

MICHIGAN STATE UNIVERSITY

MEMORANDUM

To: CANR Faculty, Staff, and Students

From: Kelly Millenbah, Associate Dean and Director

RE: CANR Excellence in Graduate Student Teaching Award

The CANR Excellence in Graduate Student Teaching Award is meant to recognize graduate students who have distinguished themselves by the nurturing academic environment they provide and the skill they have shown in teaching. The essential purpose of the citation is to bring College-wide recognition to the best student instructors and to recognize the contribution they make to undergraduate programs within CANR.

Nominations are made by faculty members. To be nominated for a CANR Excellence-In Graduate Student Teaching Citation, the graduate student must have taught at least one semester while a graduate student at MSU. The nominee must have assumed a significant measure of responsibility for teaching undergraduate courses, whether in lecture, recitation or laboratory sections. Special tutorial or seminar teaching will also be recognized by the citation committee.



College of Agriculture and Natural Resources

Academic and Student
Affairs

Michigan State University
446 W. Circle Drive, Room 121
East Lansing, MI
48824-1039

517-355-0234
Fax: 517-355-8364
<http://www.canr.msu.edu>

To verify that a nominee meets the award criteria, the committee looks for:

- demonstrable evidence of dedication to instruction through experimentation and successful implementation of innovative techniques and/or contribution to the scholarship of teaching and learning, and
- evidence of excellence in instruction as demonstrated by the impact on students' careers and colleagues' teaching/advising practices.

Award recipients will be honored at the Annual CANR Undergraduate Graduation held each spring with a citation and a \$1,000 award. This award may be received only once.

Nomination forms and instructions are attached. **ONE PDF COPY of the nomination packet should be sent to Kelly Millenbah (Subject Line: Graduate Teaching Award) by January 15, 2014.** Please contact me with questions or concerns at 517-355-0234 or millenba@msu.edu.

CANR EXCELLENCE IN GRADUATE STUDENT TEACHING AWARD CHECKLIST

ONE COPY of the materials listed below.
Please arrange materials in the following order:

- I. **DATA FORM (See below)**
- II. **TEACHING PHILOSOPHY STATEMENT.** Candidate should provide this. **No more than 3 single spaced pages.**
 - a. Candidate's teaching philosophy.
 - b. Description of philosophical implementation.
 - c. Assessment of impact - How do you determine its effectiveness?
- III. **EVIDENCE OF TEACHING EXCELLENCE** addressing the following criteria (please use the headings to distinguish each component). **No more than 5 pages.**
 - a. Undergraduate Credit Instruction:
 - i. Record of instructional activities. Include only actual participation in credit courses (on- or off-campus instruction) or virtual university on-line courses.
 - b. Non-Credit Instruction:
 - i. List other instructional activities including non-credit courses/certificate programs, licensure programs, conferences, seminars, and workshops.
 - c. List of Instructional Works:
 - i. List publications, presentations, papers, grants received and other works that are primarily in support of or emanating from instructional activity.
 - d. Other Evidence of Instructional Activity:
 - i. Cite other evidence of instructional productivity such as works/grants in progress or under review. Address instructional goals and approaches; innovative methods or curricular development; significant effects of instruction. Include evidence of instructional awards and peer recognition.
- IV. **STUDENT INSTRUCTIONAL RATING SYSTEM EVALUATION OF TEACHING - if another rating system (e.g., SALG) has been used, please contact Kelly Millenbah for how to modify the form**
 - a. Fill in the Table provided (page 3).
 - b. Provide ONE COMPLETE set of SIRS forms from one class (if more than one section taught, only submit for one section), including responses to open-ended questions. Unit-specific student evaluations other than SIRS are acceptable.

LETTERS OF SUPPORT. (No more than 3). (APPLYING SPECIFICALLY TO THE AWARD). In every instance, the nomination must be accompanied by a letter of recommendation from the faculty member who has or had supervisory responsibility for the graduate student teaching and must be co-signed by the Chair of the candidate's home department. Another letter must be secured from a student that the candidate has taught. It is imperative that each letter of support be signed by the author or an individual who represents a collection of authors. Unsigned letters should not be included in review packets.

**COLLEGE OF AGRICULTURE AND NATURAL RESOURCES
EXCELLENCE IN GRADUATE STUDENT TEACHING AWARD**

(Please complete and include this DATA FORM as a cover sheet to the candidate's nomination materials with submitted materials due January 15, 2014.)

I. DATA FORM

NOMINEE

Nominee:

IMPORTANT: PRINT NAME AS IT SHOULD APPEAR ON THE AWARD

Address (Office) _____ (Home) _____

Phone: () Phone ()

E-mail:

Department(s) :

NOMINATOR

Nominator:

Academic Rank/Title:

Department(s):

Address:

Phone: () E-mail:

| Course (Credits) | Semester, Year | Enrollment | Type of Course ¹ | Course Structure ² | Provide KEY: e.g., 1=Superior 5=Inferior | SIRS Composite Profile Factors (Mean) ³ | | | | |
|---------------------|-------------------|------------|-----------------------------------|-------------------------------|--|---|---------------------|---------------------------------------|-------------------|------------------------|
| | | | | | | Instructor Involvement | Student Interest | Student- Instructor Interaction | Course Demands | Course Organization |
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¹ For example, integrative studies, majors (undergraduate or general), freshman, sophomore, upperclass, required or not required.

² For example, discussion, large lecture, small lecture, lecture/lab, or teaching assistant involvement.

³ Found on SIRS Summary Printouts obtained from Scoring Office.