

UNIVERSITY OF NOTRE DAME

Center *for* STEM Education

Trustey Family STEM Teaching Fellows Administrator Guide 2021



Center *for* STEM Education

For Preparation Only – Submit All Information Online

Administrator Recommendation Submission

Dear Administrator/Principal,

One of your teachers has begun the process of applying for the STEM Trustey Teaching Fellows program here at the University of Notre Dame, Center for STEM Education. The information below will guide you through the recommendation submission process which is a necessary part of the application review.

As Administrator, you will receive an automatic email with a personalized link to the recommendation. You may wish review the questions below and prepare your answers ahead of time so that you are able to paste them into the recommendation form found by clicking on the link in the email.

Part 1: Background Information

First Name:

Last Name:

Email:

If you are not the principal, please check the box to confirm that the principal is aware of the program requirements and has delegated this responsibility to you.

If you are not the principal, briefly explain why you are the appropriate person to provide an evaluation and recommendation.

How did you hear about the Trustey Family STEM Teaching Fellows?

Check all that apply

<input type="checkbox"/> AdvancED
<input type="checkbox"/> Advertisement
<input type="checkbox"/> Conference
<input type="checkbox"/> District/Diocesan Office
<input type="checkbox"/> Email Listserv
<input type="checkbox"/> Professional Organization
<input type="checkbox"/> Senior Trustey Fellow (Graduate of the Program)
<input type="checkbox"/> School Colleague
<input type="checkbox"/> Social Media
<input type="checkbox"/> Twitter
<input type="checkbox"/> Website
<input type="checkbox"/> Other: Please explain

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Part 2: Team Evaluations

Recommendation Questions

Typical responses are approximately 2-3 paragraphs (200-300 words). Please be as specific as possible.

Question 1: Please describe the applicant team's commitment to growth, providing, where possible, specific examples.

Question 2: Please describe the team's willingness and ability to work collaboratively together.

Question 3: One of the goals of Trustey Family STEM Teaching Fellows program is to form STEM leaders within your school. What are 3 concrete strategies the administration and/or school community will employ to best support the efforts of the team, should they be selected for the Fellowship?

Question 4: Another goal of the program is to foster school-wide change in relation to the STEM culture. What about your school context may support potential change? What might be obstacles to change? (Please be as specific as possible)

(Optional) Please feel free to share any other information about the team that you think will be helpful in the selection process.

Part 4: Acknowledgement and Support of Participation

I acknowledge the following commitments in support of the applicants for the Trustey Family STEM Teaching Fellows program. I acknowledge the following commitments of my teachers as part of this program. Trustey Family STEM Teaching Fellows program is an exciting and intensive professional learning opportunity. Fellows receive 100 hours of professional development hours annually, which ultimately requires a commitment of even more time dedicated to some of the tasks below.

- Fellows must attend the full two-week Summer Institute and mid-year retreat (January or February) while being excused from school responsibilities during this time.
- Fellows will engage in instructional coaching throughout the year, posting videos of their practice (with the proper consent) to a private, secure site for on-going coaching and professional development.
- Fellows will administer pre-/post-interest surveys and content assessments to designated science or math courses each year for the two years of the fellowship and, when possible, for two years beyond the fellowship (with proper consent)
- Fellows, with the support of, in consultation with, and the approval by the principal, will design, plan, execute, and measure a STEM Impact Plan that addresses a STEM-focused need at the school.
- Fellows must be the teacher of record for at least one class in either mathematics or science throughout the duration of the Fellowship. Please detail necessary exceptions below:

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I acknowledge the following commitments in support of the applicants for the Trustey Family STEM Teaching Fellows:

- The principal will meet periodically with the Fellows to discuss the work of the school-wide plan.
- The principal will arrange substitute teachers for the mid-year (2 days) retreat that are covered at the expense of the school.
- The principal will protect the instructional role of Fellows in at least one STEM related class throughout the Fellowship.
- The principal will complete an annual research survey focused on his or her views of the program.
- The principal is invited, but not required, to participate in summer activities including a video call (1 hour) the first two summers and a trip to Notre Dame (2 days) during the third summer.
- Your school's financial investment is \$1,000 per Fellow for each of the first two years of the program, payable to the Center for STEM Education at Notre Dame. (Title funds may be used, and financial aid is available)