



GSA Graduate Teaching Award Application

Award Terms of Reference (Abridged):

Value: Up to \$500. Number of awards varies; but there is a minimum of three available each year.

Eligibility: Students enrolled part-time or full-time, in any graduate degree program, who have, within the last year (Summer Semester 1 through to April 30th of the following year), served in a teaching role involving direct interaction with students at the University of Lethbridge.

Criteria: Nominees are assessed based on student nominations, the reference from the students' teaching supervisor, and the nominee's support of students in their teaching role. Teaching experience must be within the context of their assigned graduate assistantship during the current application year. Adjudication of the award is multi-dimensional and will be scored based on the rubric attached to this application. This award is competitive and can only be received **once per degree level**.

Application: Nominations from students will be solicited on a semester basis and must be submitted no later than April 30th. Once nominations have closed, the GSA will contact nominees to determine if they seek to pursue the award. Should students wish to pursue the award, they will have until June 30th to submit a completed application, as described on the next page.

Selection: Selection will be determined by the GSA Awards Committee based on the robustness of the students' application as determined by the scoring rubric. If a GSA Awards Committee member has submitted an application, they will be recused from adjudicating this award. In the event that more applications are received than there are awards available, preference may be given to full-time students. This award will be adjudicated in August/September and announced in October.

Payment: This award is paid out through the cash office and will be applied to the applicant's student account. There are no exceptions for this.

For any questions or concerns regarding this award application, or for the full terms of reference, please email: gsa@uleth.ca, or contact the GSA office at 403-329-2132.



Graduate Teaching Award Checklist:

Use the below checklist to ensure that you have included all required documentation.

Incomplete applications will be rejected.

Applicant Use	Office Use	Checklist
		Completed application form - ensure ALL sections and documents are attached.
		Proof of enrollment for semester in which the applicant was nominated.
		A detailed reference letter from a supervising staff or faculty member speaking to the applicants' qualities as a TA.
		A (maximum) one page statement that outlines the applicant's teaching role(s) for this academic year.
		A (maximum) two-page statement that details the applicant's: 1) teaching philosophy and 2) how they apply their philosophy in their current teaching roles

OFFICE Use Only

Date received:	
Received by:	
Date reviewed:	
Reviewed by:	
Amount approved:	
Date of award distribution:	

This personal information is being collected under the authority of Section 33(c) of the Freedom of Information and Protection Privacy (FOIPP) Act. The personal information will be used for award eligibility assessment purposes and the aggregate data will be used for evaluation and statistical summaries. The University of Lethbridge Graduate Students' Association may directly contact Revenue Canada, other federal departments, provincial or municipal departments, employers, financial & educational institutions without your consent, when necessary, to determine and verify your eligibility for the GSA Graduate Teaching Award. All information collected by the University of Lethbridge Graduate Students' Association is protected by provisions of the FOIP Act. If you have any questions about the collection, use or disclosure of your personal information, contact GSA at 403-329-2132.



Applicant Information:

Please Note: the GSA Awards Committee may request supporting documentation for any items.

Today's Date:		
Last Name:	Given Name:	Student ID #:
Street Address:	City:	Postal Code:
Cell Number:	Other Contact Number:	Email Address:
Current Degree (circle/highlight): MASTERS / PHD	Full-Time or Part-Time?	
Faculty:	Department:	Major:
Program Start Date:	Expected Completion Date:	
Citizenship (circle/highlight): Canadian Citizen Permanent Resident International Student		
Have you received this award during your current degree (circle/highlight): YES NO		

TA Assignments for this academic year:

	Course 1	Course 2	Course 3	Course 4
Name of course:				
Course supervisor:				
Term taught:				
Class size:				

Please review the scoring criteria carefully as it will help you better understand what the committee is looking for when scoring the applications.

SCORING RUBRIC

DESCRIPTION OF TEACHING ROLE (10%)

3	Student provides a very clear description of their teaching role, thoroughly explaining their TA duties and responsibilities.
2	Student provides an adequate description of their teaching role, TA duties, and responsibilities.
1	Student description of their teaching role, TA duties, and responsibilities is poor.

TEACHING PHILOSOPHY (30%)

5	Clear and well thought out statement that outlines their pedagogical approach to teaching. Philosophy is student centred that demonstrates a clear desire to improve the quality of education delivered to students and the student experience.
4	Teaching philosophy outlines pedagogical approach, is student centered that improves education quality.
3	Clear teaching philosophy is stated but is instructor centered (how it enriches their life)
2	Philosophy is poorly articulated and is instructor centered.
1	No teaching philosophy provided/stated.

TEACHING IMPLEMENTATION (20%)

5	Instructor provides clear examples of implementation of all aspects of their teaching philosophy. Demonstrates an aptitude of putting student needs and ways of learning in the forefront of their duties. Clear demonstration of going above and beyond.
4	Provides examples of how they implement their teaching philosophy, demonstrating an aptitude for putting the student needs and ways of learning at the forefront of their duties.
3	Provides some examples that align with teaching philosophy but fails to demonstrate student focused principles.
2	Provides examples but does not implement any principles of their teaching philosophy and fails to demonstrate student focused principles.
1	Provides no examples.

Please review the scoring criteria carefully as it will help you better understand what the committee is looking for when scoring the applications.

SUPERVISOR/COORDINATOR DESCRIPTION (10%)

3	The supervisor/coordinator's description of the student's performance is excellent and specifically speaks to how the student went above and beyond in their responsibilities.
2	The supervisor/coordinator's description of the student's performance describes the student's teaching role and provides a positive impression of the student.
1	The supervisor/coordinator's description centers on the student's role but does not describe the student's performance in detail.

STUDENT ASSESSMENTS (30%)

5	Student(s) provide clear examples of how their instructor provided quality education. Demonstration of instructor going above and beyond. Multiple nominations received.
4	Student(s) provide clear examples of how their instructor provided quality education. Multiple nominations received.
3	Student(s) articulates the quality of education provided by instructor, but no concrete example is provided. A single or few nominations received.
2	Assessment is limited to superficial qualities (good qualities of the TA but is not relevant to improving the quality of education provided). A single nomination received.
1	No examples provided. A single nomination received.

Declaration

I understand that if this declaration is not signed, my Graduate Teaching Award application cannot be considered for funding.

Please read before signing.

I declare:

- That the information provided in this application, all attachments and supplemental documents are true. I understand that all the information provided is subject to verification.

I agree to:

- Notify the GSA Office in writing if I change my address, financial or academic status or study period.
- I understand that I may be denied this award if:
 - I make a false or misleading statement in this application
 - I do not comply with a request from the GSA to provide information or documents to verify information in this application
 - I have already been awarded a Graduate Teaching award during my current degree level.
- Abide by the Award Committee's decision
- I understand that I must wait for the Award Committee to adjudicate the award. This award will not be adjudicated until August/September of the deadline year.

Student Signature

Date