REGINALD D. ARCHAMBAULT AWARD FOR TEACHING EXCELLENCE

AWARD GUIDELINES

Completed Application Deadline: August 15, 2014

Purpose

The Reginald D. Archambault Award for Teaching Excellence recognizes, rewards, and promotes excellence in teaching for the Brown University summer programs. The award is presented by School of Professional Studies at Brown University.

Reginald D. Archambault, Professor of Education emeritus, was the inaugural Dean of Summer Studies, 1984 – 1992. An expert in the educational philosophy and works of John Dewey, Prof. Archambault served as Chair of Brown’s Education Department from 1967 through the early eighties, contributing greatly to the Brown Master of Arts in Teaching (MAT) Program and developing the Brown Summer High School as a teaching laboratory. He remains a dedicated admirer of the craft of pedagogy.

Awards

Awardees will be acknowledged at the spring Orientation for summer instructors and will be featured on the School of Professional Studies web site. The first prize awardee(s) receive a $1,000 honorarium.

Eligibility

All Brown graduate students and Brown post-doctoral fellows on the SPS summer faculty are eligible to apply. All complete applications submitted by the deadline, and endorsed by a faculty member affiliated with the applicant’s course content, will be considered.

Deadline

Completed Application Deadline: August 15, 2014

(Please send materials electronically to cecourses@brown.edu with SPS Teaching Award in the subject line)

Notification

Winners will be announced on our website on October 31st.
Please submit the following materials electronically

A. **Application Form**

B. **Observer Form:** The person you select to observe your course should be familiar with your discipline and be able to assess your abilities in the context of other instructors at comparable stages in their careers. Your observer will be asked to review your course as a whole and to assess the quality of your teaching with specific reference to the Award Criteria. Please provide your Observer with the **Faculty Observation Form** and the **Award Criteria**. It would be helpful to your Observer if you provide him/her with all course materials (see C, below), a preliminary draft of your Applicant’s Statement (see D, below and the Award Criteria), and the Award Criteria as presented at the end of this document. The faculty member who agrees to support your application should plan to observe your class for about 90 minutes.

C. **Course Description, Syllabus, Course Pack, and other materials**
   Please provide copies of all the materials you gave to your students referencing the course, what they will learn, and how they will be learning it. If you used Canvas, please print out the relevant pages that illustrate the structure and essence of the course.

D. **Applicant Statement** (two pages maximum)
   Please write an essay on your approach to teaching and learning and describe how you link (a) your course goals to (b) the ways in which you teach the material and (c) the ways you determine the extent to which students have learned what you intended for them to learn – addressing especially each of the seven questions below.

E. **Faculty Reference**
   Please have your faculty observer send the reference and rubric directly to us at cecourses@brown.edu. We suggest sharing a preliminary draft of your Applicant Statement with your Observer prior to the observation. Applicant Statement may include reflections after the course’s conclusion, but must be submitted by August 15th.

F. **Student Course Evaluations**
   SPS will include your Banner Course Evaluations in its review of your application. If you also do additional student evaluations, you may include them with your application. Additional supporting documents, including student references or feedback, should be sent to cecourses@brown.edu with **SPS Teaching Award** in the subject line.

G. **Optional: Peer Reference**
   Any individual, who observed your class and knows about your course material, may also provide a reference.
The Award Criteria

Goal Setting & Learning Goals

1. What was your course’s overarching and subject specific learning goals? What did you want students to be able to do as a result of the course? How did you communicate the goals to students?

Course Design & Teaching Style

2. Creativity and innovation in designing the course: How did you develop a course that made the content vibrant, meaningful, useful, and engaging?

3. Creativity and innovation in the teaching of your course: What types of imaginative pedagogical teaching methods did you use?

4. Learning atmosphere and class room management: How did you create a respectful and safe environment where learning could flourish?

5. Motivating and inspiring students: What did you do to motivate and inspire students to sustain their engagement with the subject matter?

6. Challenging students: What did you do to you challenge students and encourage them to think critically?

Assessment & Feedback

7. How did you determine whether, and to what degree, your students actually learned what you intended them to learn? To what degree did you succeed in the goals listed in question #1?
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APPLICATION FORM

Applicant Name: ________________________________

Rank: □ Graduate Student □ Post-Doctoral Fellow

Department: ________________________________

Course: ________________________________

Faculty Observer: ________________________________

Applicant Signature: ________________________________
REGINALD D. ARCHAMBAULT AWARD
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FACULTY OBSERVATION FORM

Award Applicant
Name: ____________________________________________

Rank: □ Graduate Student □ Post-Doctoral Fellow

Department: _______________________________________

Course: __________________________________________

Faculty Observer: __________________________________

Date Observed: ____________________________________

Faculty Signature: __________________________________

*Note to the Faculty Observer

In your letter of support, please address the quality of the instructor’s course design and teaching, share the evidence of your assessments, and give examples, making specific reference to each of the seven questions raised in the Award Criteria. Please rank, i.e. – top 2%, 5%, 15%, or 30%, the instructor’s performance in each of the seven areas indicted in the Award Criteria, compared to others who are at similar stages in their teaching career.

Please send your reference letter electronically to cecourses@brown.edu with SPS Teaching Award in the subject line.