teaching evaluation from TCP peer |  |
| □ | Receive teaching evaluation from learner(s) |  |
| □ | Complete Teaching Observation 1. Faculty name: \_\_\_\_\_\_\_\_\_\_\_\_\_.  At least one observation must occur before 12/31. |  |
| □ | Complete Teaching Observation 2. Faculty name: \_\_\_\_\_\_\_\_\_\_\_\_\_.  At least one observation must occur before 12/31. |  |
| □ | Complete 3 different selective experiences |  |

### *Completed Teaching Experiences (minimum 6 different experiences required):*

|  |  |  |
| --- | --- | --- |
| Individual (1-2) | Small Group (3-19) | Large Group (≥20) |
| Activity:Date:Evaluation(s) received:Description Written: Y / N | Activity:Date:Evaluation(s) received:Description Written: Y / N | Activity:Date:Evaluation(s) received:Description Written: Y / N |
| Activity:Date:Evaluation(s) received:Description Written: Y / N | Activity:Date:Evaluation(s) received:Description Written: Y / N | Activity:Date:Evaluation(s) received:Description Written: Y / N |
| Activity:Date:Description Written: Y / N | Activity:Date:Description Written: Y / N | Activity:Date:Description Written: Y / N |
| Activity:Date:Description Written: Y / N | Activity:Date:Description Written: Y / N | Activity:Date:Description Written: Y / N |

### *Planned Teaching Experiences (minimum 6 different experiences required):*

|  |  |  |
| --- | --- | --- |
| Individual (1-2) | Small Group (3-19) | Large Group (≥20) |
| Activity:Date:Evaluation(s) planned: | Activity:Date:Evaluation(s) planned: | Activity:Date:Evaluation(s) planned: |
| Activity:Date:Evaluation(s) planned: | Activity:Date:Evaluation(s) planned: | Activity:Date:Evaluation(s) planned: |
| Activity:Date:Evaluation(s) planned: | Activity:Date:Evaluation(s) planned: | Activity:Date:Evaluation(s) planned: |

### *Other TCP Requirements Completed:*

|  |  |  |
| --- | --- | --- |
| Selectives (3 different) | Teaching Observations (2) | Evaluations Received |
| Activity:Date: | Faculty name:Date: | Learner: |
| Activity:Date: | Faculty name:Date: | TCP Peer: |
| Activity:Date: | \*\*One teaching observation must be completed before 12/31.\*\* | Mentor/Director: |

***Remaining Deficits*** (requirements not completed or planned):

***Other Comments/Concerns***: