

Department of Cognitive Science

Outstanding TA Award (2024-2025)

About the Award:

- E.g. Two awards are offered annually
- Each winner will receive:
 - **\$200**
 - **Recognition on a plaque**

Nomination Process

*Who is eligible? **TA for a course in Cognitive Science OR a Cognitive Science student who is a TA for a course outside of Cog Sci***

Who should submit the nomination form/package?

- Nominations are welcomed from faculty, contract instructors and students.
- TAs may nominate themselves for the award but self-nominations that have meaningful support from faculty, contract instructors, or students in the course will be given more weight
- Support from both students and faculty is preferred.
- We encourage nominators to provide as much detail as possible to show the ways in which the TA excels in the criteria listed below. Submissions that provide meaningful support will be weighted more significantly than non-specific compliments.
- Teaching materials can be included but should include a brief description of the context.

Where and when to submit?

- Nominators are asked to complete the digital '2023-2024 Outstanding TA Awards'(available through the TLS 'TA Support' website: <https://carleton.ca/teachingawards/awards-for-teaching-assistants/> and attach any additional documentation using this online form.
- **Deadline to submit is Monday March 31, 2025.**

Selection Process

- The selection committee includes **Dr. Jo-Anne LeFevre, Dr. Mary Kelly, and Dr. Kasia Muldner**
- The selection committee will choose the award recipients based on the following criteria where applicable:
 - **Nominators** – TAs nominated by both faculty and students; multiple nominator signatures
 - **Teaching skills** – excellence in guest lectures, tutorials, discussion groups, office hours
 - **Grading** – consistent, fair, equitable, helpful feedback
 - **Communication** – responsive, supportive, clear, concise and timely with faculty and students
 - **Learning environment** – creating a supportive, inclusive and respectful environment
 - **Other** – anything not addressed above that exemplifies TA excellence
- Winner(s) will be informed in **by email** in April.