

ENGLISH GRADUATE AWARDS 2015-16

CHECKLIST FOR PORTFOLIO

(Nominee's responsibility)

PORTFOLIO DUE DATE: 5:00 P.M., FRIDAY, MARCH 18, 2016

- Use a 1" ring binder (Please: nothing wider/larger); use tabs inside to distinguish sections, but do not encase pages/sections in plastic.
- Submit your portfolio to Marisa Iglesias (CPR 358-M).
- Mark documents clearly in the following order:

All Nominees:

1. _____ completed nomination form
2. _____ curriculum vitae—must use format of attached sample c.v.; list accomplishments in reverse chronological order (i.e., start each list with most recent)

For Teaching Award Nominees:

3. _____ teaching statement (2pp. maximum) to include (a) description of teaching philosophy and methods, and (b) self-evaluation of teaching strengths and weaknesses
4. _____ 1-2-page list of all courses taught at USF with terms, years, enrollment number of students
5. _____ 2-3 sample syllabi (aside from the standard first-year composition course syllabus; you may include self-authored syllabi)
6. _____ student evaluations* from the immediate last 2 semesters (fall and spring; or if that is not available, the most recent 2 semesters); include numeric evaluations and student comments for all courses taught in those past 2 semesters
7. _____ print-out of your Blackboard final grade submissions for the courses you taught in past 2 semesters
8. _____ report/s of teaching mentors / class visitations (2-3; helpful if these reports correspond to the teaching evaluations)

* Submit a copy request to the department specifying which courses and which semesters you need and the copies will be placed in your mailbox.

For Research Award Nominees:

9. _____ writing sample: 1 (ONE) single-authored sample of approximately 25 pages. A sample may include a published article, submitted article under review, work in progress, conference paper, course research paper (with a Works Cited), thesis/dissertation chapter. Published book reviews and published notes may be considered.
10. _____ dissertation prospectus approved by nominee's dissertation committee (required for Hearne Award; possible for Cooley Award)