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Prime Minister's Awards for Teaching Excellence

1998 GUIDELINES & NOMINATION FORM

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Canada

Prime Minister's Awards for Teaching Excellence

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INTRODUCTION

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 students' academic achievement, but also in the attitudes and abilities they carry with them beyond the classroom. In a rapidly changing, knowledge-based economy, teachers provide students with tools to become good citizens, to grow and prosper as individuals, and to contribute to the growth, prosperity and well-being of Canada.

OBJECTIVE

The Prime Minister's Awards for Teaching Excellence honour outstanding elementary and secondary school teachers in all disciplines who best equip their students to meet the challenges of a changing society and knowledge-based economy.

AWARDS

- up to 15 *Certificates of Excellence*, including a financial award of \$5000
- up to 50 *Certificates of Achievement*, including a financial award of \$1000.

Of the 15 *Certificates of Excellence*, five are allocated regionally: one in British Columbia and the Yukon, one in the Prairies and Northwest Territories, one in Ontario, one in Quebec, and one in the Atlantic region.

Financial awards are issued to the recipient's school or teaching institution (as identified on the nomination form) to be spent under the direction of the recipient.

Award funds can be used for professional development, equipment (i.e. computers, software, and audio-visual and laboratory equipment), resource materials, Web site development, teaching aids or other tools to improve teaching and student learning.

RECOGNITION

All winning teachers receive certificates, pins and a letter of congratulations from the Prime Minister.

Certificate of Excellence winners also receive a five-day, all-expenses-paid trip to Ottawa involving tours and best practice sessions, and culminating in the presentation of award certificates by the Prime Minister at a special event.

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

Recipients' schools also receive a certificate, signed by the Prime Minister, recognizing their support and contribution to the teachers' achievement.

PROMOTION

The achievements of all recipients are promoted both nationally and in their home communities. The exemplary teaching practices of *Certificate of Excellence* recipients are published (with permission) and shared in print with educators across Canada and around the world on the Internet.

INTERNET CONNECTION

The Internet has become a powerful tool in education, opening a world of learning opportunities for students and teachers. As part of this award, *Certificate of Excellence* recipients will be given Internet access for one year. All winning teachers will be invited to join a list-server designed to help award recipients share ideas and information with fellow recipients and other interested educators.

ELIGIBILITY

Nominees must:

- be Canadian citizens or permanent residents
- teach full time in the classroom at the elementary or secondary level in a Canadian school
- have taught in a Canadian school for at least three years (copies of certification required).

Posthumous nominations are not accepted.

Teams of up to three teachers may be nominated. If team members teach in different schools, boards or districts, any cash award will be shared equally among institutions.

NOMINATORS

Nominators may be any person or group with direct knowledge of the nominee's contribution. Teachers may also nominate themselves.

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-level award. Unsuccessful nominees may be renominated for a subsequent program year. In all cases, complete and updated nomination packages must be submitted.

Previous recipients of a national-level Prime Minister's Award for Teaching Excellence in Science, Technology and Mathematics are not eligible.

HOW RECIPIENTS ARE CHOSEN

Award recipients are selected in two stages by regional and national committees of education stakeholders from across Canada.

SELECTION CRITERIA

Award recipients are selected based on 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 abilities they will need to succeed in tomorrow's society and economy.

Selection committees will look for clear evidence of how nominees have excelled in some or all of the following areas:

- exemplary teaching practices
- student interest and participation
- student achievement/performance
- student skills development
- teacher commitment and leadership.

Examples of exemplary teaching practices could include the following:

- creating a particularly stimulating learning environment
- creatively integrating a subject with other disciplines
- integrating hands-on strategies and problem-solving activities into daily teaching practices
- using information technologies innovatively and effectively in the classroom
- 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 relationship between a subject and society
- providing constructive and relevant feedback to students.

Evidence of increased student interest and participation could include 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
- voluntary participation in advanced placement courses
- student tutoring or mentoring of peers, students with special needs or students from lower grades.

Evidence of student achievement and improved performance could include the following:

- results from in-class tests, or district or school board examinations
- achievement on provincial, national and international contests or exams
- achievement in co-op placements or educational partnering activities
- testimonials from parents, administrators, colleagues, students, or business, college, university or other education partners.

Examples of student skills development* could include the ability to do the following:

- understand and communicate effectively
- be imaginative and creative
- be flexible and adaptable
- work with others as a team
- think critically and act logically
- solve problems and make decisions
- show leadership and take initiative
- use technology, instruments, tools and information systems effectively
- access and apply specialized knowledge from various fields — from science, mathematics and technology to the social sciences and humanities
- set goals and manage time effectively
- demonstrate positive attitudes and behaviours
- be responsible for actions taken.

Evidence of teacher commitment and leadership could include the following:

- organizing or delivering professional development courses, workshops or other in-service activities for peers
- organizing or playing a major role in extracurricular activities for students

- developing and disseminating curricula and learning materials
- developing collaborative, computer or internet-based projects, learning materials and resources, and/or showing leadership in the use of these resources
- preparing articles or newsletters that contribute to the teaching profession
- continuing to develop subject matter and teaching expertise.

HOW TO APPLY

- Use the attached nomination form to submit your nomination. This form is also available on the Internet at <http://www.schoolnet.ca>
- Forms must be signed by the nominee and the nominator, as well as by the nominee's principal or supervisor.
- If there is more than one nominee, please copy and complete a separate form for each.
- If more than one nomination package is received for a teacher, nominators will be asked to combine their packages.

NOMINATION DEADLINE

The deadline for nominations is **November 20, 1998.**

NOMINATION PACKAGES MUST INCLUDE THE FOLLOWING:

- ☐ **signed nomination form** (two pages).
- ☐ **teacher certification** that includes the original year of certification (copy).
- ☐ **nomination text** (maximum 10 pages). This section should sum up why the nominated teacher(s) should win this award. Please provide concise details about the nominee's background, teaching practices and innovative activities, and his or her impact on students.
- ☐ **letters of support** (minimum three). Letters should not exceed one page and must be signed and dated by the author.
- ☐ **additional support materials** (maximum five pages — optional). These could include lesson plans or curricula, samples of student work, samples of student learning and evaluation, media reports, additional letters of support/recommendation, or a curriculum vitae. **Copies of support material are recommended as these will not be returned.**

* A number of these skills are drawn from the Conference Board of Canada's *Employability Skills Profile*, 1992.

- The complete nomination package must not exceed 20 pages, excluding teacher certification.
- All information should be typewritten (no smaller than 10 point) and double-spaced on 8 1/2" x 11" paper.
- To ensure ease of reproduction, please type on one side only.
- In addition to the original, please include **five** copies of the complete package. A total of six copies of any additional support materials, including videos, CD-ROMs, etc., must also be included. These will be viewed at the evaluators' discretion.

PLEASE SEND NOMINATION PACKAGES TO:

Prime Minister's Awards for Teaching Excellence
Industry Canada
Room 713
Heritage Place
155 Queen Street
Ottawa ON K1A 0H5

For more information about the Prime Minister's Awards, please send an E-mail to pmawards@ic.gc.ca or call our hotline (1-800-268-6608).

ACKNOWLEDGEMENTS

The Prime Minister's Awards for Teaching Excellence would not exist without the financial support of our corporate partners: Bell Canada, GE Canada, Kraft Canada and the Royal Bank Financial Group.

In addition, 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. (List available upon request.)

PRIME MINISTER'S AWARDS FOR TEACHING EXCELLENCE

Nomination Form

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

NOMINEE

☐ Dr. ☐ Mr. ☐ Mrs. ☐ Ms. ☐ Miss

Last Name* _____ First Name and Initial* _____

Name and Address of School*

(or school board if teacher is not affiliated with a particular school)**

E-mail Address _____

Web Site URL _____

School Board Name and Address (where applicable) _____

Elementary ☐ Secondary ☐ Aboriginal School Y ☐ N ☐

Subject(s) Taught All ☐ Specify _____

* Please provide names as they should appear on certificates.

** Cash awards will be made to this teaching institution if a nominee is chosen for an award.

PERSONAL INFORMATION

Home Address _____

City _____ Prov./Terr. _____ Postal Code _____

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

E-mail Address _____

Web Site URL _____

Privacy Act

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 6. IST/IST-205-05074.

NOMINATOR (IF DIFFERENT FROM NOMINEE)

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

Last Name _____ First Name and Initial _____

Organization Represented _____

Address _____

City _____ Prov./Terr. _____ Postal Code _____

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

E-mail Address _____

SIGNATURES

Signature of Nominator _____ Date _____

I, the nominee, affirm that all information contained in this nomination package is, to the best of my knowledge, complete and correct. I understand that award-winning ideas and teaching methods will be published in an annual report of exemplary practices and I give my release for that purpose.

Signature of Nominee _____ Date _____

Principal/Supervisor Name _____

Signature of Principal/Supervisor _____ Date _____

**For more information or assistance in completing your nomination, call our hotline,
toll-free at 1-800-268-6608 or send an E-mail to pmawards@ic.gc.ca**

DATE DUE
DATE DE RETOUR

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