

Georgia Tech Center for Teaching and Learning

2022 CTL Online TA Awards Application

This form is for candidates nominated in the Online Head Teaching Assistant (OHTA) or Online Teaching Assistant (OTA) category.

Please direct all questions to Dr. Tammy M. McCoy tammy.mccoy@gatech.edu.

When we use the word 'teaching' in this application, we mean any task or duty that involves grading, virtual office hours, web-based synchronous lecture/lab/recitation instruction, responding to students on a discussion board, or generally any other work in which you interact with a student in an academic manner. Your duties performed as a teaching assistant are considered teaching. Many of these questions ask you to describe your teaching experiences. Some of you may have teaching experiences at other places or with on-campus courses that have an online component; however, when you answer the questions in this application, please only describe your teaching experiences in courses at Georgia Tech where instruction takes place fully online.*

**Courses are considered fully online when all or nearly all of the class sessions are delivered via web-based technologies. Generally, if at least 95% of class time is spent online, a course is considered fully online. These courses do not require students to travel to a classroom for regular instruction; however, the course might require students to travel to a site to attend an orientation, to take exams, or similar activities. This award does exclude hybrid or flipped-classroom courses where students are required to meet with instructors or TAs at a physical location on a regular basis.*

Demographic Information

First (Given) Name (e.g., Mary, Robert, etc.): _____

Middle Name or Initial (e.g., Anne, A.): _____

Last (Family) Name (e.g., Smith, Johnson, etc.): _____

Phonetic Spelling of Your Name (e.g., Sophia = so-Fee-uh): _____

[Link to Phonetic Spelling Instructions](#)

Home College (e.g., Engineering, Sciences, Computing, etc.): _____
Home College means the college where you are completing your degree.

Home School/Department (e.g., Physics, Electrical and Computer Engineering, etc.): _____
Home School/Department means the school/department where you are completing your degree.

GT E-mail Address (xxxx@gatech.edu): _____

GTID: _____

Award Category

In which award category are you being recognized? (Please note that you cannot self-nominate.):

Note: If submitting for the Online Head TA Award, fill out the additional 'Leadership' section at the end.

Are you being recognized by the home school/department listed above? Sometimes not the same as your home school/department. Home school/department means the school/department where you are completing your degree.

If no, then select the school/department where you performed the TA duties for which you are being recognized? Sometimes not the same as your home school/department. Home School/Department means the school/department where you are completing your degree.

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Curriculum Vitae

1. What are/were your teaching responsibilities? When describing your teaching responsibilities, please list these by the course number and name (e.g., CETL 8000, developed and lead discussion board topics). Remember to *only* describe responsibilities of courses that were fully online.
2. List any professional development activities about teaching in which you have participated (e.g., TA Orientation, CTL Workshop: How Learning Works, CETL 2000/8000, participation in Tech to Teaching Certificate, etc.).

Teaching Effectiveness

3. How do/did you prepare to perform the teaching duties you described in question 1 (e.g., collaborated with instructor/other TAs on grading rubric, researched current issues/trends to create discussion board topics)?
4. How have you supported student learning in the course(s) in which you were involved? Please be specific (e.g., name of course, level of course, actions you took, strategies you used, etc.).
5. How do you facilitate interaction in the course (e.g., prompt deep discussion by responding to student posts, provide actionable feedback, encourage group collaboration, host virtual office hours, etc.)?

Beliefs About Online Teaching

6. What are your goals for student learning (i.e., the skills/knowledge you want them to demonstrate by the end of the course)?
7. How would you describe your teaching methods? What is the rationale for the teaching methods you use (e.g., "I try to stimulate student interest because ..." or "I use rubrics because ...")?
8. Suppose you were being interviewed for a newspaper article about online classes at Georgia Tech. How would you describe the role of the online TA?

Reflectiveness

9. How will you use the teaching skills you have learned in your future career (e.g., presentation skills, helping others learn, providing constructive feedback)?
10. How have you gathered and/or received feedback on your teaching (e.g., informal student feedback, TAOS/CIOS, direct feedback from instructors)?
11. Provide specific example(s) of efforts you have taken to improve your teaching (e.g., "Based on feedback from students, the next semester I changed ...", "After attending a workshop, I decided to ...").
12. How do you know whether the changes you made to your teaching are successful (e.g., "When I made this change, I observed that ...")?

Leadership

(Complete this section only if completing the application for the Online Head TA Award).

13. What are/were your responsibilities that were unique to your Head TA role?
14. When you work with other TAs, describe your approach to leadership.
15. Describe what you did to model best teaching practices for other TAs. Provide examples of how this helped further the development of your fellow TAs.
16. Describe what you did to inspire or motivate TAs towards excellence in teaching. Explain what impact this had on student learning.

Teaching Endorsements

To successfully complete this application, you will need two individuals to complete a teaching endorsement form on your behalf. Endorsements may come from a former student, a fellow or Head TA, the instructor of record who supervised you, or anyone who can speak to your teaching ability. Please list the full name

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(e.g., Tammy M. McCoy) and GT e-mail address (e.g., tammy.mccoy@gatech.edu) of two individuals that you would like to endorse you as a winner for the **2022 CTL Online TA award**. After submitting your application, please e-mail these two individuals a link to the teaching endorsement form: <https://ctl.gatech.edu/content/2022-ctl-ta-awards-teaching-endorsement>.

Teaching Endorsement 1

Full Name: _____

GT E-mail Address: _____

Teaching Endorsement 2

Full Name: _____

GT E-mail Address: _____