

**SWCOLT 2019 Teacher of the Year
Document Checklist**

Name of Finalist: _____

State: Arizona California Colorado Hawaii New Mexico Nevada Oklahoma Texas Utah

Cover Page: nomination completed by state organization

SWCOLT commitment page: signed and completed

ACTFL commitment page: signed and completed

Curriculum Vitae: not to exceed five (5) pages

One-page letter of recommendation from:

- 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 three (3) 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.