



Trimmer Construction  
Education Foundation

## 2012 CRAFT INSTRUCTOR OF THE YEAR Nomination Form

**PURPOSE** The ABC Craft Instructor of the Year award recognizes creativity, a positive attitude and the ability to transfer knowledge through good communication skills and innovative teaching to promote life-long learning to our future workforce. The winner will best embody the merit shop ideals through superior effort and talent as recognized by others.

**ELIGIBILITY** Nominees for the Craft Instructor of the Year Award must meet the following eligibility requirements:

1. Currently teaching a construction trade at an ABC chapter, training affiliate or ABC member firm.
2. Previously taught a construction trade for a minimum of three continuous years or possess equivalent instructor experience.

*Note: Previous Craft Instructor of the Year national winners and finalists are ineligible.*

**DEADLINE** Part I of the nomination process must be submitted via email by Monday, March 5, 2012 to [craftinstructor@abc.org](mailto:craftinstructor@abc.org). Part II of the nomination process must be submitted via email by Monday, March 12, 2012 to [craftinstructor@abc.org](mailto:craftinstructor@abc.org).

**Late entries will not be processed. Any nominations received after Monday, March 5, 2012 will not be accepted.**

**SCHEDULE** **March 26, 2012:** Finalists will be announced via an emailed news release to chapters and nominators.

**April 24, 2012:** The national winner will be invited to attend the 2012 ABC EdCon & Expo in San Antonio, Texas and will be announced during the Construction Careers Awards.

**RECOGNITION** **The national winner will receive:**

- A cash prize
- A notebook computer and leather jacket from the NCCER
- A Craft Instructor of the Year trophy
- Airfare and hotel accommodations to attend ABC's 2012 EdCon & Expo in San Antonio, Texas
- One complimentary conference registration
- National recognition through numerous industry publications

**Finalists will receive:**

- A Craft Instructor of the Year Finalist plaque
- National recognition through numerous industry publications

**All other nominees will receive an ABC recognition certificate.**

**QUESTIONS** Contact Calettha Ellerbe at [ellerbe@abc.org](mailto:ellerbe@abc.org) or (703) 812-2026.

The 2012 Craft Instructor of the Year program is made possible by the Trimmer Construction Education Foundation and the National Center for Construction Education and Research.

**CRAFT INSTRUCTOR OF THE YEAR: NOMINATION PROCESS PART I**

Complete the following form and submit via email (containing this page signed and scanned) to [crafinstructor@abc.org](mailto:crafinstructor@abc.org) on or before March 5, 2012. Note: If you prefer, you may also fax this portion of the nomination process to (703) 812- 8235. Please use this form only.

\_\_\_\_\_  
 NOMINEE NAME

\_\_\_\_\_  
 JOB TITLE

\_\_\_\_\_  
 HOME ADDRESS

\_\_\_\_\_  
 CITY STATE ZIP

\_\_\_\_\_  
 NOMINEE TELEPHONE NOMINEE EMAIL

\_\_\_\_\_  
 CRAFT

\_\_\_\_\_  
 ABC CHAPTER ABC REGION

\_\_\_\_\_  
 NOMINATED BY NOMINATOR TITLE/POSITION

\_\_\_\_\_  
 COMPANY

\_\_\_\_\_  
 COMPANY ADDRESS

\_\_\_\_\_  
 CITY STATE ZIP

\_\_\_\_\_  
 NOMINATOR TELEPHONE NOMINATOR EMAIL

\_\_\_\_\_  
 NOMINATOR SIGNATURE DATE

Nomination Process Part II is due Monday, March 12, 2012. For questions, contact  
 Caletha Ellerbe at [ellerbe@abc.org](mailto:ellerbe@abc.org) or (703) 812-2026. Thank you.

**CRAFT INSTRUCTOR OF THE YEAR: NOMINATION PROCESS PART II**

Email an electronic/scanned pdf version (in a single pdf file no larger than 2 mb) of the following materials, including all signatures, to [crafterinstructor@abc.org](mailto:crafterinstructor@abc.org) on or before the submission deadline of March 12, 2012. Non-electronic submissions or multiple electronic submissions will not be accepted.

**NOMINATION PROCESS PART II CHECKLIST: (To be completed by the nominator.)**

- A **nomination letter/recommendation prepared by the instructor's ABC chapter** (i.e., Chapter Education Director) who best knows the nominee's instructing background and experience. (one page.)
- A **nomination letter/recommendation prepared by the training affiliate or member firm representative** (i.e., Company Training Manager) who best knows the nominee's instructing background and experience. (one page.)  
**Please Note:** This letter is only necessary if the instructor is not being nominated through his/her ABC chapter.
- Typed answers to the Nominator **Questionnaire**. (Two pages maximum.)
- A **resume (including current position)** outlining the nominee's education, training, work experience and professional development activities. (two pages maximum.)
- A **maximum of six student feedback forms** from selected students (attached). (All forms must be handwritten.)
- Additional materials indicating **recognition** from industry, community or civic organizations, if applicable.
- Permission Statement (see page 4 of this document)** signed and dated by nominee.

**NOMINATOR QUESTIONNAIRE (To be completed by the nominator.)**

On separate sheets, please answer the five questions below as they relate to your nominee. Cite examples where appropriate. The nominee will be evaluated on your responses as well as all other information submitted.

1. What motivates the nominee to train others? Why does he/she teach?
2. Describe the nominee's teaching style. How does he/she make an impact on students? Discuss innovative/creative techniques, processes or teaching aids that he/she employs to enhance instruction.
3. How does the nominee describe the benefits of training to students? List specific advantages.
4. How does the nominee participate in promoting craft training? Provide some specific examples.
5. Give specific examples of how your nominee is recognized by others as being a "model instructor?"

**PERMISSION STATEMENT**

The information contained within this application, photographs taken at events and all additional items required, such as copies of certificates, are the property of Associated Builders and Contractors, Inc. (ABC) and can be used at ABC's discretion. Please sign below stating that you agree to give ABC permission to use this information for media purposes.

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**Employee Signature**

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**Date**

Thank you for your time. Please email this signed permission statement with all other required documentation by **Monday, March 12, 2012**, to **CraftInstructor@abc.org**

**STUDENT FEEDBACK FORM (Page 1)**

\_\_\_\_\_  
 NOMINATING COMPANY

\_\_\_\_\_  
 INSTRUCTOR'S NAME

\_\_\_\_\_  
 STUDENT'S NAME

\_\_\_\_\_  
 DATE

**Please rate the instructor on the following criteria, where 1 is Low and 5 is High.**

- 1. CREATIVITY:** How well does the instructor introduce new ideas into the classroom? Does he/she use alternative approaches to ensure that students understand important principles, concepts or processes?

<u>Low</u>		<u>Average</u>		<u>High</u>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

- 2. RESPONSIVENESS:** How responsive is the instructor in following up on students' request for information, listening to class concerns and providing the resources needed to improve the learning environment, returning test scores and providing feedback about the results?

<u>Low</u>		<u>Average</u>		<u>High</u>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

- 3. EXPERIENCE:** Does the instructor seem to have an in-depth knowledge of the subject matter? Can the instructor relate to actual field experiences that positively demonstrate and reinforce content being expressed?

<u>Low</u>		<u>Average</u>		<u>High</u>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

- 4. COMMUNICATION:** Is the instructor able to explain the subject so that students can understand the information being provided? Is information provided in a clear and concise manner?

<u>Low</u>		<u>Average</u>		<u>High</u>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

- 5. AVAILABILITY:** How readily available is the instructor to students during class time? Outside the classroom?

<u>Low</u>		<u>Average</u>		<u>High</u>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

- 6. CLASSROOM MANAGEMENT:** Does every student feel welcome when they enter the classroom? Do students feel free to participate in classroom discussions and other activities? Is the class completed on time? Is the classroom environment under control?

<u>Low</u>		<u>Average</u>		<u>High</u>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

