

NTA Awards Guidelines for 2008
Deadline for Submitting Award Nominations: February 22, 2008

GENERAL INFORMATION

Each award will include:

- A certificate or plaque
- Recognition at the Annual Conference

Each nominee for an award must:

- be notified that he/she has been nominated
- attend the conference where the award will be given
- be a member in good standing of the NTA
- notify the chair in writing (e-mail is acceptable) that he/she will accept the award

GENERAL NOMINATION PROCEDURES

1. All nominations must be made by NTA members in good standing. All nominees must be NTA members in good standing. Self-nomination is not acceptable.

2. The application packet from the nominated person(s) or group must be postmarked by 2/22/08.

3. Mail the application packet to Awards Chair, National Tutoring Association, PO Box 6840, Lakeland, FL 33807-6840

4. Each packet should include a detailed description why the nominee deserves to be awarded in the named category.

The packet should include the following additional information:

- the name of the NTA award, grant, or scholarship;
- nominator's name and phone number;
- nominee's name and job position;
- tutoring program name; street and building address; city; state; ZIP code;
- nominee's work telephone number, fax telephone number, and e-mail address
- description of the program, and nominee's involvement

5. All typed materials must be double spaced, with the exception of the cover page.

6. Except where noted below, send two (2) copies of the application packet.

The following rules govern review of applicants:

- Current members of the Executive Board and members serving on the awards committee will be excluded from consideration for these awards during their tenure.
- Membership on the Executive Board or an awards committee will exclude a member's program from consideration for a program award.
- The Executive Board and the award committee reserve the right to elect not to present an award in any given year if a qualified person is not nominated.

THE NTA TUTOR OF THE YEAR AWARD

Description of the Award — This award recognizes individual excellence in tutoring at several levels. Up to five (5) will be awarded per year:

- one for tutors who work the k-12 system
- one for tutors who work in two year community colleges or schools
- one for tutors who work in four year colleges or universities
- one for tutors who work in a private learning center
- one for tutors who work in community or faith based programs

Criteria for evaluation — The nominee must:

- have completed at least one tutor training consisting of a minimum of 10 hours and tutored a minimum of 50 hours.
- demonstrate outstanding accomplishments outside of the classroom or in the community.

Directions for nomination —

- Letter of nomination that:

- indicates the specific program in which the tutor worked
 - describes the training the tutor received
 - lists the outstanding accomplishments outside of the classroom or in the community. (limit of two pages)
- Two letters of endorsement from those familiar with the nominee's work other than the supervisor (limit of one page).
 - One letter of reference from current work supervisor and/or community leader (limit of one page).

THE NTA TUTORING EXCELLENCE AWARD

Description of Award — This award recognizes excellence in tutoring programs. Up to five (5) will be awarded per year:

- one for k-12 programs
- one for two year community colleges or schools
- one for four year colleges or universities
- one for private learning center programs
- one for community or faith based programs

Criteria for evaluation — This program must be one whose:

- quality of service to students is recognized by peers, school administrators or community leaders.
- effectiveness has been demonstrated through achievement of objective criteria.

Directions for nomination —

- Letter of nomination summarizing the strengths and achievements of the tutoring programs (limit of two pages).
- Letter of support from the nominee's school administrator or community leader.
- A letter from the tutoring program including:
 - mission statement;
 - program components;
 - unique program features;
 - instructional delivery systems;

- staffing
- program evaluation criteria;
- partnerships with other campus or off-campus departments and agencies, if relevant (limit of seven pages).

- Include supporting materials of the program, such as:
 - campus/community promotional materials;
 - newspaper/magazine articles describing the program;
 - awards received by the program, if relevant;
 - documentation of any tutor program/institution certification (limit of five pages)

THE NTA PROFESSIONAL DEVELOPMENT AWARD

Description of Award — The purpose of this award is to support professionals committed to enhancing their programs. Up to five (5) will be awarded per year:

- one for tutors who work the k-12 system
- one for tutors who work in two year community colleges or schools
- one for tutors who work in four year colleges or universities
- one for tutors who work in a private learning center
- one for tutors who work in community or faith based programs

Criteria for Evaluation — Awards may be used for the following (this list is not exhaustive):

- To provide funding for tutor training or mentoring;
- To develop tutor software for tracking contacts or tutoring;
- To develop a mentoring program;
- To propose research in some aspects of tutoring.

Directions for Application — Each award application or nomination should include:

- Introductory brief
- Needs Statement
- Objective(s)
- Project Design

- Management
- Evaluation
- Budget
- Summary

The Awards Committee will make recommendations to the NTA Executive Board, which will make the final decision. All award recipients must submit a written and oral report to the NTA Board and Awards Committee upon completion of the project.

THE NTA DISTINGUISHED RESEARCH OR PUBLICATION AWARD

Description of the Award — This award is given to honor either research recently completed by a NTA member or publication of an article within the two years previous to the nomination deadline. Winners of research awards are invited to present their work at the annual conference. Up to five (5) will be awarded per year:

- one for tutors who work the k-12 system
- one for tutors who work in two year community colleges or schools
- one for tutors who work in four year colleges or universities
- one for tutors who work in a private learning center
- one for tutors who work in community or faith based programs

Criteria for Evaluation — The Awards Committee will conduct a blind review to rate the research and publication nominated, selecting a winner from this process.

Directions for Application — Each nomination should include:

- A letter of application or nomination summarizing the reasons the work should be considered (limit of two pages).
- Four (4) copies of the research/publication for review by the committee.
- For publication nominations, include a copy of the journal containing the published work.

- Send one (1) copy with the name(s) of the researcher(s) included on the cover page and three (3) copies with no names.

THE NTA PROPOSED RESEARCH AWARD

Description of the Award — This award will be given to support significant research in progress in the areas of learning assistance or tutorial services. Studies may be quantitative or qualitative in nature. Up to five (5) will be awarded per year:

- one for tutors who work the k-12 system
- one for tutors who work in two year community colleges or schools
- one for tutors who work in four year colleges or universities
- one for tutors who work in a private learning center
- one for tutors who work in community or faith based programs

Criteria for Evaluation — The Awards Committee will conduct a blind interview to rate the research and publications nominated, selecting a winner from this process.

Directions for Application — Each nomination should include:

- A letter of application or nomination summarizing the reasons the work should be considered (limit of two pages).
- Four (4) copies of the research proposal including:
 - an abstract;
 - review of related research;
 - statement of the problem;
 - limitations and assumptions;
 - methodology.
- Send one (1) copy with the name(s) of the researcher(s) included on the cover page and three (3) copies with no names.

THE NTA PRESIDENT'S AWARD

Description of Award — This award may be given at the discretion of the NTA President to an NTA member whose commitment and dedication have significantly facilitated the work of the president during his/her tenure.

Criteria for Evaluation — The NTA President shall select this award recipient based on criteria noted above.

Directions for Nomination or Application:

- No one may nominate or apply for this award;
- The President shall select the recipient;
- The President shall provide the Awards Committee a letter delineating the reasons for selecting the recipient, and the committee will approve the President's selection.