



Midwestern Association of Graduate Schools

EXCELLENCE IN TEACHING AWARD

The Midwest Association of Graduate Schools is pleased to announce the Excellence in Teaching Award in recognition of graduate students who exemplify excellence in the teaching/learning mission of our universities. Two awards have been created to recognize the importance of excellence in teaching and mentoring as a component of graduate education and the preparation of graduate students for future service as college and university faculty. One award will be given to a doctoral student and one to a master's student. Each award includes a citation and a \$750 honorarium that will be presented at the annual meeting of the Midwest Association of Graduate Schools (MAGS).

The MAGS Excellence in Teaching Award competition is open to all graduate students who have graduate student teaching appointments and are enrolled in a member institution during the 2017-2018 calendar year. Institutions are restricted to one nomination of a doctoral student and one nomination of a master's student. Following formal institutional review and selection, nomination(s) must be submitted by the Dean of the Graduate School/College (or designee) using the enclosed application form. Nominations must include a letter of nomination from the Dean of the Graduate School/College, a letter of support from the department head, the nominee's teaching portfolio (including a link to the teaching video), and current curriculum vitae. **Excluding the nomination form, letters of nomination and support, and curriculum vitae, the nominee's teaching portfolio only is limited to six (6) pages double spaced, with a 12 point font.**

Nominations are requested to be submitted as a single PDF document, with an embedded link to the teaching video. All nominations must be submitted electronically to the MAGS Excellence in Teaching Award Committee before 11:59 p.m. (CST), Friday, January 26, 2018. Please submit electronic nominations to MAGSteaching2018@gmail.com

Please direct questions by contacting Jessica Horowitz, chairperson of the Teaching Awards Committee by emailing your question(s) to MAGSteaching2018@gmail.com.

The MAGS Excellence in Teaching Committee

Jessica Horowitz, Loyola University Chicago, Chair
Jeffrey Potteiger, Grand Valley State University
Yueh-Ting Lee, Southern Illinois University – Carbondale
Marie Khan, University of Illinois at Chicago
Thomas Tomasi, Missouri State University
Katheryn Webb, Oakland City University
Cheryl Hunter, University of North Dakota
Susan Stapleton, Western Michigan University, Executive Committee Liaison

Contact: Jacqueline Shin
Phone: 812.237.4363
E-Mail: jacqueline.shin@indstate.edu



Midwestern Association of Graduate Schools

EXCELLENCE IN TEACHING AWARD

INSTRUCTIONS FOR SAVING AND SUBMITTING REQUIRED VIDEO

A required component of the MAGS Excellence in Teaching Award application is submission of a 10-minute (**MAXIMUM**) video recording of the nominee teaching in a classroom setting. **Please note that if the video exceeds 10 minutes, the nominee will be disqualified from consideration for this award.** The following directions will guide you in submitting a video in the appropriate format for review by the Committee.

Saving your video:

Once you have recorded your video, make sure that your video is saved as one of the following formats:

- .mov
- .mp4 (.mpeg4)
- .avi
- .wmv
- .flv
- .3GP

Creating a YouTube Account:

1. If you do not have a YouTube Account, you must first set one up. You must use a Google account to sign up for a YouTube account. If you already have a Gmail address you can use that and skip this next section, but if not you can create one following the steps below:
 - a. Go to www.google.com
 - b. Click the blue box labeled “Sign in” in the right hand corner
 - c. Select the “ Add Account” link
 - d. Select the “Create Account” link
 - e. Fill out all of the necessary information
 - f. Click the blue box labeled “Next Step” at the bottom of the page
2. Go to www.youtube.com
3. In the top right-hand corner there is a blue circle with the outline of a person, click that and select “Add Account”
4. This will redirect you to your Google account; sign in with the account information that you just created in the last step

5. Once you are signed in, you are ready to upload your video.

Uploading Your Video to YouTube Account:

To upload your video, complete the following steps:

- a. Click on the gray box in the right-hand corner labeled “Upload”
- b. When the “Upload as . . .” screen appears, click “Create Channel”
- c. Click on the large gray arrow
- d. Select the video file that you wish to upload
- e. Change the privacy settings to “Public” using the gray drop down box
- f. Click “Publish” once the video is done uploading and then click “Done”

You should get an email to your Gmail account confirming that your video has been uploaded

Embedding the YouTube Link in a PDF Document:

Complete the following steps:

1. Open Adobe Acrobat Pro and open the file that you wish to embed the link into
2. Open your browser and copy the URL associated with your video
3. Go back to Adobe and highlight the text where you wish to embed the link
4. Right click and select “Create Link”
5. Under “Link Action” make sure that “Open a Web Page” is selected
6. Paste the URL into the box and click OK
7. You should now be able to click on the link and the webpage will open

Contact: Jacqueline Shin

Phone: 812.237.4363

E-Mail: jacqueline.shin@indstate.edu

Nomination Form



Midwestern Association of Graduate Schools Excellence in Teaching Award 2018

Please identify graduate program level: Masters Doctoral

Nominee Information

Nominee Name _____
Degree Pursing _____
Graduate Program _____
College/University _____
Date _____

Dean of the Graduate School

Name _____
Signature _____
Date _____

Nominating Department Head/Chair

Name _____
Signature _____
Date _____

Nominee (Signature indicates acceptance of nomination)

Signature _____
Date _____

Checkmarks verify that the following materials are included in the application:

- Letter of nomination from the Dean of the Graduate School (please note any institutional honors awarded to this masters/doctoral student in recognition of excellence in teaching at your school)
- Letter of support from the nominating department head (please note any departmental honors awarded to this masters/doctoral student for excellence in teaching)
- Current Curriculum Vitae
- Nominee's Teaching Portfolio (Please use the following **Headings** for the sections of the portfolio)
 - Statement of Teaching Philosophy**
 - Evidence of Instructional Design, Innovation, and Delivery, Course Management, and Student Learning**
 - Teaching in Action Video** (maximum 10 minutes) (Please see instructions for submission)
Please indicate method used for submitting video (YouTube/other web-based video or as Email attachment), providing the link to the video if web-based
 - Student Evaluation of Teaching**
(Please indicate courses TAUGHT as a graduate teaching assistant at this institution, number of students, instructional responsibility, and a **summary** of student evaluations)
 - Evidence of Scholarship in Teaching/Learning**
(Publications/presentations or grant proposals submitted/funded which focused on teaching/learning; evidence of how pedagogical research informs your teaching)
 - Evidence of Effective Student/Colleague Mentoring**

INSTRUCTIONS

This form and all nomination materials must be submitted electronically no later than 11:59 PM, CST, Friday, January 26, 2018 to: MAGS Teaching2018@gmail.com.

Please use the following SUBJECT HEADING for all communications regarding this nomination:

Nominee's family name, institution name/initials, and graduate level (M=Masters; D=Doctoral) [example: Smith State University D; or Smith SU D].

NOTE:

Excluding nomination form, letters of nomination and support, and vitae, **the nomination (Teaching Portfolio) is limited to six (6) pages double spaced, 12-point font.** Applications which do not adhere to submission requirements, including deadlines, page limits, formatting, and video length, will be ineligible for consideration.



Midwestern Association of Graduate Schools 2018 Excellence in Teaching Award Evaluation Criteria

- Signed Nomination Form
- Letter of nomination from the dean of the Graduate School/College (includes description of any institutional honors awarded to this masters/ doctoral student for excellence in teaching at this school)
- Letter of support from the nominating department head **[5 points]** (includes description of any departmental honors awarded to this masters/doctoral student for excellence in teaching)
- Current Curriculum Vitae
- Nominee's Teaching Portfolio (maximum of 6 pages double spaced; 12-point font):
 - Statement of Teaching Philosophy **[10 points]**
 - Evidence of instructional design, innovation, and delivery, course management, and student learning **[25 points]**
 - Video clip of "Teaching in Action" (10 minute maximum/electronic link provided **[25 points]**
(Please note that a variety of teaching settings may be used for the video including but not limited to lecture, facilitated discussion, lab, etc. as appropriate to the course; focus is on the quality of teaching/learning, e.g. student engagement, enthusiasm, and knowledge of subject matter, rather than expertise in creating the video)
 - Student Evaluation of Teaching **[20 points]**
 - Courses taught as a graduate teaching assistant at this institution
 - Number of students
 - Instructional responsibility
 - Summary of student evaluations of teaching data (not the forms)
 - Evidence of Effective Student/Colleague Mentoring **[10 points]**
 - Evidence of Teaching/Learning Scholarship **[5 points]**
(Publications/presentations or grant proposals submitted/funded which focus on teaching/learning; evidence of how pedagogical research informs your teaching)

PLEASE NOTE:

Excluding the nomination form, letters of nomination and support, and curriculum vitae, **the nominee's Teaching Portfolio is limited to six (6) pages double spaced in 12-point font.** Applications which do not adhere to submission requirements, including deadlines, page limits, formatting, and video length, will not be considered.