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Guidelines and Nomination Form



2002-2003

Prime Minister's Awards
for Teaching Excellence

Canada

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F 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 for Teaching Excellence honour outstanding and innovative elementary and secondary school teachers in all disciplines who best equip their students to meet the challenges of our 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.

Five Certificates of Excellence are allocated regionally: one for British Columbia and Yukon; one for the Prairies, Northwest Territories and Nunavut; one for Ontario; one for Quebec; and one for Atlantic Canada.

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, Web site development, teaching aids, or other tools to improve teaching and student learning.

"The teachers we honour tonight understand the meaning of innovation. Every day, in their classrooms, they develop new and creative ways to help young people learn."

*The Right Honourable Jean Chrétien
Prime Minister of Canada
at the awards ceremony for the Prime Minister's
Awards for Teaching Excellence
Ottawa, May 23, 2002*

Recognition

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

Certificate of Excellence winners also receive a four-day, all-expenses-paid trip to Ottawa involving tours and best practice sessions, culminating in the presentation of award certificates by the Prime Minister at a special event. Families are welcome and some activities are organized for them; however, please note that the Prime Minister's Awards program covers only the recipients' travel costs. The program also does not cover substitute teacher costs.

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 permission) in the Prime Minister's Awards program's publication *Exemplary Practices*, in print for educators across Canada and on the Internet (<http://www.pma-ppm.ca>) for educators around the world. (The Certificate of Achievement recipients are also mentioned in this publication.)

Corporate partner Canadian Learning Television visits the schools of Certificate of Excellence recipients to produce video snapshots of these winning teachers and their students. These clips are shown at the awards ceremony on Parliament Hill and as public service announcements on Canadian Learning Television.

On-line Learning

Information and communications technology is increasingly being used as a tool to support innovative teaching and student learning. As part of this award, Certificate of Excellence recipients are offered Internet access for one year. All recipients are invited to share ideas and teaching practices electronically and are encouraged to help develop Canadian, curriculum-based, on-line learning resources through related programs, such as Canada's SchoolNet, Canada's SchoolNet GrassRoots Program and the SchoolNet Network of Innovative Schools.

*"What does innovation mean? . . .
It means a country in which every
worker and manager, every small
business and entrepreneur, every
labourer and inventor, pursues a
culture of excellence. Excellence
in the products we make and the
services we provide. In the way we
teach our children and heal our
sick. Excellence because, in a
competitive world, that is the
standard we must meet. Because
nothing less will do."*

*The Honourable Allan Rock, Minister of Industry
speaking to the Canadian Chamber of Commerce
Toronto, February 12, 2002*

Eligibility

- Nominees must be Canadian citizens or permanent residents.
- Nominees must teach full time in a Canadian school at the elementary or secondary level (part-time teachers or administrators 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 (copies of certification required).

Posthumous nominations are not accepted.

The Prime Minister's Awards are designed to honour the overall accomplishments of a single teacher or a 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.

Nominators

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

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.

How Recipients are Chosen

Regional and national committees of education stakeholders from across Canada select award recipients in two stages.

"The award brought honour and distinction to my school and my program. It made my students proud. I think I will continue to gain access to opportunities for growth because of it."

2000-2001 Prime Minister's Award recipient

Selection Criteria

Award recipients are selected based on the excellence and innovation of their teaching practices, and 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. While an exemplary project or practice may form part of a nomination, nominees are judged on their overall merits as teachers. In selecting award recipients, committees look for clear evidence that nominees have excelled in all of the following five areas.

Innovative and Exemplary Teaching Practices

The nomination text should describe 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
- innovatively and effectively using information and communications technology in the classroom and integrating it into the curriculum
- 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.

Student Skills Development

The nomination text should describe evidence of student skills development,* 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.

* Skills are drawn from The Conference Board of Canada's *Employability Skills 2000+*. For more information, go to <http://www.conferenceboard.ca/education> (click on the Employability Skills 2000+ logo).

*"As a teacher,
I have moments
when I wonder if
anyone is watching
and if anybody cares.
I don't think I will
ever doubt again.
I now have far too
many tangible
reminders that the
teaching arts are
appreciated far
beyond the
classroom walls."*

2001-2002 Prime Minister's
Award Recipient

Student Interest and Participation

The nomination text should describe evidence 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.

Student Achievement and Performance

The nomination text should describe 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.

Teacher Commitment and Leadership

The nomination text should describe 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
- developing collaborative computer- or Internet-based projects, learning materials and resources, 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
- doing volunteer work
- organizing social events.

"I think it's the Nobel Prize of teaching — a major highlight of my teaching career. Professionally, it gives me a chance to make a bigger difference."

1999–2000 and 2000–2001 Prime Minister's Award recipient

How to Apply

- Use the attached nomination form to submit your nomination. This form is also available on the Internet at <http://www.pma-ppm.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 20, 2002**.

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 should include the following items. **You must submit an original and five copies of your nomination package.**

- ☐ **Signed Nomination Form** (2 pages).
- ☐ **Teacher Certification** that includes the original year of certification (copy).
- ☐ **Nomination Text** (maximum 10 pages).
- ☐ **Letters of Support** (three required). Letters should not exceed one page and must be signed by the author. To reduce repetition, ask writers to focus on one or two specific things about the teacher that make him or her exceptional.
- ☐ **Additional Support Materials (optional)**; maximum 5 pages). These could include lesson plans or curricula, multimedia samples of students' work (for example, CD-ROMs, videotapes and Web sites), relevant photos with captions, samples of student learning and evaluation, media reports, additional letters of support or a curriculum vitae. Make copies of support materials, as they will not be returned. Note: These materials are only given to selection committee members on request and they will view them at their discretion. The written nomination text should stand on its own.

Here are a few hints to help you prepare the nomination text.

Follow the criteria set out in the nomination guidelines. You may wish to organize your text using the same headings.

Provide concrete examples and details to show how the teacher 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 five 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).

Format

Typewritten and double spaced. All information should be typewritten in a font no smaller than 10 point and double spaced on 8 1/2" x 11" paper.

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

Five copies. In addition to the original, please include five copies of the complete package, including any additional support materials.

Go to the Prime Minister's Awards program Web site (<http://www.pma-ppm.ca>) to see an example of a successful nomination package.

Please send nomination packages to the following address:

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

For more information, please send an e-mail to pmawards@ic.gc.ca or call the program hotline (1 800 575-9200) or (613) 998-0476.

Acknowledgments

The Prime Minister's Awards for Teaching Excellence would not exist without the financial support of its corporate partners: Bell Canada, Canadian Learning Television, GE Fund, Kraft Canada, Microsoft Canada and the RBC Foundation.

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. A list of the participating organizations is available on request or on the program Web site: <http://www.pma-ppm.ca>.

"The award gave me a tremendous boost, and it gave my staff, colleagues, students and parent groups public affirmation that there are great things happening in education and in support of education."

2001–2002 Prime Minister's
Award recipient

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.

Last Name _____ First Name _____

Please provide names as they should appear on certificates.

Full Name and Address of School (or school board if teacher is not affiliated with a particular school)

Cash awards will be made 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 _____

Teacher's E-mail at School, if different _____

School Web Site _____

Teacher's Web Site at School, if different _____

Grades Currently Taught _____

Subject(s) Currently Taught _____ Years Teaching _____

Aboriginal School ☐

Does the nominee use information and communications technology in his or her classroom teaching? ☐

Check box(es) if the teacher has participated in one or more of the following: Canada's SchoolNet GrassRoots Program ☐

SchoolNet Network of Innovative Schools ☐ CanConnect Skills Certificate initiative ☐ For more information on these initiatives, go to <http://www.connect.gc.ca>.

Personal Information

Home Address _____

City _____ Prov./Terr. _____ Postal Code _____

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

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 9. IST/IST-205-05074.

Each award recipient's name, school, community, principal's name and school 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 program.

Nominator (when different from nominee)

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

☐ Dr. ☐ Mr. ☐ Mrs. ☐ Ms.

Last Name _____ First Name _____

Organization Represented _____

Address _____

City _____ Prov./Terr. _____ Postal Code _____

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

E-mail _____

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. 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

☐ Dr. ☐ Mr. ☐ Mrs. ☐ Ms.

Last Name _____ First Name _____

(Please write in BLOCK letters)

Signature of Principal/Supervisor _____ Date _____

For more information or assistance in completing your nomination, call our hotline
toll free at 1 800 575-9200 or (613) 998-0476, or send an e-mail to pmawards@ic.gc.ca.

DATE DUE
DATE DE RETOUR

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