CSIT TA Department Name Award Information (2019-2020)

About the Award:

- The Carleton School of Information Technology (CSIT) is pleased to accept nominations for two TA Excellence awards, for the year 2019 - 2020. One recipient will be selected for Fall 2019 and one for Winter 2020.
- Each award is valued at $200, in addition to a formal letter of recognition and certificate from the school.

Nomination Process

Who is eligible?

i. Only those TAs that have been assigned to a CSIT Carleton course in Fall 2019 or Winter 2020 are eligible for the Award. This includes BIT, IMD, NET, PLT/OSS, IRM and ITEC courses.
ii. TAs can be nominated for both semesters, but can only win one.

Nomination process?

i. We are seeking nominations from undergraduate students, CSIT faculty members, and non-CSIT instructors of CSIT courses.
   - If more than one individual is considering to nominate the same TA, they are encouraged to collaborate on a single nomination package (one coordinating nominator who will collect support letters and submit the form).
   - Self-nominations are welcome.
   - Support from both students and faculty is preferred.
   - We encourage nominators to provide as much detail as possible on the ways in which the TA excels in the criteria listed below.
ii. The nomination form must be filled online at:
   - https://carleton.ca/tasupport/outstanding-ta-awards-nominations/
iii. Nominated TAs will also be considered for the EDC Outstanding TA Awards.
iv. The nominations will be accepted until 3pm, March 9, 2020.
v. The winners will be notified in mid-April, 2020.

Selection Process

The CSIT Awards committee will review the received nominations and make the decision based on the following criteria:

i. Communication – Quality of communication with students and professor(s).
ii. Teaching – Teaching ability demonstrated in tutorials, labs, office hours, grading feedback, and other opportunities.
iii. Grading – Quality of grading in terms of fairness, promptness, helpfulness, relevance of feedback given, and involvement in course delivery.
iv. Others - Qualities demonstrating commitments to the job. For example: helping in preparation of assignments/exams if not part of duties, bringing to attention of professors and students reading material that complements the selected course material, providing course-related help to students after class hours, etc.