**Graduate Associate Distinguished Teaching Award in the**

**Department of Germanic Languages and Literatures**

**The Ohio State University**

**Description and Purpose of Teaching Award**

In recognition that graduate students’ teaching is an important part of graduate education and an essential contribution to the education of Ohio State’s undergraduate students, as well as crucial for a thriving Department of Germanic Languages and Literatures, College of Arts and Humanities, and The Ohio State University as a whole, the Department establishes the Distinguished Teaching Award for Graduate Teaching Associates (GTAs) from the programs of German, Yiddish, and Scandinavian. The award recognizes GTAs’ exceptional and innovative performance as teachers in the classroom, as well as their outstanding support of fellow instructors.

**Nomination Process**

Nominations can be submitted by the GTA’s current or former student(s), from fellow GTAs, and from faculty in the Department of Germanic Languages and Literatures. Individuals or groups may submit nominations.

Nominations will be submitted to the Awards Committee and will be accepted until **March 10, 2017 (Email to: Natascha Miller (.521), with the subject line “GLL GTA Teaching Award 2017”)**.

A nomination should consist of a 1-page letter commenting on how the GTA fulfills the criteria of the award, spelled out below. Undergraduate students of the GTA may use the nomination letter attached below.

**Nomination Eligibility and Criteria**

* At least three semesters of teaching courses in the Department
* The creation of a positive learning atmosphere in the classroom

The engagement of students in active learning through a variety of activities

* The practice/use of a wide range of teaching strategies and techniques
* The creation and sharing of effective and innovative teaching and testing ideas
* Active and constructive participation in GTA meetings in the Department and/or Program
* Willingness to reflect on feedback about teaching and to implement changes for improvement
* Mostly positive narrative comments and numerical scores on teaching evaluations

**Selection Process**

**Nominated Candidates submit, by March 24, 2017:**

1. Complete numerical teaching evaluations (SEIs) of the last two years taught in GLL at Ohio State (the committee will consider the percentage of students filling out the SEIs)

2. Detailed lesson plan for three consecutive lessons

3. A brief statement of teaching philosophy (250 words)

**The Awards Committee will also consider:**

4. Narrative teaching evaluations from the last two years (on file)

5. Faculty evaluations: A faculty member (who must not be identical with the person making the nomination) will visit each of the three finalists in the classroom once, unannounced (finalists will be asked to provide a list of inconvenient dates for such a visit) and write a one-page report of the visit, describing the qualities of the GTA as a teacher and of the particular class.

The Awards committee, which is identical with the faculty on the GAC committee, will meet to discuss and rank all applications, and notify the three finalists, who will be visited in class by GLL faculty members. After having received the reports of those visits, the Awards Committee will meet again to determine the winner of the award. Only a GTA demonstrating strength in all of the listed criteria will be eligible for the award. If there is no GTA selected for the award, no award will be given that year. Each GTA can receive the award only once.

The Teaching Award will be presented to the recipient at the Annual Awards Ceremony.

Award amount: $150

The recipient will also receive a letter from the Award Committee Chair outlining the GTA’s merits as a teacher and colleague.

**Appendix A**

Nomination Form for students in the Undergraduate Programs of the

Department of Germanic Languages and Literatures

for the

Graduate Associate Distinguished Teaching Award in the

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Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I would like to nominate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course number(s), year, program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please explain in a short statement why this Graduate Teaching Associate (GTA) should be recognized with a teaching award. Please address the following aspects of the GTA’s teaching:

preparedness, organization, ability to explain subject matter clearly, ability to motivate learning, fostering students’ engagement with the topic and materials, creating a positive and constructive learning atmosphere, promoting engagement in class. Also please explain how the GTA has helped you develop the skills taught in the particular class(es) you attended. Use the back of the form if needed.

Appendix B

**Faculty Classroom Observation Form**

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GTA observed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Spring Semester: \_\_\_\_\_\_\_

Faculty member observing the class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course number and title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of students in class: \_\_\_\_\_\_\_

Number of students in class on day of observation: \_\_\_\_\_

**Ratings**

1 = GTA’s area of strength

2 = GTA handles area skillfully, but improvement possible

3 = GTA has room for significant improvement in this area

4 = GTA needs to work to improve this area

NO = Not observed

N/A = Not applicable

**Lesson Planning & Teacher Preparation**

yes no Class began on time

1 2 3 4 NO Variety of teaching techniques used

1 2 3 4 NO Class is paced well

1 2 3 4 NO Sequencing of activities is effective; transitions are clear

1 2 3 4 NO Quality of Teacher preparation and organization

1 2 3 4 NO GTA displays command of subject matter

**Classroom Interactions and Techniques:**

1 2 3 4 NO GTA communicates well with students; provides clear instructions

1 2 3 4 NO Students stay on task

1 2 3 4 NO N/A Visuals or media used effectively

1 2 3 4 NO Balance between teacher-fronted and student-centered activities

1 2 3 4 NO GTA treats all students fairly and impartially

1 2 3 4 NO Students are encouraged to participate

1 2 3 4 NO Students are encouraged to interact with each other

1 2 3 4 NO Course mechanics kept to a minimum

**Note here what you liked best about this class:**