Facility of Engineering and Information Technologies
2017 Dean’s Awards for Outstanding Tutoring in 2016

Opening Date: Wednesday April 12, 2017
Closing Date: Tuesday May 16, 2017 at 11:59pm

N.B. The 2017 Dean’s Awards for Outstanding Tutoring apply for tutoring excellence during Semester 1 and/or Semester 2 units in 2016.

Purpose
The purpose of these awards is to recognise, reward and promote excellence in facilitating student learning by tutors in the Faculty of Engineering and Information Technologies. One Faculty award of $500 and five School awards of $200 are awarded annually.

The recipients are required to disseminate their best practice and promote learning and teaching in the Faculty. This may involve participation in seminars, workshops, teaching forums and tutor training sessions.

Eligibility
All casual and fixed-term academic members of the Faculty that are employed primarily in the capacity as tutors are eligible to apply. All levels of undergraduate and post-graduate teaching are within the scope of this award.

Previous winners are not eligible to apply within 3 years of receiving the award.

Criteria
Applicants will be assessed on the basis of evidence that supports their claims against the following criteria:

1. Ability to facilitate effective student learning experience. This may include strategies used to create a stimulating and comfortable learning environment in classes, use of learning activities that motivate students to engage with the subject matter, etc.
2. Provision of timely and helpful feedback to students on their learning progress.
3. A firm grasp of the subject matter and commitment to developing both knowledge of subject matter and teaching skills

Application Procedure
Applications should be submitted to Ms Penny Gorman, by 11:59pm on Tuesday May 16 2017. Your application must not exceed 6 pages in total. You must include:

• Completed and signed Application Form, which includes the names and contact details of 2 students who would be willing to act as referees (not in page count)
• Statement addressing each of the three selection criteria with embedded evidence (maximum 3 pages)
• A written referee report by the nominating unit of study coordinator (maximum 1 page)
• Additional supporting evidence (*this is optional, maximum 2 pages)

An electronic version should be emailed to penny.gorman@sydney.edu.au.
**Extra Support**

The previous winners from 2014, 2015 and 2016 are available for viewing in the Student Administration area in PNR Level 3. You are able to view these applications and take notes, but are not allowed to remove them from the office.

If you would like to view the previous winners, please visit the Student Administration Area in PNR between office hours 10:00am – 4:00pm. A space will be set up for you to sit and view their applications.

**Useful Links**

- **Student feedback on tutoring in the Unit of Study Surveys (USS)** – The USS surveys are conducted every semester for every Unit of Study (UoS) and the results are returned to the UoS coordinator. Question 8 is about tutoring; ask your UoS coordinator about the student feedback. You may use both the numeric results and written student comments to provide evidence for your claims.

- **Student feedback on tutoring in the Feedback for Teachers (FFT) survey**. The FFT is an optional survey that must be ordered by your UoS coordinator. If it is available, you may use FFT survey results for your UoS to support your application. Ask your UoS coordinator about the availability of FFT results.