Faculty of Engineering and Information Technologies

Dean’s Awards for Excellence in Tutoring 2015

Closing date: 12 May 2015

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 the 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 Dr Glenys Eddy, Education Administration Officer, by 12 May 2015. They should not exceed 7 pages in total and include:

- Completed and signed Application Form, which includes the names and contact details of 2 students who would be willing to act as referees (1 page)
- Statement addressing the criteria with embedded evidence (maximum 3 pages)
- Additional supporting evidence (optional, maximum 2 pages)
- A written referee report by the nominating unit of study coordinator (1 page)

Both electronic and printed versions of the application are required. The electronic version should be emailed to glenys.eddy@sydney.edu.au. The printed version should include 1 original and 4 copies.

Useful links
- Previous successful applications
Copies of previous successful Faculty and School tutoring award applications are kept at the Faculty office and can be viewed during the business hours but cannot be removed or made available online. To view them, please contact Dr Glenys Eddy.

- **Student feedback on tutoring in the Unit of Study Evaluation (USE) surveys** – The USE surveys (http://www.itl.usyd.edu.au/use/) are conducted every semester for every Unit of Study (UoS) and the results are returned to the UoS coordinator. Question 10 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**, http://www.itl.usyd.edu.au/feedback/ - You may use this survey to obtain student feedback on your tutoring; to order a survey, contact ITL.
Faculty of Engineering and Information Technologies
Dean’s Award for Excellence in Tutoring
2015 Application Form

<table>
<thead>
<tr>
<th>Contact details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
</tr>
<tr>
<td>First name</td>
</tr>
<tr>
<td>Last name</td>
</tr>
<tr>
<td>Email address</td>
</tr>
<tr>
<td>Telephone</td>
</tr>
<tr>
<td>School</td>
</tr>
<tr>
<td>Nominating unit of study coordinator (name):</td>
</tr>
<tr>
<td>Student referee 1 (name, phone and email address)</td>
</tr>
<tr>
<td>Student referee 2 (name, phone and email address)</td>
</tr>
</tbody>
</table>

| Signature: | Date: |

Checklist
The application includes:

- Completed and signed Application Form (1 page) [✓]
- A statement addressing each of the 3 selection criteria with embedded evidence (max 3 pages)
- Additional supporting evidence (optional, max 2 pages)
- A referee report by the nominating unit of study coordinator (1 page)
- The application is no longer than 7 pages in total
- A printed version (1 original and 4 copies) was submitted to Glenys Eddy (via Faculty Office, Level 3, PNR Building J02)
- An electronic version was emailed to glenys.eddy@sydney.edu.au