

SMART Mentors



Mechanics:

Nominations to SMART Mentors will undergo two (2) phases, namely:

- Phase One: Submission of Works
- Phase Two: Demonstration of Works and Panel Interview

Phase One: Submission of Works

Program Application

SMART Mentors is open to all **full-time** faculty members from public schools that are part of the Smart Schools Program and Smart Schools Jr. Program, who have not previously participated in the previous batch of SMART Mentors and in the Innovative Teachers Leadership Awards (ITLA) of Microsoft's Partners In Learning (PIL) Program.

Applicants must be well versed in ICT and already actively applying or implementing ICT-based programs or projects for the school.

Applicants must be **bona fide faculty** members of the Smart Schools Program or Smart Schools Jr. Program partner. There are no limits to the number of faculty members that can apply per school.

Submission of body of works

There are four required documents for Phase One. These documents can be downloaded from www.smartschools.ph:

1. Application Form
2. Summary of Works (with supporting documents)
3. Essay
4. Recommendation
5. Agreement

Application Form

Interested applicants must accomplish the application form, which must be endorsed and duly SIGNED by the school Principal, Head or Administrator to vouch for the eligibility of the application. A list of the applicant's accomplishments /achievements must also be included.

Summary of Works

Applicants must submit five (5) ICT-enabled learning activities or lessons that they have developed and implemented or are currently implementing in the school. Each Learning Activity must have a summary that should not exceed three (3) pages as well as supporting documents (e.g. students' works, feedback, evaluation form, etc.). This, together with the Essay, shall be the basis for short listing.

Essay

Applicants must submit an essay of not more than six hundred (600) words in response to the question attached. This, together with the Summary of Works, shall be the basis for short listing.

Recommendation

Applicants must submit one (1) professional recommendation.

Agreement

This document states the terms and conditions of availing the full scholarship offered under SMART Mentors.

All five required documents: Application Form, Summary of Works, Essay and Agreement may be submitted via personal delivery, courier or postal mail to:

SMART Mentors
c/o Learn.ph Foundation, Inc.
(Attn: Ms. Melba P. Raymundo)
Rm. 310 3F Evekal Bldg., Antonio Arnaiz Ave., Legaspi Vill., Makati City

Required documents may also be sent via fax or e-mail (pls. ensure it contains the proper signatures) to:

SMART Mentors
c/o Learn.ph Foundation, Inc.
(Attn: Ms. Melba P. Raymundo)
TeleFax: (63-2) 812.6005
E-mail: melba_ray@yahoo.com

For an application to be considered official, all five required documents must be duly accomplished and received by SMART not later than **12 noon on March 7, 2008**. SMART will confirm receipt of said documents via e-mail to the applicant.

Types of Works

The ICT-enabled Learning Activities or Lesson Plans will be evaluated based on three criteria:

Instructional Design

Refers to the manner by which the different components of a Learning Activity, such as the Learning Objectives, ICT Tools and Assessment Strategies are organized to create a seamless learning experience.

There are two critical indicators of an effective Instructional Design:

- (1) Alignment or consistency of all the components, and
- (2) Appropriateness of the Learning Activity and Assessment Strategy to the Learning Objectives and the students' readiness to learn.

Transformative Use of ICT

The use of ICT in learning is transformative when:

- (1) It is integrated in the design and implementation of a student-centered learning experience, and when
- (2) The students use it to solve real life problems, access and evaluate new information, create new knowledge and communicate ideas in multiple format, and

Assessment Strategy

Refers to the tools and strategies that are used to evaluate and measure student performance based on the goals of the Learning Objectives. Effective Assessment Strategies are those appropriate to the Learning Activity and Learning Objectives.

SMART will assign a Number for each Applicant upon submission of requirements to ensure anonymity and confidentiality during judging.

Short-listing

At this phase a point system will be followed. The Summary of Works and Essay will be the bases of evaluation. A team of experts from SMART, Learn.ph and PBSP will evaluate the applications. Evaluation will be based on the following criteria:

Total: 105 pts

A. Instructional Design (30 pts)

1. (5 pts) Are the Learning Objectives clearly defined?
2. (5 pts) Do the Learning Objectives encourage high order thinking skills?
3. (5 pts) Is the Learning Activity aligned to the Learning Objectives?
4. (5 pts) Is the choice and use of ICT tools appropriate to the requirements of the Learning Activity?
5. (5 pts) Do the ICT tools allow the students to achieve the Learning Objectives?
6. (5 pts) Is the time allotted for the Learning Activity enough to achieve the Learning Objectives?

B. Transformative Use of ICT (45 pts)

1. (5 pts) Does the teacher use ICT tools for administrative purposes (e.g. computing of grades and preparation of lesson plans)?
2. (5 pts) Does the teacher use ICT tools to provide information to students or to deliver a lecture?
3. (5 pts) Do the students use ICT tools to search for information or to research?
4. (10 pts) Do the students use ICT tools to in Learning Activities that involve problem solving?
5. (10 pts) Do the students use ICT tools to create and express new ideas or knowledge in multiple formats?
6. (10 pts) Do the students use ICT tools to collaborate with peers to accomplish a specific task/project/solution to a problem?

C. Assessment Strategies (20 pts)

1. (5 pts) Are the Assessment Strategies and Tools used appropriate and effective to evaluate whether the Learning Objectives were met?
2. (5 pts) Are the Assessment Strategies and Tools aligned to the Learning Activity?
3. (5 pts) Does the teacher use rubrics to assess student performance? (Show examples of how rubrics were used)
4. (5 pts) Do the students maintain a portfolio of their digital works or products or outputs? (Show at least 5 student portfolios)

D. Essay (10 pts)

1. (5 pts) Does it exhibit clarity of ideas and cohesion?
2. (5 pts) Does it clearly show the person's position/stand regarding the issue?

Median Rating System

Applicants that get a **cumulative, minimum passing score of 79** will move on to Phase Two. Computation of the final score will follow a median rating system. All judges will rate each Learning Activity per criterion based on the above breakdown. The highest and lowest judge's rating of a Program/Project for that criterion will be dropped. Only the middle ratings will be added up and averaged. This will be the criterion score of the applicant. The final score of the applicant will be the total of all three criteria scores.

The table below shows the Sample Rating System:

Example: Applicant 1

CRITERION: INSTRUCTIONAL DESIGN (30 pts)

	Learning Activity 1	Learning Activity 2	Learning Activity 3	Learning Activity 4	Learning Activity 5	Total
Judge 1	22	25	30	30	30	$137 / 5 = 27.4$
Judge 2	30	25	30	25	25	$135 / 5 = 27$
Judge 3	25	20	23	19	28	$115 / 5 = 23$
Judge 4	10	15	20	25	30	$100 / 5 = 20$
Judge 5	15	10	5	14	13	$57 / 5 = 11.4$
Total						$70 / 3 = 23.33$

CRITERION: TRANSFORMATIVE USE OF ICT (45 pts)

	Learning Activity 1	Learning Activity 2	Learning Activity 3	Learning Activity 4	Learning Activity 5	Total
Judge 1	45	40	40	45	44	$214 / 5 = 42.8$
Judge 2	40	35	40	33	25	$173 / 5 = 34.6$
Judge 3	34	41	43	29	27	$174 / 5 = 34.8$
Judge 4	28	27	30	35	40	$160 / 5 = 32$
Judge 5	25	20	10	24	23	$102 / 5 = 20.4$
Total						$101.4 / 3 = 33.8$

CRITERION: ASSESSMENT STRATEGIES (20 pts)

	Learning Activity 1	Learning Activity 2	Learning Activity 3	Learning Activity 4	Learning Activity 5	Total
Judge 1	20	20	13	20	19	$92 / 5 = 18.4$
Judge 2	17	18	20	10	15	$80 / 5 = 16$
Judge 3	14	10	13	19	17	$73 / 5 = 14.6$
Judge 4	20	15	10	15	15	$75 / 5 = 15$
Judge 5	10	15	5	4	3	$37 / 5 = 7.4$
Total						$45.6 / 3 = 15.2$

CRITERION: ESSAY (10 pts)

	Essay
Judge 1	10
Judge 2	7
Judge 3	8
Judge 4	9
Judge 5	24
Total	35 / 3 = 8

TOTAL	
Instructional Design	23.33
Transformative Use of ICT	33.8
Assessment Strategies	15.2
Essay	8
Final score of Applicant 1	80.33

All applicants will be informed, via e-mail, by Learn.ph of the status of their application on **March 19, 2008**. At this point short-listed applicants will be given one week to prepare for their presentations and interviews.

Phase Two: Demonstration of Works and Panel Interview

Short-listed applicants must choose two (2) of the five (5) Learning Activities they submitted and give a 5-minute presentation on each before a Panel of Judges. Five minutes will be allotted for questions after each presentation. Scenario will be as follows:

Example: Short-listed Applicant 1

Presentation: Learning Activity 1*	5mins
Q&A: Learning Activity 1	5mins
Presentation: Learning Activity 2*	5mins
Q&A: Learning Activity 2	5mins

**Learning Activities 1 & 2 will be chosen by the short-listed applicant from the 5 Learning Activities he submitted in Phase 1.*

Schedule and venues of Phase Two will be as follows:

Date	Day	Venu	Address
March 31	Mon	TBA	North Luzon
April 1	Tue	TBA	NCR/South Luzon
April 3	Thu	TBA	Mindanao
April 4	Fri	TBA	Visayas

**SMART reserves the right to postpone or change the time and venue of the Program Presentations and Panel Interview.*

Short-listed applicants will be informed, via e-mail, by Learn.ph of the status of their application as well as their schedule and venue of Presentation and Interview on **March 19, 2008**.

Applicants will be responsible for their own travel and lodging (if applicable) expenses to the venue of their Demonstration of Works and Panel Interview. A computer, projector and screen will be provided at the venue so applicants just need to bring a copy of their presentations in a USB drive.

The same criteria and rating system will be used in judging Phase Two however the scores will revert to zero at the beginning of Phase Two.

In the event of a tie between two or more applicants, the final scores will be recomputed with the inclusion of the highest judge's rating in the Transformative Use of ICT criterion. The decisions of SMART and/or the judges are considered final.

The **top twenty-five (25) with a passing score of 79** will be awarded full scholarships to SMART Mentors.

Announcement of selected faculty to undergo the 11-month Master of Arts in Instructional Design course will be on **April 8, 2008**. Results will be posted in the Smart Schools website www.smartschools.ph. They will immediately start the course on **April 21, 2007** (*Refer to Calendar of Activities*).

CALENDAR OF ACTIVITIES	
March 7, 2008 (12 noon)	Deadline of submission of applications for SMART Mentors
March 19, 2008	Announcement of Phase One Short-Listed Applicants
March 31, 2008	Phase Two: North Luzon
April 1, 2008	Phase Two: NCR /South Luzon
April 3, 2008	Phase Two: Mindanao
April 4, 2008	Phase Two: Visayas
April 8, 2008	Announcement of Final Selected Applicants
April 21 - May 2, 2007	Two-week face-to-face session