

Dear Colleague:

Thank you for your interest in attending the 6-day **Ex**cellence in **C**ivil **E**ngineering **E**ducation (**ExCEED**) Teaching Workshop. Enclosed you will find a complete set of application forms. In order to be considered for attendance at the 2008 ExCEED Teaching Workshops, your completed application package must be **received by February 15, 2008**. Please return it to:

ExCEED Teaching Workshop
Educational Activities Department
American Society of Civil Engineers
1801 Alexander Bell Drive
Reston, VA 20191-4400

Your completed package should include:

- Application (*Enclosure 1*)
- Workshop Preference (*Enclosure 2*)
- Applicant's Statement (*Enclosure 3*)
- Applicant's Previous Teacher Training (*Enclosure 4*)
- Statement of Support (*Enclosure 5*)
- A brief curriculum vitae / resume (1-2 pages maximum)

The **application** (*Enclosure 1*), **applicant's statement** (*Enclosure 3*), and **curriculum vitae** provide us with important contact information. They also help us to identify and accommodate any special needs you may have as well as determine if your stated goals are consistent with the focus of our program – improvement of basic teaching skills in an intensive, performance-oriented environment. Please be sure to provide your e-mail address on the application. We will use e-mail for all pre-course correspondence. In addition, you must include your ASCE membership number. Please be sure to sign the bottom of the application form.

The **workshop preference form** (*Enclosure 2*) allows you to identify which ExCEED Teaching Workshop you would prefer to attend.

The report of **previous teacher training** (*Enclosure 4*) helps us to validate the need for the ExCEED program and to ensure that our program of instruction remains relevant to the needs of the engineering education community.

The fourth document – the **statement of support** (*Enclosure 5*) – should be completed by your department chair or dean of engineering. The person who completes the statement of support should return it to you in a sealed envelope; include it with your completed application package.

Because of the “learn-by-doing” format of the ExCEED Teaching Workshop, we can only accommodate a maximum of 48 participants this year. If the number of applicants exceeds 48, we will select participants based primarily on the extent to which their *individual needs, motivations, and commitment to attend* are consistent with the focus of the workshop. Your application package provides us with the information we need to make these decisions. Please take the time to complete the package thoroughly and accurately.

Should you be selected for one of these workshops, you will be required to pay for your travel to the workshop, lodging expenses, food expenses, and a workshop fee of \$425. The remainder of the workshop fee (\$2,075) will be paid by ASCE.

We will select this year's participants in early March, and we will notify you of the results shortly thereafter. If you have any questions about the application process, please contact Dion Coward, Administrator of Institutional Services, at exceed@asce.org or (800) 548-2723 ext. 6267. Again, thank you for your interest.

Sincerely,

Ping Wei, M.A.Ed., CAE
Director, Educational Activities

APPLICATION

Name (Last, First, MI): _____ Date: _____

Credentials: _____

Preferred Nickname (for name badge): _____

ASCE or Institute Member #: (Membership in ASCE or one of its Institutes is a requirement for attendance) _____

Institution: _____

Department: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

Department Chair Name: _____

Dept. Chair Telephone: _____ Dept. Chair Email: _____

Optional: Ethnicity: _____ Gender: _____

Degree(s) Earned / Year / Discipline: _____

Sub-Discipline: _____

Years of teaching experience: _____ Years in your current faculty position: _____

How did you find out about the ExCEED Teaching Workshop? _____

What is your current employment status? Full-time Faculty Part-time Faculty

What courses have you taught in the *past two years*?

What courses do you expect to teach *next year*?

Do you have any special needs that the program directors need to be aware of? (use additional sheet to explain)

I agree to participate in *all* activities of the one-week workshop and the follow-up program.

Signature _____ Date: _____

WORKSHOP PREFERENCE

Applicant: _____

There will be no material difference in the two ExCEED Teaching Workshops other than date and location. We understand that some applicants may have a preference as to which workshop they would like to attend. We will make every attempt to accommodate your needs and preferences, but we cannot guarantee that you will be offered a position at your first-choice institution.

Please select one:

- _____ I do not have a preference, and if selected, I would be able to attend any workshop.
- _____ I would be able to attend the workshop at any site and would like to be considered for all, but I would prefer to attend the ETW at University of Arkansas, Fayetteville, July 13-18, 2008.
- _____ I would be able to attend the workshop at any site and would like to be considered for all, but I would prefer to attend the ETW at the United States Military Academy, West Point, NY, July 23-28, 2008.
- _____ Consider me only for the ETW at University of Arkansas, Fayetteville, July 13-18, 2008.
- _____ Consider me only for the ETW at the United States Military Academy, West Point, NY, July 23-28, 2008.

If necessary, explain the reason for your preference:

APPLICANT'S STATEMENT

Applicant: _____

What do you expect to gain from attending this workshop?

How can you contribute to the improvement of teaching at your own institution after attending this workshop?

Provide a brief statement of your teaching philosophy.

(You may continue your responses on one additional page, if necessary.)

APPLICANT'S PREVIOUS TEACHER TRAINING

Applicant's Name: _____

Please report any previous formal education or training you have had in teaching techniques or educational theory. If you have had no previous teacher training, check the box immediately below and leave the remainder of the form blank. If you have had more than two teacher training activities, please report them on an additional copy of this sheet.

No previous teacher training.

TEACHER TRAINING ACTIVITY #1

Type of activity (check one):

- Seminar or colloquium Workshop Academic course
 Other: _____

Subject or topic of activity:

Date(s) of activity:

Duration of the activity (check one):

- 2 hours or less 2 – 8 hours 8 – 24 hours more than 24 hours

Your status at the time of the activity (check one):

- Graduate student Member of a college faculty Other: _____

How did you benefit from this activity?

TEACHER TRAINING ACTIVITY #2

Type of activity (check one):

- Seminar or colloquium Workshop Academic course
 Other: _____

Subject or topic of activity:

Date(s) of activity:

Duration of the activity (check one):

- 2 hours or less 2 – 8 hours 8 – 24 hours more than 24 hours

Your status at the time of the activity (check one):

- Graduate student Member of a college faculty Other: _____

How did you benefit from this activity?

STATEMENT OF SUPPORT

Applicant's Name: _____ **Date:** _____

The person named above is applying to attend the ASCE-sponsored **ExCEED Teaching Workshop**, offered at University of Arkansas, Fayetteville: July 13-18, 2008 and the United States Military Academy, West Point, July 23 – 28, 2008. To be considered for the workshop, the applicant must provide this **Statement of Support**, completed by the **Department Chair** or the **Dean of Engineering**.

Due to its “learn-by-doing” format, each of the two ExCEED Teaching Workshops can only accommodate 24 participants. Applicants are selected to attend, based on the extent to which their *individual needs* and *motivations* are consistent with the focus of the workshop—improvement of basic teaching skills in an intensive, performance-oriented environment. Applicants are also selected based on their potential contribution to teaching improvement at their home institutions after the attending the workshop. Your input is critically important to this selection process.

Please take a few minutes to answer the questions below. You are welcome (but not required) to provide additional comments on an attached sheet.

Do you recommend the applicant for participation in the ExCEED Teaching Workshop?

Are the applicant's needs consistent with the focus of the ExCEED Teaching Workshop – improvement of teaching skills in an intensive, performance-oriented environment?

Is the applicant strongly motivated to improve his or her teaching skills?

Will the applicant be receptive to constructive assessment of his or her teaching skills during the workshop?

Does the applicant have the potential to contribute to teaching improvement at your institution after the workshop?

Signature: _____ Name: _____

Position: _____ E-mail: _____

**Please place this statement in a sealed envelope
and return to the applicant for inclusion in the application packet.**