

Teaching Award for Tutors 2020 – *Tutor Motivation Letter*

Information Page

Please read the following important notes:

1. *How should the questionnaire be completed?*

The Teaching Award for Tutors is presented for outstanding achievements in teaching. The most important aspects in the selection of recipients are: How does the tutor **design her or his course of study didactically**, how does she or he **fill the role of tutor** and to what extent does she or he **contribute to good teaching at the TUHH?**

If you have held several courses, select one of them and refer only to this one when completing the questionnaire. Please mention all other courses shortly at the appropriate place.

Be sure to give yourself sufficient time to reflect on your work with regard to the aspects mentioned above. Please express yourself **concisely and in complete sentences (no key point form)** and refer to **specific examples from your teaching experience**, whenever possible – this way we receive an assessable insight into your work.

Please do not let the length of your answer exceed the size of the given text box. If need be, forgo the use of paragraphs. Additionally, each text box has a maximum number of characters which also should not be exceeded. Please **do not fill in the form by hand.**

Tip: Let someone proof read your application. **Precise spelling and grammar** increase readability and understandability of your application.

2. *How, where and until when should the application forms be submitted?*

The forms must be **signed and submitted by the respective author** (i.e. tutor, student, supervisor).

Please send your signed application forms to tutorenlehrpreis@tuhh.de as a scan or submit them in print form to Caroline Thon-Gairola, room 4.026, building E.

The application deadline is the 31.01.2020 (inclusively).

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Personal Information¹

Family name,

First name

E-Mail

Phone

Course of Study

Semester

Course with which you are applying (e.g. "Analysis I, SoSe19")

Your supervisor(s)²:

Further course(s) which you hold/held as a tutor:

Questionnaire:

1. How come you became a tutor? What was your motivation for this type of work?
(950 characters max.)

1 All personal information is obligatory.

2 Person or persons that were your point of contact with regard to your work as a tutor.

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2. Describe briefly the framework conditions of your course with respect to number of participants, type of room, time of day, length and number of sessions. (450 characters max.)

3. What are your specific tasks as a tutor? (850 characters max.)

4. Describe briefly the typical schedule of your course. (850 characters max.)

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5. Do you face any specific challenges in your work as a tutor? If yes, what are they and how do/did you overcome them? (800 characters max.)

6. How do you ensure that your students learn and understand well? Do you implement any teaching methods, and if yes which ones? (1500 characters max.)

7. How do you check that your course was helpful for your students? (800 characters max.)

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8. What kind of feedback (e.g. evaluation results or other) have you received so far? (800 characters max.)

9. When were you particularly proud of your work as a tutor? (950 characters max.)

10. How do you describe your contribution as a tutor to good teaching? (1000 characters)

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11. If you were to work as a tutor again next semester, what would you do differently? (700 characters max.)

If you are not selected for the Tutorenlehrpreis this year (or if your application is incomplete) and you are working as a tutor again in the coming summer semester and/or winter semester, you can reapply for the Tutorenlehrpreis 2021 with the application documents we already received (application documents can be supplemented or exchanged). We would then contact you at the beginning of the new application period.

would like to make use of the option mentioned above.

Hamburg, _____

Your Signature _____