

## **Department of Mechanical & Industrial and Engineering**

### **Teaching Assistant Awards**

#### **1. MIE Teaching Assistant Awards**

Effective with the start of the 2014/2015 academic year, MIE is offering up to five (5) Teaching Assistant Awards for TAs in undergraduate courses. Each award consists of a \$500 prize.

#### **2. Eligibility**

The Department of Mechanical & Industrial Engineering (MIE) Teaching Assistant Award is open to any Teaching Assistant who:

- (a) Has worked as a Teaching Assistant for at least one course delivered by MIE for the academic year under consideration.
- (b) Has not won this award in the previous academic year.

#### **3. Guidelines**

Individuals considered for the MIE Teaching Assistant Award will be assessed on the basis of outstanding performance in the following areas of teaching, as appropriate:

- Classroom instruction, including lectures, tutorials, small-group teaching, and laboratory instruction.
- Consultation with students outside of class activities.
- Use of effective teaching methods and the development of course material.

Evidence of outstanding performance in one or more of the above categories will be derived from a number of different sources, including:

- Testimonials from students, alumni, faculty members and staff.
- Objective measures of student learning.
- Summary of the teaching assistant's evaluations, when available.

#### **4. Nomination Procedure**

Nominations may be made by way of a fillable PDF form. Students and academic staff members may nominate a Teaching Assistant for one of the awards. The deadlines for Fall Term and Winter Term courses will be December 15<sup>th</sup> and April 15<sup>th</sup> of the relevant academic year. The call for nominations will be made approximately one month before each of these deadlines.

#### **5. Selection Criteria**

The criteria which will be used to determine the recipients of the award are as follows:

- **Teaching Skills:** Is the nominee knowledgeable of the subject matter?
- **Attitude:** Does the nominee exhibit enthusiasm for the subject and motivate students?
- **Communications:** Does the nominee communicate clearly and effectively?
- **Organization:** Is the nominee well organized and demonstrate good timeliness?
- **Grading:** Is the nominee fair and consistent in his/her grading and evaluating?
- **Availability:** Is the nominee available and willing to provide help at pre-arranged times?

## **6. Selection Procedure**

Selection will be made by the MIE Committee on Teaching Awards, which consists of the following individuals:

- Chair of the Department of Mechanical and Industrial Engineering
- Associate Chair, Undergraduate Studies
- MIE representative on the Faculty Committee on Teaching Methods and Resources
- Chair of the MIE Honours and Awards Committee
- Undergraduate Program Coordinator and Counsellor

The MIE Committee on Teaching Awards will meet no later than June 30<sup>th</sup> each year to determine the winners of the Teaching Assistant Awards for the academic year that is ending. The five winners will be announced at that time and they will be based on nominations made for either and/or both of the academic terms. The Committee reserves the right to choose fewer than five winners in any given academic year.