

PhD Student Instructions/Criteria for Doctoral STUDENT Teaching Excellence Award

The Doctoral Student Teaching Excellence Award is awarded each year by the Ph.D. Committee to one doctoral student. The purpose of the award is to acknowledge superior teaching by doctoral students and to provide developmental support to all doctoral students in becoming strong teachers.

Any student who has had full teaching responsibility for **at least one course** prior to spring semester the year of the award, is eligible to be nominated by his or her department chair. Previous award recipients are not eligible. In making nominations, department chairs will consider student course evaluations, syllabi, reading lists, student assignments, and other relevant indicators of skill as a teacher.

To be considered for nomination, please submit the following:

1. Letter from the department chair endorsing the application.
2. The applicant's teaching philosophy.
3. A list of all courses **taught at the DESB**, the syllabus for each course, and a description of the pedagogy used for each class (e.g., discussion method, lecture, writing intensive). Indicate whether each course is elective or required; if required, indicate whether it is required for all business students or just for majors. Report the enrollment in each course as well.
4. A copy of any exams administered in each course taught.
5. Course composite score and instructor composite score for each course taught.
6. The department course composite score and the department instructor composite score for all courses during the semesters when the applicant taught a course.
7. Open-ended question responses should include the full set of responses from all responding students. If such responses are not available, please include a brief (a couple of sentences) explanation of why there are no responses.
8. Any innovations that the applicant may have introduced in the course (e.g., new technology, a service learning project, simulations).
9. A list of any teaching awards or honorable mentions previously received by the applicant.

If you are eligible for this award, please provide your department chair with the required materials by the last Friday in February to be considered in this year's selection process. Your full nomination (including department chair nomination) will then be submitted to the PhD Office by your department chair. The PhD Committee will select the recipient of this award.

Each student who is nominated by their department chair will receive \$250 from their department. The student who is selected by the PhD Committee as the recipient of this award

will receive \$500 in addition to the \$250 they receive from their department. They will also be presented with a plaque at an award ceremony the day before graduation.