Georgia Tech | Center for Teaching and Learning

2022 CTL TA Awards Teaching Endorsement Form

Please complete this form only if an applicant for the **2022 CTL TA Awards** has requested a teaching endorsement from you. This form will serve in the place of a written letter of recommendation—please complete the prompts below instead of submitting a written letter of recommendation. This form must be submitted to CTL by **5:00 p.m. on Friday, February 25, 2022**. Applications are considered incomplete until applicants have received forms from two references.

Applicants will be evaluated based on the quality of their teaching endorsements. We ask that you consider each question thoroughly. A thoughtful writer will, on average, write at least 1-2 paragraphs per question.

When we use the word *'teaching'* in this form for face-to-face TAs, we mean any task or duty that involves grading, office hours, lecture/lab/recitation instruction, or generally any other work in which the TA interacts with students in an academic manner. Duties performed as a teaching assistant are considered teaching.

When we use the word *'teaching'* in this form for online TAs, 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 the TA interacts with students in an academic manner. Duties performed as a teaching assistant are considered teaching.

*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.)**:** _____

College (e.g., Engineering, Sciences, Computing, etc.)**:** _____

School/Department (e.g., Physics, Electrical and Computer Engineering, etc.)**:** _____

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

Who Are You Endorsing?

Full Name of the Applicant: _____

In which category was this applicant awarded by their department? _____

Teaching Endorsement

1. How long have you known this applicant? In what capacity do you know this applicant?

2. Why do you believe this applicant should be the 2022 CTL TA of the Year in this category? When responding, please discuss what attributes or skills make this TA exceptional when compared to other TAs *(e.g., TA has expressed love of teaching or goes above the call of duty for their role)*.

3. How have you observed the applicant teaching? When responding, please provide examples of the teaching you have observed *(e.g., reading communications between the TA and students, observing the TA's teaching in the classroom (physical or virtual), reviewing written rubrics or the TA's grading, etc.)*.

4. How is the applicant an effective TA? When responding, please provide examples of the applicant's teaching effectiveness *(e.g., improving their teaching practice because of feedback the TA received, going above and beyond to help a student learn outside of the classroom, etc.)*.

5. Is there anything else you want the committee to know about this applicant?