

## **Guidelines for Reviewing PolarTREC Applications**

Use the PolarTREC Application Evaluation Rubric to score the educator applicants within your group. Educators in your group should be listed across the top of the spreadsheet. To use the scoring sheet and prioritize the applications:

1. Read each application and answer questions 1 through 15 with a numerical score ranging from 1 to 5, with 1=Very Weak, 2=Weak, 3=Neutral, 4=Strong, and 5=Very Strong. Scores are totaled automatically in the spreadsheet.
2. Prioritize each application in the section entitled "General Impressions (Gut Ranking)". Prioritization categories range from 1 to 3, with 1 being "low priority", 2 being "medium priority", and 3 being "high priority". Scores are totaled automatically in the spreadsheet.
3. If you have any comments about your scores or prioritization, write them in the "Notes" section below each column, in the extra worksheet entitled, "NOTES", or in a separate word document.
4. Email completed spreadsheet and any notes you may have to the PolarTREC staff at

info@polartrec.com.

### **Things to look for in applications...**

#### **Pluses:**

- Clear, concise, enthusiastic, inspiring responses to questions
- Expresses a humble appreciation for the experience being offered
- Desire to use this experience to share knowledge with students, other teachers, district and beyond
- Has established connections with educational, scientific or outreach organizations at local, state, national or international level (i.e. NASA)
- Track record of establishing unique programs at school, i.e. science club, garden club, connections with service organizations
- Experience presenting at inservices, conferences (i.e. NSTA)
- Minority teacher or teacher at school with an ethnically diverse population, rural, under funded, free or reduced lunch program etc.
- Higher degrees (Masters or PhD in Education) or has sought professional development opportunities
- Awards of distinction
- 'Go getters' and 'Big picture' thinkers

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### **Minuses:**

- Me, me, me, me
- All about personal adventure, nothing about dissemination of knowledge or pedagogical experience
- Short, thoughtless answers
- Horrendous spelling and grammatical errors, dry writing
- Consider number of years teaching when evaluating activities and responses

### **Notes/Suggestions:**

If they have previously participated in a teacher-research experience (TEA, ARMADA, TREC, NOAA Teacher at Sea, Earthwatch, etc.), they need to show that they have done something with this experience and continue to use the experience in a positive way.

Community college educators are not encouraged to apply for the cohort and should have already been removed from the pool of applicants.

Be open minded about how the informal science educators will bring this experience into their work and to their primary audience. This is a wide array of E&O opportunities.

We suggest reading through a few applications before tackling the rubric and scoring an application.

We suggest not reading more than 5-10 in a row in order to avoid brain fizzle.

References will be checked if they reach the “final pool”; you do not need to worry about checking any.

Checking websites listed on the application and Googling the applicant or programs they are involved in is fair game.

If you personally know an applicant, and do not feel comfortable ranking them, you do not have to—just let us know when you send in your rubric that you excluded them purposely.