

Columbus City Schools
Ohio Master Teacher Program
Formatting, Assembling and Submission Directions
Anonymity Guidelines



Per page C2 of the Ohio Master Teacher Program packet, "Each district committee will determine specific directions for formatting, assembling, and submitting the application."

The Columbus City Schools will follow the Ohio Master Teacher Program Application/Narrative guidelines as established in pages C1-C5 and the following formatting instructions:

Section 1: Candidate Information (C1)

May be typed or legibly printed. ODE Master Teacher documents are available on-line at <http://education.ohio.gov/Topics/Teaching/Professional-Development/Master-Teacher> if a candidate prefers to type required information directly into a printable form.

Section 2: Writing and Evidence Guidelines (C2)

Narrative Format

- Follow the CCS Anonymity Guidelines
- 8½ x 11 standard letter size paper
- 1 inch margins
- Double spaced
- Times New Roman, 12 point font
- Header, right justified:
 - Your Columbus City School Employee Identification Number
 - Criterion letter
- Page numbers in bottom right corner
- May not exceed 12 total pages for all 5 criterion

Evidence:

- Evidence should be numbered consecutively for reference in the narrative. A piece of evidence is defined holistically. Label each piece in the upper right corner:
 - Your Columbus City School Employee Identification Number
 - The evidence number (e.g., 1a, 1b, 1c, 2a, 3a, 3b, etc.)
- Pages of evidence may be no larger than 8.5" X 11". A smaller item (e.g., a photograph) must be affixed to an 8.5" X 11" sheet of paper.
 - If evidence was created in PowerPoint, HyperStudio or other similar media, you may format up to 6 slides on one 8.5" X 11" sheet.
 - Do not photocopy full-size pages of instructional materials or learner work in a reduced format to fit more on a single sheet of paper.
 - May not contain any full names or other ways of identifying the student(s) if samples of student work are included. Use white out to cover last names.
 - Have content on only one side of each page.

Assembly for Section 2:

- Each Criterion Narrative is separate - stapled in top left corner, ordered sequentially
- Evidence for all of the Criterion Narratives - sequentially numbered as referenced in the narratives

Submission:

- **Submit to Karmen McCaslin at 6th Street Annex prior to the posted deadline.**
- Place Sections 1 and 2 in a sealed envelope
- Keep a copy of everything for your records

Anonymity Guidelines

Naming Persons, Institutions, and Places

In your Master Teacher entry, you will need to refer to learners and possibly to parents, colleagues, and other adults. In these and all materials you submit, you must refer to other persons in ways that preserve their anonymity, except as noted below. This means that your narrative and evidence should not show both the first and last names of any person.

As much as possible, people and places should be cited in your work without being identified by name to ensure that the scoring of your entry is as anonymous as possible. In general, it is better for you to refer to people and places by initials or first names only. Your goal in referring to people or places is to convey to evaluators information about your teaching practice in the clearest way possible. It is better to be clear and general when making such references than to use unnatural constructions such as "John Doe University."

Below are guidelines on how you should refer to people, institutions, and places in your narrative and evidence.

Students or Adult Learners

Use first names only. If you choose to feature two learners with the same first name, use first names and the first letter of the last names.

Parents or Legal Guardians

Identify these adults by referencing their relationship to the students, for example, "Marie's mother." Parents should receive the same kind of anonymity as learners.

Teachers, Principals, School Employees, or Administrators

Use "a colleague" or "the principal" if possible. If necessary, refer to the person by first name only. For example, "John, one of our math teachers..."

Your School or Facility Name

Use the term that will identify the level of the school and do not identify its location. For example, you would use "my Middle School," or "my district-level office"

Your City, County, or State

Refer to "my city/county/state."

A College or University

Write "a four-year college," "a graduate program," or "a two-year college."

Your Own Name

Be sure to remove your own name from learner work with correction fluid, and do not include your own name in your Written Commentaries. If you are quoting a student, use "Joey then said, 'Mrs. S., why do we need to...,' " or something similar.

Failure to follow the Formatting, Assembly, Submission, or Anonymity Guidelines may invalidate your entry.

Notification of Status of Designation

Candidates submitting complete Master Teacher entries will be provided with a compilation of his/her final scores.