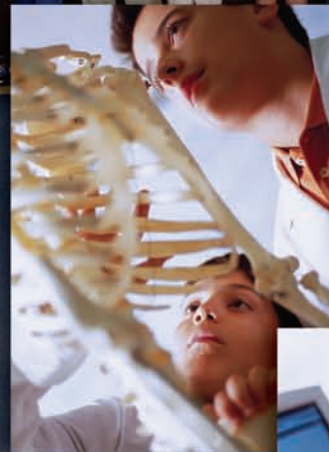




Government
of Canada

Gouvernement
du Canada

Guidelines and Nomination Form



Prime Minister's Awards
for Teaching Excellence
2007-2008

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Lignes directrices et formulaire de mise en candidature – Prix du Premier ministre pour l'excellence en éducation 2007-2008.



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For most of us, at least one teacher stands out in our memories – someone who encouraged, enabled and inspired us to do our very best. Teachers play a tremendous role, not only in the academic achievement of students, but in the attitudes and abilities they carry with them beyond the classroom.

The Prime Minister's Awards (PMAs) for Teaching Excellence honour outstanding and innovative elementary and secondary school teachers in all disciplines who instill in their students a love of learning and who utilize information and communications technology (ICT) to better equip their students with the skills needed to meet the challenges of a 21st century society and economy.

Awards

- ▶ Up to 15 Certificates of Excellence (national level), including a financial award of \$5,000.
- ▶ Up to 50 Certificates of Achievement (regional level), including a financial award of \$1,000.

Certificates of Excellence are awarded to the 15 top-ranked nominees, with at least one award designated for each of the following regions: British Columbia; Prairies; the North (Yukon, Northwest Territories and Nunavut); Ontario; Quebec; and Atlantic Canada.

Up to 50 of the next top-ranked nominees each receive a Certificate of Achievement.

Financial awards are issued to the recipient's school or teaching institution (as identified on the nomination form) to be spent under the recipient's direction. When a winning teacher changes schools, financial awards go to the school at which the recipient was teaching at the time of nomination.

Award funds may be used for professional development, equipment (such as computers, software, and audio-visual and laboratory equipment), resource materials, website development, teaching aids, or other tools to improve teaching and student learning.

Recognition

All winning teachers receive a certificate, PMA pin and letter of congratulations from the Prime Minister.

Certificate of Excellence recipients may also be invited to participate in best practice sessions and attend a special event where the Prime Minister will formally announce the PMA recipients and present them with their award certificates.

Certificate of Achievement recipients are honoured at school or community events involving principals, peers, students and local members of Parliament.

Each recipient's school also receives a certificate, signed by the Prime Minister, recognizing its support and contribution to the teacher's achievement.

Promotion

The achievements of all recipients are promoted both nationally and in the teachers' home communities. Certificate of Excellence recipients are profiled (with their permission) in the Prime Minister's Awards *Exemplary Practices* publication, which can be viewed across Canada and around the world at www.pma.gc.ca. Certificate of Achievement recipients are also highlighted in this publication.

Eligibility

Upon submission of the nomination by **December 17, 2007**, all nominees must meet the following criteria:

- ▶ Nominees must be Canadian citizens or permanent residents.
- ▶ Nominees must be certified to teach in a public or private school in a Canadian province/territory. *(a copy of original teaching certification must be provided)*
- ▶ Nominees must teach full-time in a Canadian school at the elementary or secondary level. Part-time teachers may be nominated, provided that they teach the equivalent of 2.5 days a week in a classroom setting (or as defined by provincial or territorial guidelines).
- ▶ Nominees must have taught in a Canadian school for at least three years.
- ▶ A nominee's teaching certification must remain in good standing with the provincial/territorial governing body. *(proof of teaching certification status is required – letter from province/territory or College of Teachers is accepted)*

Posthumous nominations are not accepted.

The Prime Minister's Awards are designed to honour the overall accomplishments of a single teacher or a teaching team of up to three teachers. The program is not intended to recognize the achievements of an entire school or teaching staff. When team members teach in different schools, boards or districts, any cash award is shared equally among the institutions.

Teachers of young children who are not eligible for this award may be eligible for the Prime Minister's Award for Excellence in Early Childhood Education. Nomination guidelines are available at www.pma.gc.ca, by sending an e-mail to pmaece-ppmepe@gc.ca or by calling (613) 946-0651.

Nominators

Nominators may be any person or group with direct knowledge of the nominee's contribution. However, self-nominations or nominations received from a nominee's direct family members will not be accepted.

Renomination

Recipients of a Certificate of Achievement may be renominated for a Certificate of Excellence in a subsequent year, but are ineligible for a second Achievement award. Unsuccessful nominees may be renominated in a subsequent year. In all cases, complete and updated nomination packages must be submitted. Previous recipients of a Certificate of Excellence are not eligible.

"This ranks up there, along with my wedding day and the birth of my son! It is the pinnacle of awards for a teacher."

2005 TE Recipient

How Recipients are Chosen

A committee of representatives of education stakeholders from across Canada review all nominations received for the Prime Minister's Awards (see current list of organizations represented in the selection committee on our website: www.pma.gc.ca).

Nominations are evaluated in two stages, by regional and national selection committees. Each nomination is reviewed by five separate members of the regional selection committee. Then, the top-ranked nominees are evaluated by the national selection committee. A final list of top-ranked individuals is then recommended to the Prime Minister for recognition.

Selection Criteria

Award recipients are selected based on their innovative use of information and communications technology (ICT) in the classroom, the excellence and innovation of their teaching practices, their ability to achieve outstanding results with students, to inspire them to learn and continue learning, and to equip them with the knowledge, attitudes and skills they will need to succeed in tomorrow's society and economy.

In selecting award recipients, the committee looks for **clear evidence** that nominees have excelled in **all six** areas described below:

“To be honoured with this award has only confirmed my passion for teaching.”

2005 TE Recipient

1. *Integration of Information and Communications Technology (ICT) in the Classroom*

The capacity to integrate ICT in the classroom is a key consideration for selection. In order for an award recipient to be selected by the committee, the nomination text must clearly describe and provide concrete examples of the teaching practices that demonstrate the teacher's utilization of ICT, such as the following:

- ▶ innovatively and effectively using ICT in the classroom;
- ▶ integrating ICT into the curriculum;
- ▶ developing collaborative computer or Internet-based projects, learning materials and resources, or showing leadership in the use of these resources;
- ▶ providing opportunities for students to be actively engaged in hands-on learning (using a variety of multi-media technologies).

While ICT is an integral part of a nomination and an exemplary project or practice may form part of it, nominees are judged on their overall merits as teachers. In selecting award recipients, committees will look for clear evidence that the nominees' use of ICT has also helped them excel in all of the five other areas listed below:

2. *Innovative and Exemplary Teaching Practices*

The nomination text should describe and provide concrete examples of the teaching practices that best show the teacher's contribution to his or her students' learning, such as the following:

- ▶ creating a particularly stimulating and innovative learning environment;
- ▶ creatively integrating a subject with other disciplines;
- ▶ integrating hands-on strategies and problem-solving activities into daily teaching practices;
- ▶ adapting provincial or territorial policies and curricula in an exceptional fashion to meet student needs;
- ▶ involving parents or the community in student learning;
- ▶ developing community- or business-education partnerships;
- ▶ demonstrating the relevance of a subject to society;
- ▶ providing constructive feedback to students.

3. Student Skills Development

The nomination text should describe and provide concrete examples of evidence of student skills development,¹ such as students' ability to do the following:

- ▶ listen, understand and communicate effectively;
- ▶ demonstrate positive attitudes and behaviours;
- ▶ be creative and innovative;
- ▶ be flexible and adaptable;
- ▶ work independently or with others as a team;
- ▶ think critically and act logically;
- ▶ identify problems and implement solutions;
- ▶ show leadership and take initiative;
- ▶ use tools, technology and information systems effectively;
- ▶ find, organize and apply knowledge and information from various fields;
- ▶ set goals and manage time effectively;
- ▶ be responsible for actions taken;
- ▶ work safely;
- ▶ learn continuously.

4. Student Interest and Participation

The nomination text should describe evidence and provide concrete examples of increased student interest and participation, such as the following:

- ▶ high attendance rates;
- ▶ outstanding engagement of students, regardless of level or ability;
- ▶ increased student participation in extracurricular activities, educational partnerships, and co-op or apprenticeship programs, beyond course requirements;
- ▶ student participation in collaborative on-line learning;
- ▶ voluntary participation in Advanced Placement courses;
- ▶ student tutoring or mentoring of peers, students with special needs or students from lower grades.

¹ Skills are drawn from The Conference Board of Canada's Employability Skills 2000+. For more information, go to <http://www.conferenceboard.ca/education>.

5. *Student Achievement and Performance*

The nomination text should describe and provide concrete examples of the teacher's role in improving student achievement and performance, regardless of level, with individual students, groups or classes.

Evidence may include the following:

- ▶ results from in-class tests, or district or school board examinations;
- ▶ achievement in provincial, national and international contests or exams;
- ▶ achievement in co-op placements or educational partnering activities;
- ▶ receipt of awards or scholarships;
- ▶ testimonials (such as letters, class work and student journals) from parents, students, administrators, colleagues or business, college, university or other education partners.

6. *Teacher Commitment and Leadership*

The nomination text should describe and provide concrete examples of evidence of teacher commitment and leadership, such as the teacher's role in the following:

- ▶ organizing or delivering professional development courses, workshops or other in-service activities;
- ▶ organizing or participating in extracurricular activities for students;
- ▶ developing and disseminating curricula and learning materials;
- ▶ preparing articles or newsletters that contribute to the teaching profession;
- ▶ continuing to develop subject matter and teaching expertise;
- ▶ doing volunteer work;
- ▶ organizing social events.

Helpful Hints in Preparing A Nomination Text

Follow the criteria set out in the nomination guidelines. Provide adequate detail for each of the six categories of selection criteria. You may wish to organize your text using the same headings.

Provide concrete examples and details to show how the nominee has met the selection criteria and explain the impact of the teacher's efforts. Describe any special projects, teaching philosophies, unique learning environments, extracurricular activities, student reactions, outcomes or special achievements that make this teacher stand out.

Focus on the nominee's overall achievements. Show that the nominee is well rounded and meets all six criteria in his or her overall work, not just in one particular project. Include other activities the teacher participates in for his or her students, fellow educators or school (such as extracurricular activities, volunteer work, professional development or social events).

How to Apply

- ▶ Once you have identified one outstanding teacher or a team of teachers, develop a nomination package, following the guidelines and checklist provided.
- ▶ Each nomination package must include a completed copy of the attached PMA nomination form. This form is also available on the Internet (www.pma.gc.ca).
- ▶ Forms must be signed by the nominee and the nominator, as well as by the nominee's principal or supervisor.
- ▶ When there is more than one nominee, please copy and complete a separate form for each.
- ▶ When more than one nomination package is received for a teacher, nominators are asked to combine their packages.

Nomination Deadline

The deadline for nominations is **December 17, 2007**.

*"This award has been such an honour
and a tremendous opportunity."*

2005 TE Recipient

Assembling a Nomination Package

An effective nomination package illustrates the outstanding achievements of the nominee and clearly explains why he or she should receive one of Canada's highest teaching honours. As a nominator, you are "painting a picture" of a nominee's achievements for selection committees that review hundreds of applications, so the package should be compelling.

Your nomination package must not exceed **20 pages**, excluding teacher certification and checklist.

Format

Typewritten and double-spaced. All information should be typewritten in a font no smaller than 10 point and double-spaced on 8½" x 11" paper.

One-sided. To ensure ease of reproduction, please print on one side only.

Packaging. Creative packaging can certainly make a nomination package stand out. Unfortunately, the selection committee members do not get the opportunity to see it. Therefore, simple packaging is recommended.

Binding. For ease of reproduction, please do not bind your nomination package!

Five copies. In addition to the original, please include five copies of the complete package.

Please send nomination packages to the following address:

Prime Minister's Awards for Teaching Excellence

Industry Canada

300 Slater Street, 18th floor

Ottawa ON K1A 0C8

For more information, please send an e-mail to pmate-ppmee@gc.ca or call the Prime Minister's Awards program at (613) 946-0651

Acknowledgments

The Prime Minister's Awards for Teaching Excellence would not exist without the generous support of its corporate partner, the RBC Foundation and the invaluable assistance of its education sector partners. Numerous organizations involved in education take part in the award selection process. These include teachers' federations, parent-teacher associations, post-secondary institutions, provincial and territorial education ministries, business organizations and student groups. The program could not function without the participation of volunteers from these organizations. A list of the participating organizations is available on request or on the program website: www.pma.gc.ca.

Prime Minister's Awards for Teaching Excellence

CHECKLIST

(To facilitate the preparation of the nomination package and its review by the PMA office, please attach this checklist to your nomination package) Your nomination package must not exceed 20 pages, excluding teacher certification and this checklist.

- Copy of this checklist fully completed**
- Signed nomination form** (2 pages)
- Evidence of nominee's Teacher Certification** (*a copy of the nominee's Teaching Certificate that shows the original year of certification*)
- Evidence that nominee's Teacher Certification remains in good standing** (*a letter from the provincial or territorial licensing body or from the College of Teachers is accepted*) (1 page)
- Evidence of nominee's experience** (*Employer confirmation letter indicating a minimum of three years employment in elementary or secondary schools*) (1 page)
- Nomination text** (maximum 10 pages)
- Letters of support** (Three letters required) (maximum 6 pages) Letters of support should provide evidence of the nominee's excellence and achievements under any or all of the six selection criteria. The selection committee looks at the picture painted in both the nomination text and the letters of support. Letters should not exceed two pages and must be signed by the author. To reduce repetition, ask writers to focus on one or two specific things about the educator that make her or him exceptional. Letters may come from anyone with direct knowledge of the nominee's accomplishments; however, letters from parents, children, peers and professional associations are often particularly effective in demonstrating a nominee's impact. Letters of support **must be issued no earlier than six months prior** to the nomination deadline, and must contain contact information (including mailing address and phone number) for the author.

Prime Minister's Awards for Teaching Excellence
2007-2008 Nomination Form

Please type or write in BLOCK letters. Please provide a separate form for each nominee.

Nominee's Personal Information

Dr. Mr. Mrs. Ms.

First Name _____ Last Name _____
Please provide names as they should appear on certificates.

Home Address _____

City _____ Prov./Terr. _____ Postal Code _____

Tel. (H) (_____) _____ E-mail (H) _____

Tel. (W) (_____) _____ E-mail (W) _____

Personal Information

All personal information collected in nominations is protected under the *Privacy Act*. It is used by Industry Canada to process the nominations and for related statistical studies. Participation is voluntary. Information will be stored in Personal Information Bank IST-P-PU-015. Nominees may access, request correction of, or have a notation attached to the information about them at the address on page 11. IST/IST-205-05074.

Each award recipient's name, school, community, and work contact information are included in short biographies published for the media and on the World Wide Web. Award recipients' photographs may also be used in promotional and information materials by the Prime Minister's Awards for Teaching Excellence.

Nominator

To be completed by either an individual nominator or a representative of a nominating group.

Dr. Mr. Mrs. Ms.

First Name _____ Last Name _____

Organization Represented _____

Address _____

City _____ Prov./Terr. _____ Postal Code _____

Tel. (H) (_____) _____ Tel. (W) (_____) _____ Fax (_____) _____

E-mail _____

Principal/Supervisor

Dr. Mr. Mrs. Ms.

First Name _____ Last Name _____

Nominee's School Information

Full Name and Address of School (or school board if teacher is not affiliated with a particular school)
(A certificate will be issued to this teaching institution if the nominee is chosen for an award.)

School Name _____

School Address _____

City _____ Prov./Terr. _____ Postal Code _____

School Telephone _____ School Fax _____

School E-mail _____

School Website _____

Grades Currently Taught _____

Subject(s) Currently Taught _____

Aboriginal School Does the nominee use information and communications technology (ICT) in his or her classroom?

Signatures

Nominator

Signature of Nominator _____ Date _____

Nominee

I, the nominee, affirm that all information contained in this nomination package is, to the best of my knowledge, complete and correct. By signing this form, I authorize the Prime Minister's Awards office to conduct a verification of the information provided in this nomination. I understand that award-winning ideas and methods will be published in an exemplary practices publication and I give my release for that purpose.

Signature of Nominee _____ Date _____

Principal/Supervisor

Signature of Principal/Supervisor _____ Date _____

For more information or assistance in completing your nomination,
 please call the PMA office at (613) 946-0651, or send us an e-mail at (pmate-ppmee@gc.ca).

<i>FOR PMA OFFICE USE ONLY</i>		
Is the nominee a Canadian citizen or permanent resident?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is a copy of the Teacher's Certificate included?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the teacher's certification in good standing?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the nominee have at least three years experience teaching in primary or secondary schools?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the nomination text included in the nomination package?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are the three letters of support included in the nomination package?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the nominee meet all criteria to be eligible for a PMA?	Yes <input type="checkbox"/>	No <input type="checkbox"/>