OUTSTANDING TEACHING
GRADUATE AWARD

Call for Applications

Description

The Department of Integrated Studies in Education recognizes and values the importance of university teaching as part of a graduate students' academic dossier. The Department of Integrated Studies in Education (DISE) Graduate Student Teaching Award is given to recognize an exceptional graduate student who has demonstrated teaching excellence at the undergraduate and/or graduate level in DISE and/or McGill. The award is intended to foster a culture of teaching excellence among graduate students. Examples of teaching excellence can include but are not limited to:

- creation or use of new and innovative teaching methods and course materials
- effectiveness in feedback, review sessions or one-on-one instruction
- creating a learning environment that is collaborative and inclusive and challenges students to move beyond the status quo

Amount of award

Minimum value for MA student: $500; minimum value for PhD student: $1,000

Deadline

Application deadline: November 8th, 2023, 11:59 PM
Reference Letter deadline: November 8th, 2023, 11:59 PM

** **To apply,** please send your application to the following email address: **grad.dise@mcgill.ca**

- Please place all the required components of the application in the order they appear below (in the Requirements Section) in a single PDF file.
  - Please use the following format to name your application:
    STUDENTNAME_awardname_2023.pdf
- ****However,** please make sure that your letters of recommendation are sent directly by your referees (to the same email address).
  - Please ask your referees to use the following format to name their letter:
    LetterofSupport_STUDENTNAME_awardname_2023.pdf

Eligibility

- All <u>full-time</u> PhD students and MA-thesis students in DISE, regardless of citizenship.

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- Students cannot be at or exceed the departmental funding cap, as stipulated in the DISE Funding Guidelines.
- PhD students must have submitted their progress tracking reports at the time of the award submission deadline.
- Students cannot be in a "thesis evaluation" term.
- Preference will be given to students who have not previously received this award.
- **Incomplete applications, late applications or applications that do not adhere to the requirements (e.g., page limits) will not be considered.**

Requirements

Application packages must include the following items (All items should be single-spaced, 12-point Times New Roman font, 1-inch margins):

1. a summary of the applicant's: a) teaching assignments (both TA-ships and instructor positions) in DISE or McGill (including course number, course name and year); b) the applicant's approach to teaching, including methods of feedback/assessment; and c) evidence of the impact of their teaching in the classroom (max. 2 pages). Examples of approaches and impacts may include:
     o creation or use of new and innovative teaching methods and course materials
     o effectiveness in feedback, review sessions or one-on-one instruction
     o creation of challenging and innovative courses
2. two letters of recommendation from <u>former</u> students (max. 1 page per letter). Letters should speak to both the importance and impact of the applicant's teaching, with a clear rationale as to why we should select the applicant.
     o Letters from current students will <u>not</u> be accepted.
3. a list of the applicant's evidence of reflective practice (max. 1 page). This may include:
     o Presentations about teaching
     o Publications about teaching
     o Other outputs (websites, artistic, etc.) targeted to a practitioner audience
4. additional supporting materials should include:
     o A summary of scores for questions 1-6 from the course evaluations
     o A set of intact student comments

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Checklist for Applicants

Note: A separate, specific checklist must be attached to each application for each award.

Name: _____

Student ID: _____

Full-time Status: _____

Program: _____ PhD _____ MA Thesis

Materials Attached

_____ A summary of the applicant's teaching assignments, approach, and impact in the classroom (max. 2 pages)

_____ 2 Letters of recommendation (max. 1 page each)

Name of Referee 1 (must be a former student): _____

Name of Referee 2 (must be a former student): _____

_____ A list of the applicant's evidence of reflective practice (max. 1 page). This may include:

- Presentations about teaching

- Publications about teaching

- Other outputs (websites, artistic, etc.) targeted to a practitioner audience

_____ Additional supporting materials:

A summary of scores for questions 1-6 from the course evaluations:
_____

Set of student comments: _____

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Committee Evaluation Checklist

Instructions to Applicant: Fill in top three lines only.

Name: _____

Student ID: _____

Application Date: _____

Criterion	Unsatisfactory (1)	Satisfactory (2)	Excellent (3)	N/A
SUMMARY				
• evidence of substantial contributions to teaching, such as (but not limited to) creation or use of new and innovative teaching methods and course materials; effectiveness in feedback, review sessions or one-on-one instruction; creation of a learning environment that is collaborative and inclusive and challenges students to move beyond the status quo.				
• evidence of impact of the teaching approach/contributions in the classroom				
REFERENCE LETTERS				
• Comments on the importance and impact of the applicant's teaching • Provides a clear rationale as to why we should select the student				
LIST OF REFLECTIVE PRACTICE				
• Evidence of reflective practice (presentation, publications etc. about teaching and/or targeted to a practitioner audience)				
ADDITIONAL SUPPORTING MATERIALS (COURSE EVALUATIONS)				
• summary of scores for questions 1-6 from the course evaluations • set of intact student comments • Both provide evidence of the contributions and impact of the applicant's teaching				
Total:				

For office use only

Reviewer Name:

Date:

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