

Graduate Student Teaching Awards Nomination Packets

Please refer to this form to verify that the mandatory items are included in your packet. Thank you.

Required Information

The following information and supporting data must accompany each nomination:

- 1. Students must be teaching for the entire semester in which they are nominated, and **they must teach at least 8 class sessions.**
- 2. The Fall teaching schedule of the nominee. Please include:
 - Nominee's UFID
 - Course title
 - Course number
 - Class schedule/time/day(s) and the room number where the course is being taught (please give the full name of the room location) [Before submitting, please review the accuracy of this information. **Make sure this information also matches the TA's schedule listed on the syllabus.**]
 - A list of any scheduled exams, field trips, guest speakers, etc.
 - Directions on how to gain access to the online coursePlease notify Lorna Dishman in my office of any changes (392-7012 or lornad@ufl.edu).
- 3. A one-page letter addressed to Dr. Henry Frierson from the department chair specifying the basis on which the teaching performance of the nominee has been judged outstanding.
- 4. The nominee's course syllabus (in English) and how it is being taught (i.e. laboratory, lecture, discussion, on line). Please indicate if there is anything special about the course, e.g., restrictions placed on the material or on the student teacher. We encourage you to nominate laboratory instructors as well as lecture/discussion instructors.
- 5. A one page, double-spaced statement by the nominee describing his or her teaching philosophy.
- 6. Summaries of the student's teaching evaluation results from the preceding semester or semesters. Below are the directions to generate the evaluation spreadsheet. If you have questions regarding generating the evaluation spreadsheet, please e-mail evaluations@ufl.edu. Note to nominators - please only submit students with high evaluations. In addition, if the student has not taught a formal course previously, there needs to be a letter of justification explaining why he or she is being nominated.

Steps for generating the evaluation spreadsheet:

1. Go to <https://evaluations.ufl.edu> and logon with your GatorLink credentials.
2. On the home page, click on "View Evaluations & Results"
3. Select the term (and other parameters if necessary) and click on the "Get Evaluations" button
4. Locate the desired evaluation and click on the "Details" link in the far left column
5. Click on the "Results" tab
6. Click on the "Export to Excel" button

These instructions should be sufficient for both instructors and administrators.

- 7. The Graduate School is no longer accepting nominations in hard copy. Please send your nomination electronically to Lorna Dishman at lornad@ufl.edu. Scan your nomination packet as one pdf in the order listed above under “Required Information”.

NOTE: All required information and data required must be submitted by the department to the Graduate School for the student to qualify. **An incomplete nomination packet will result in the student not being considered.**

Deadline

Monday, October 2, 2017 5:00 p.m.