Excellence in Online Teaching Award
Spring 2015

Purpose
The purpose of the Excellence in Online Teaching Award is to recognize an individual whose online teaching has consistently and measurably enhanced student learning.

NOTE: This award was previously known as the DECCO Award for Excellence in Online Teaching.

Criteria
The nominee is expected to provide evidence of meeting or exceeding the following criteria.

Quality of Course Materials and Instructional Strategies: The nominee created well-designed course materials and utilized appropriate instructional strategies. The IPFW Course Design Standards will be used to evaluate the quality of the materials and strategies.

Continuous improvement: The nominee made changes or innovations in online course(s), informed by student feedback, collegial review, student achievement, and educational research. The nominee provides evidence of the results of the changes.

Learner Engagement: The nominee has demonstrated rapport with learners as well as other course participants. Student engagement and persistence in the course(s) is high.

Achievement of Learning Outcomes: The nominee chose appropriate and effective methods for assessing students’ achievement of the desired learning outcomes in the online course(s). Students achieved the desired learning outcomes.

Supporting Documentation: Application is complete (see list of supporting documentation under Nominating Procedures).

Nature of the Award
The winner will receive $1000.

Stewardship of the Award
The winner will be invited to give a guest lecture to the IPFW community.

Deadline and Recognition
Applications will be due March 16, 2015. The winner will be notified in April and the award will be formally announced at the Chancellor’s Convocation in August.

Eligibility
- “Blended” format courses (at least 50% of the course is online and the remainder face-to-face) will be considered.
- The nominee must have both designed and taught the course or courses submitted in consideration for the award.
- The nominee may be a full or part-time faculty member.
- The nominee must have taught credit-bearing online courses for IPFW for at least 3 semesters. These semesters need not be consecutive.
The nominee need not be teaching online during the semester in which the award application is put forward.

**Nominating Procedures**

The faculty member may be self-nominated or may be nominated by another individual. Nominees will prepare their own materials for submission. The format of the application is the responsibility of the author. The application should be prepared for electronic submission and review, including the signed cover sheet and the letters of support.

The application should include the following supporting documentation:

- A general description of the online course(s) taught;
- Descriptions of the online teaching approaches utilized;
- Up to three examples of well-designed course materials which embody effective teaching strategies;
- Evidence of effectiveness in achieving desired learning outcomes in the online course(s);
- Evidence of learner engagement;
- Three letters of support, including a letter from a student, a faculty colleague, and an administrator.

Examples of documentation may include, but are not limited to:

- Excerpts of chat and discussion logs
- Screen shots
- Audio or video recordings
- Samples or excerpts of student projects with explanation as to why the sample was chosen
- Rubrics
- Comparison of student scores, grade distributions, projects, or other artifacts from previous courses

Past nominees have found Adobe Acrobat Pro a convenient way to create a portfolio of mixed media. Examples of previously recognized online teaching can be found at [Grants, Fellowships, and Awards on the CELT web site](http://www.ipfw.edu/offices/celt/grants-fellowships-and-awards/).

When using student generated material of any kind or when images of students appear, nominees should inform the student of how the material is being used, obtain permission from the student in writing (email is acceptable), then remove identifying information. Application materials or portfolio will be posted on the CELT web site.

Applications should be emailed to Gail Rathbun, Director, CELT, at rathbun@ipfw.edu no later than 5 pm on March 16, 2015.

**Selection Committee**

The selection committee will be comprised of 2 experienced online faculty members, 1 staff member, 1 student, and a representative of the Division of Continuing Studies, the funder of the award. The CELT Director will convene the committee but will be a non-voting member.

**Links**

[Grants, Fellowships, and Awards](http://www.ipfw.edu/offices/celt/grants-fellowships-and-awards/)

[IPFW Online Course Design Standards](http://www.ipfw.edu/dotAsset/6bb96162-de30-4c16-889d-1b13405ba63c.pdf)
Excellence in Online Teaching Award

Return completed applications by March 16, 2015 to:
Gail Rathbun, CELT Director at rathbun@ipfw.edu

Cover Sheet

The Nominee

Name: _____________________________________________________________

Title: __________________________________________________________________

Department: ________________________________________________________

Phone: __________________________ E-mail ______________________________

The Nominator (If applicable. It is the responsibility of the nominator to inform the
nominee)

Name: _____________________________________________________________

Title: __________________________________________________________________

Department: ________________________________________________________

Nomination Summary: (to be completed by the nominator or by the nominee if self-
nominating). In no more than 100 words, summarize the nominee’s accomplishments
and state why the nominee deserves the award.

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Signature of nominator (nominee if self-nominated) ________________________

Date ________________________