**HALT Excellence in Teaching Award**

**Document Checklist**

**Name of Finalist:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School or Institution:**

⬜ **Cover Page:** nomination completed by HALT member

⬜ **HALT commitment page:**  signed and completed

⬜ ***Curriculum Vitae:*** not to exceed five (5) pages

⬜ **One-page letter of recommendation** from all of the below:

⬜ Supervisor

⬜ Student

⬜ Former parent or student

⬜ **Personal statement**: 500 word personal statement on the value of learning languages and developing cultural competence for all learners

⬜ **Reflection on the student work**: maximum of four (4) pages providing a written reflection about two individual student examples and how they:

* Demonstrate current best practices of language teaching and learning to include the integration of the World Readiness Standards for learning Languages (5 C’s);
* Encourage the appropriate proficiency level use of the target language by the teacher and by the students;
* Provide the effective use of feedback including, but not limited to, rubrics.

⬜ **Response to questions** (each question can have a response of up to two (2) pages):

* How does the teacher engage and encourage students in language related and culture related activities beyond the classroom?
* How do the samples of student work reflect the teacher’s personal statement on the value of learning languages and culture for all learners?

⬜ **Documentation of Professional Involvement**: Professional involvement documentation examples to include, but not limited to, certificates, newspaper articles, letters, and links to video. Said documentation should not exceed four (4) pages and will:

* Demonstrate professional growth and involvement in professional organizations.
* Provide evidence of a variety of leadership experiences, including advocacy.

⬜ **Reflection on professional involvement documentation:** Reflection should not exceed two (2) pages:

* Describe and analyze significance and impact on you as a teacher.
* Describe and analyze the significance and impact on student learning and on language learning in your school and/or district or state.