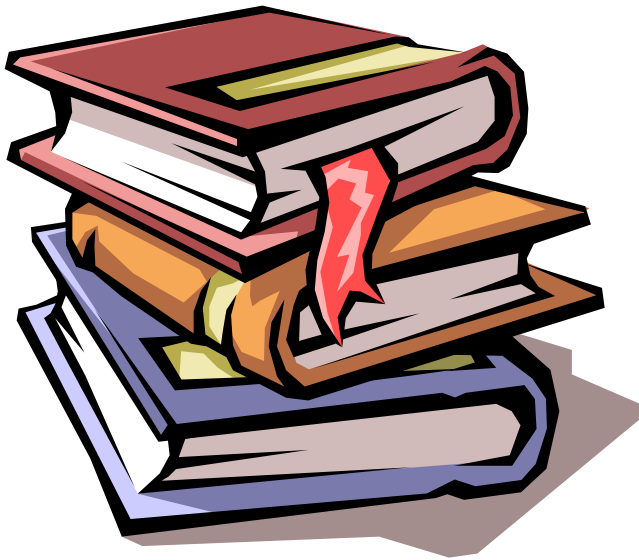


The University of North Carolina
at Pembroke



Welcome
to UNCP

Teaching Fellows Program
Guidebook
2006-2007

Table of Contents

- I. Welcome
- II. Our Team
- III. Teaching Fellows State Office Information
- IV. Program Goals
- V. Requirements
- VI. Policies
- VII. Program Overview
- VIII. Laptops
- IX. Campus Offices/Numbers
- X. Requirements for Admissions into Teacher Education

Appendices

- Appendix A & B - **End of Semester Activity Report Sheet**
- Field Experience Verification Form**
- Teacher Education Requirements**
- Sample Special Student Request letter**

I. Welcome

Welcome to what will be another great year here at UNC-Pembroke. This book is your reference guide that you will be able to rely on throughout the year.

It contains important numbers, addresses (both snail and email,) dates, and requirements that you will find extremely useful. Of course, you are always welcomed to ask questions but we hope that this Teaching Fellows Handbook will be able to answer your questions.

Once again, we welcome the returning members of our family here at UNC-Pembroke Teaching Fellows, as well as our incoming freshman and transfers. This is going to be a great year!

Dear UNCP Teaching Fellow,

Welcome to the University of North Carolina at Pembroke Teaching Fellows Program. Becoming a Fellow is a rewarding and exciting honor. Take pride in your achievement, but remember that with this honor come equal expectations.

The Leadership Council has formulated this guidebook for you to use during your four years at UNCP. This guidebook covers everything from program policies and requirements to socials and portfolios. In providing this guidebook, we hope that you will gain a clearer understanding of what is expected of you as a NC Teaching Fellow. Understanding how the program operates as well as your duties to the program will assure that your years at UNCP will be rewarding, full of personal and professional growth, and life changing experiences.

We are excited that you are here and look forward to a great year!

Sincerely,

Your Leadership Council

II. Our Team

Director – Ms. Karen Granger, 521-6448, karen.granger@uncp.edu

Secretary – Ms. Lynn Hardin, 521-6495, lynn.hardin@uncp.edu

A list of Teaching Fellows with addresses and phone numbers for the year will be distributed once completed.

Teaching Fellows Leadership Council: 2005

President – Amber Holland	aeh001@uncp.edu
Vice President – Samantha Baggett	slb014@uncp.edu
Secretary – Erin Ferris	ewf001@uncp.edu
Treasurer – Heather Godwin	hng002@uncp.edu
Historian – Kaci Marcus	lhm002@uncp.edu
Sr. Representative – Annette Hagans	alh006@uncp.edu
Jr. Representative – David Townsend	dlt004@uncp.edu
So. Representative – Matt Blue	mbb008@uncp.edu
Fr. Representative – Jordan McPherson	wjm002@uncp.edu

If you would like to run for an office on the Leadership Council, see the Teaching Fellows Leadership Council Bylaws for more information. Elections are held in December of every year. The Historian can provide you with a copy of the constitution.

If you have any suggestions or concerns you feel need to be brought to the attention of the group, please see your class representative immediately.

Please check out our web page at www.uncp.edu/teffellows. You can find a lot of information about our program here. You can also see a copy of this booklet, in case you lose your copy. Or check out our BlackBoard page <http://courses.uncp.edu>

III. State Office Information

This information is provided in case you have to contact anyone at the state level:

Address: North Carolina Teaching Fellows
3739 National Drive
Suite 210
Raleigh, NC 27612
Phone: (919) 781-6833
Web site: www.teachingfellows.org

Ms Jo Ann Norris, Associate Executive Director Public School Forum
E-mail:jnorris@ncforum.org

Ms Gladys Graves, State Director North Carolina Teaching Fellows
E-mail:ggraves@ncforum.org

Mr. Danny Bland, Director of Special Programs
E-mail:dbland@ncforum.org

Ms. Sherry Woodruff, Program Officer
E-mail:swodruff@ncforum.org

Ms. Lynne Stewart, Program Secretary
E-mail:lstewart@ncforum.org

IV. Program Goals

“A Big Fish in a Small Pond”

The following are the goals of the North Carolina Teaching Fellows Program as established by the Teaching Fellows Commission:

- To provide an academically and culturally enriched program that extends beyond the regular college program.
- To provide opportunities and experiences that encourages the development of leaders and decision-makers.
- To provide opportunities for building an understanding of education’s place in a greater social context.
- To instill a sense of mission, service and professionalism in the Teaching Fellows.
- To improve the image of Teacher Education candidates and programs campus wide.
- To attempt to recruit and retain greater numbers of male and minority teacher education candidates in North Carolina.



Our program is designed to enhance the Teacher Education Program available from UNCP. We offer a unique set of enrichment experiences (i.e. retreat, cultural events, service activities, seminars, speaker series and socials) designed to assist in your development of professional skills, leadership abilities, and multicultural awareness. Centered on our commitment to Leadership, Service, and Educational Excellence, the UNCP Teaching Fellows Program has a commitment:

1. To train future educators who are aware of the many ways that they can serve their community.
2. To train future educators that posses multicultural competency and strategies for teaching students from diverse populations.
3. To train future educators as leaders in the classroom and change agents in the community.
4. To train future educators who utilize reflection and personal assessment to refine their approach to teaching.

Vision Statement:

The **UNCP Teaching Fellows Leadership Council**, will strive to encourage and initiate constant growth and development so that the UNCP Teaching Fellows program will become recognized throughout the state as a premier teacher enrichment program. We will become UNC Pembroke's foremost organization built upon the foundations of Leadership, Service, and Educational Excellence by building lasting community ties, developing positive service ethic, and by helping to develop the tomorrow's leaders in education.

Mission Statement:

1. To recognize the special attributes each Fellow brings to the program.
2. To promote student involvement in the community outside UNCP.
3. To promote education a worthy, rewarding, and fulfilling profession.
4. To serve as positive role models for future educators in the surrounding community.
5. To enthusiastically participate in all areas of University life.

We will strive to live to the above mission statement to the best of our abilities.



V. Requirements

We love to have fun here at UNC-Pembroke, but work comes first. Leadership, cultural enrichment, and service activities are all important and integral parts of the Teaching Fellows program. All Teaching Fellows are required to fully participate in these various activities offered by the program to fulfill the requirements of the scholarship.

● **General Meeting** - A General Meeting is held for all UNCP Fellows at the beginning of each semester. Fall semester will be Wednesday, August 24, 2005 and spring semester will be Wednesday, January 11, 2006. This is an opportunity for all Fellows to come together and get (re) acquainted. Ms. Granger will share any needed information with us, seminar schedules are distributed and the Leadership Council will share info. Upperclassmen and others may report on their experiences in the Fellows program. Fellows select their committees for the semester and complete a contact sheet.

● **Class Meetings** – Class meetings will be held once a month for freshmen, sophomores and juniors. These meetings give Fellows the chance to exchange information and discuss experiences.

● **Committees** – All Fellows, with the exception of seniors in their internships, must serve on at least two (2) for a full semester each before graduating the program. Committees include: Fellowship, Public Relations, Community Service, Scrapbook, Fundraising, and Big Brother/Sister.

● **Grades, etc** – Freshmen must maintain a 2.25; all others must maintain a 2.5! You will not receive your scholarship money any semester you do not enter with the required GPA.

● **Admission to Teacher Education** – All Fellows must be admitted by the end of the first semester of their junior year. Any Fellow in the first semester of the junior year who is not admitted into a Teacher Education by the deadline for Student Special Requests for the Fall Commission meeting (usually late Oct. or early Nov.) should submit a Student Special Request for Exemption. Funds will not be released in the Spring for any junior who does not get Commission approval at the Fall Commission meeting. If the student is not admitted by the end of the junior year, not funds will be released until the student is admitted and the student must submit a request for Academic Probation for each semester that they are not admitted. Should a student be suspended from Teacher Education he/she will be placed on Academic Probation and their money will be held until they have been reinstated into Teacher Education.

● **On track towards graduation** – All Fellows must maintain satisfactory progress toward graduation as defined by the institution.

Less than 30 – Freshman

30-59 Sophomore

60-89 – Junior

90 hours to graduation - Senior

● **Attendance** – ***Attendance is not optional.***

Program Policy 30.4-Fellows must participate fully in on-campus activities designed for Fellows and in the summer programs. Students notified of this policy shall have a semester of funds held, pending a recommendation from the Campus Director or Commission Staff, whichever applies. Lack of full participation or unexcused absences by a student are grounds for loss of funds or dismissal from the Teaching Fellows Program.

You are required to attend all Teaching Fellows activities on and off campus. You will be informed of these events with an adequate amount of time to alter personal schedules. Occasionally, last minute changes have to be made, so always check your email and Blackboard. If an emergency arises, let Ms. Granger know immediately and *be prepared to make up the missed activities with other pre-approved activities.*

● **Fellowship Activities** – This refers to activities like Halloween parties, Christmas parties, socials and retreats. These events serve just as much purpose as all the others. You are required to attend these, just like any other event. Besides, they are always so much fun you will not want to miss out.

● **Seminars** – The seminars you are required to attend are provided to not only help make you a better student but a better teacher as well. Seminars are scheduled for Wednesday @ 3:30pm. You will need to schedule your classes each semester with this in mind. The seminars take only a fraction of your time, so attend with the intent of learning and cooperating. Failure to comply with the seminar schedule can result in loss of funds and, in extreme cases, removal from the program. Do not look at the seminars as a chore but as an opportunity for self-improvement and professional development.

**Note: Distinguished Seminar Series events are in addition to your other seminars. You are to attend at least three of the four events.* ALL Distinguished Seminar Series are held in the evenings at GPAC at 7:00 pm.

Tuesday, September 27, 2005	Catherine Crier
Monday, October 17, 2005	Nicholas Sparks
Saturday, February 11, 2006	Tavis Smiley
Tuesday, March 28, 2006	Roy Firestone

● **Distinguished Educational Speaker Series** – This speaker series was created to bring educators to our campus to speak to Teaching Fellows about current topics in education. Teaching Fellows should plan to attend all Distinguished Educator Speakers, as they will have strategies and resources needed for successful classroom teachers. In each semester there will be 2-3 speakers and you are required to attend each one. The Distinguished Educator Speaker Series is sponsored by the UNCP Teaching Fellows Program and opened to all Education majors.

● **Mentor Activities** – The mentor program is provided so Teaching Fellows can have some professional, and sometimes personal, advice from a professor. However, it is difficult for this relationship to grow if a bond is not established early on and maintained throughout your college career. That is why we require you to visit your mentor on a monthly schedule at a minimum. Call your mentor to have lunch, coffee, communicate via email or make an appointment to drop by their office.

● **Community Service** – Because UNCP Teaching Fellows Program is committed to service Fellows are required to participate in our big project each semester. Smaller Community Service options will be listed for Fellows to participate in. In addition to service in the public school and in various community organizations, you, as Teaching Fellows, are encouraged to become leaders in other campus organizations and professional organizations.

● **Field Experiences:** All Teaching Fellows are required to do field experience. Freshman fellows are required to do at least 10 hours for their first year. You do not have to wait until the second semester to do this. You are encouraged to get out in the classroom your first semester and as much as possible. The 10 hours is not a limit, but a starting point. Upperclassmen are required to do 30 hours per year. If you are required to do 20 or more hours for education classes, then you are not required to do additional hours for Teaching Fellows. Just make sure you indicate the 20 hours on your Field Experience Verification Form for Teaching Fellows (as well as for your classes).

The Field Experience Verification Form can be found at the back of this book. Please turn your Field Experience into the Teaching Fellows Office – bring your original by and we can make a copy for your file.

● **What is Field Experience?**

This is a hands on look at the techniques and theories used in North Carolina classrooms today. You will have the opportunity to interact with students on a regular basis, to learn from seasoned educators and talk with administrators and other faculty.

Regular classroom observations, musical instruction, and tutoring are just some examples of what make up *field experience*. By all means, check with Ms. Granger if you are not sure about certain observations. Do not just assume something is okay to use as observation time either. It would be terrible to reach the end of the semester and find out that your hours will not count.

***Be sure to check your email and BlackBoard OFTEN!!! We keep things moving and the only way to keep up is to be informed.**

VI. Policies

In order to maintain our high level of excellence, Fellows are held accountable for their compliance with program requirement and policies. Failure to complete requirements or fully participate in any required area may result in a Fellow being placed into arrears status, on probation, or recommended for loss of discontinuation of funding.

● **Support Services and Tutoring**

An academic and personal support system is in place for Teaching Fellows. All freshmen will be required to meet with the Director and review their academic program. The Director will arrange fall and spring conferences for sophomore, juniors and seniors. The Fellows program will organize Tutorial Assistance, Study Skills Workshops and Time Management Workshops for students experiencing academic difficulty.

Each semester, the Director receives a printout of all those Fellows who have one or more academic difficulty reports at mid-semester. They are sent a letter requesting that they see the Director to talk about their academic problems and are encouraged to talk with their instructor, academic advisor and campus-tutoring center to remedy whatever difficulty they are having. In addition, when Fellows meet with the Director, they are also asked to write a course of action they plan to take to improve their academic work.

⦿ **Alcohol Policy**

The alcohol policy of the Teaching Fellows Program shall strictly follow the Alcohol Policy of UNC-Pembroke. No alcohol shall ever be present at events sponsored by the Teaching Fellows Program nor shall any program monies be used to purchase alcoholic beverage of any kind.

⦿ **Conduct while representing the program**

Conduct unflattering to the Fellows program or the university will be dealt with swiftly and harshly. As future educators we have an obligation to the communities we serve, to perform with the highest professional conduct when representing our profession or the university.

⦿ **Academic or Program Probation**

Should you be placed on Academic Probation due to your GPA/credit hours or placed on Program Probation due to violation of Policy 30.4, you will be required by the North Carolina Teaching Fellows Office to submit a letter of Special Student Request. This must be turned into the Teaching Fellows Office at UNC Pembroke. Should you need to submit a SSR, please get it in promptly so that we may send complete your paperwork for a Commission meeting. A sample student letter can be found at the back of this book.

⦿ **Signing Certificates of Receipt** Each of you will be required to sign your Certificates of Receipt each semester you receive money. If you fail to sign this for a semester, your funds will be held for the following semester until the current Certificates of Receipt are signed and returned.

VII. Program Overview:


The NC Teaching Fellows Program is not just a scholarship; it is a *program* for the enrichment of future teachers. Each of your programs here at UNCP is uniquely designed to help you reach the goals set by the program and the goals you set for yourself. The goals and requirements specific to each of your four years is outlined below:


Freshman Experience:


“A Framework for Understanding Diversity – An Introduction to UNCP


Your first year in the Fellows program will focus on providing you with the tools to make a successful transition to college life while at the same time helping you to re-evaluate your understanding of diversity in education.


Prior to the beginning of the freshman year, new award recipients will participate in a Statewide Freshman Orientation in June; a half-day conference facilitated by the Forum for newly designated recipients and their parents to gain information about the goals and responsibilities of the program.


 **Orientation** – The UNC-Pembroke Freshman Fellows Orientation is a two-day experience at the beginning of the Fall Semester. This orientation is important because Fellows get an opportunity to know other members of their cohort before classes begin. We will discuss UNCP policies and procedures, the UNCP Teaching Fellows Program, and class registration. You’ll have the chance to ask questions of the Director and upper classmen Fellows.

 **Housing** – Freshmen Fellows are required to live on campus for the first year in a selected dorm.


 **Big Brother/Sister** – Each Fellow is assigned a Big Brother/Sister who will contact you over the summer. You will get the chance to meet him/her in person during the UNCP Freshman Fellows Orientation.


 **Mentors** – All Fellows are assigned a faculty mentor who may or may not be in your intended major. You are required to make monthly contact with your mentor either by phone, through e-mail, or direct contact. Your first official meeting with your mentor will be the Mentor/Mentee social at the beginning of the Fall semester, but feel free to make contact before then.

 **Freshman Seminar** - The Fall program begins with Freshman Seminar (FRS 100), taught by the Director. This course focuses on survival in college, campus and community resources, learning styles, time management, teacher licensure and requirements for admission to teacher education program.


 **Seminars** – Freshmen Fellows are also involved in seminars and workshops that serve to increase awareness and knowledge of diversity within the classroom. This program is designed to

give students new definitions of diversity and a framework for serving students from diverse backgrounds.

 **GPH/Hr** – freshmen must maintain an average of 2.25.

 **LSOP** (Leadership Service Opportunities Program) – To fulfill a leadership component of the freshman experience, freshmen are invited to join LSOP. This program provides opportunities for service and leadership development. Students will learn about service learning and how it can be used in classrooms. Requirements for this program are 30 hrs of service per year for freshman, and attendance at eight workshops. Freshmen who complete the program are recognized in the spring as Horizon Leaders.


Required Summer Activity


 **DISCOVERY** – At the conclusion of the freshman year, students take part in a statewide one-week tour of school and communities during May (May 14-20, 2006), entitled DISCOVERY. This seven-day trip immerses rising sophomores in a range of NC cultures and economies that define schools in the state. Colleagues from all fourteen campuses visit NC educational systems, industries, and cultural sites. The Fellows see every possible aspect of the state, including industry, farms, high-tech businesses, corporations, schools and the arts. A portion of your yearly scholarship money is escrowed for this enrichment opportunity. (For more information, please contact Gladys Graves at ggraves@ncforum.org).


Sophomore Experience:


“Leadership in the Classroom and Community”


Congratulations on the completion of your first year of college. You are now a full-fledged college upperclassman! Opportunities for participation in the Fellows Program and on campus have increased. You are beginning to change your perceptions of education as you continue to develop into a professional. The focus of this year will be on giving you the tools and experiences you will need to be a leader in education and a change agent in the community.


 **Housing** – As an upperclassman, you now have the option to live off campus, in the apartments or in the dorms. If you decide to commute you must realize the effort and planning that it takes to make sure that you arrive for your classes on time.

 **Big Brother/Sister** – You remember what it was like last year when you were new to campus. You remember how much your Big Brother or Sister help ease the transition from high school to college student. This year you will be asked to take a new role, from mentee to mentor; to share your experiences and knowledge with the new freshman class. You are now eligible apply and interview for a Big Brother/Sister position. The Big Brother/Sister Committee will provide training for your new opportunity.


 **Seminars** – Sophomore Fellows are involved in seminars and workshops that serve to increase proficiency and skill in communication and leadership in both the education and school communities. This program is designed to give students confidence in their new skills in leadership and a techniques for implementing diversity in education. Various ways of thinking and learning will be explored. Seminars will also be devoted to preparing Fellows for the CARE Matrix requirements for graduation with a license to teach.

 **GPH/Hr** – Incoming sophomores must have a GPA of 2.25 or better from their freshman courses and must have complete at least 30 semester hours prior to entering the sophomore year to continue to be eligible for funds.


 Course Artifacts and Reflections as Evidence (CARE) – see following pages

 **Praxis I** (Professional Assessment for Beginning Teachers) – sophomores who wish to be admitted to one of the four-year programs in Teacher Education must have their Praxis I scores included in their application to the School of Education. This application is due in January of the sophomore year. Students must take the Praxis by October of their sophomore year for the scores to be available in January. See www.praxis.org for additional information.

Required Summer Activity

 **Junior Enrichment** is a summer program for rising juniors. Each Fellow chooses from a list of 30 or more options, including a seven day Outward Bound course, a student musical

production, environmental education, computer workshops, and numerous opportunities for travel abroad, including credit for study. (For more information, please contact Danny Bland at dbland@ncforum.org)


 **Junior Conference** is a conference for rising juniors, which takes place in late July (July 28-20, 2006). At this conference, you will have an opportunity to experience discussions and activities that will increase your knowledge and awareness about, and increase your sensitivity toward, social and cultural diversity. The Conference also provides opportunities for networking (NCCAT alumni, speakers), bonding (with your colleagues from across the state), and accountability to the State of North Carolina (General Assembly, the funders and the NC Teaching Fellows Commission). For more information, please contact Gladys Graves at ggraves@ncforum.org)


Admission to Teacher Education Program


All Fellows must be admitted by the end of the first semester of their junior year. Any Fellow in the first semester of the junior year who is not admitted into a Teacher Education by the deadline for Student Special Requests for the Fall Commission meeting (usually late Oct. or early Nov.) should submit a Student Special Request for Exemption. Funds will not be released in the Spring for any junior who does not get Commission approval at the Fall Commission meeting. If the student is not admitted by the end of the junior year, not funds will be released until the student is admitted and the student must submit a request for Academic Probation for each semester that they are not admitted. Should a student be suspended from Teacher Education he/she will be placed on Academic Probation and their money will be held until they have been reinstated into Teacher Education.


Junior Experience:

“Professional Communication – Building Bridges”


 **Housing** – As an upperclassman, you now have the option to live off campus, in the apartments or in the dorms. If you decide to commute you must realize the effort and planning that it takes to make sure that you arrive for your classes on time.


 **Big Brother/Sister** – You remember what it was like when you were new to campus. You remember how much your Big Brother or Sister helped to ease the transition from high school to college student. As a junior you may still want to serve as a Big Brother or Sister and mentor our incoming freshmen.

 **Seminars** – In addition to the Distinguished Educator Series, Junior Fellows are involved in Seminars that will assist them in preparation for the classroom. Seminars that relate to resume building, interview skills, leadership qualities and communication skills.

 **GPH/Hr** – juniors must maintain a GPA of a 2.5.

Required Summer Activity

 **Senior Orientation Week** requires each Teaching Fellow to spend one week in a school system, either during spring break of their junior year or summer break prior to their senior year. The experience is designed to give students an introduction to the school community and an understanding of the overall operation of a school district through interaction with a wide range of personnel. Teaching Fellows are often offered paid internships following Orientation Week. (For more information, please contact Danny Bland at dbland@ncforum.org)


 **Senior Conference** is a professional conference for rising seniors, which takes place in late July. At this conference, you will gather information on educational issues, cutting edge techniques, and "words of wisdom" which will aid in your transition into your teaching career. Outstanding teachers identified by the North Carolina Center for the Advancement of Teaching (NCCAT) and Teaching Fellows graduates serve as facilitators working with small groups of Fellows to discuss concerns related to the real world of teaching. (For more information, please contact Danny Bland at dbland@ncforum.org)


Admission to Teacher Education Program


All Fellows must be admitted by the end of the first semester of their junior year. Any Fellow in the first semester of the junior year who is not admitted into a Teacher Education by the deadline for Student Special Requests for the Fall Commission meeting (usually late Oct. or early Nov.) should submit a Student Special Request for Exemption. Funds will not be released in the Spring for any junior who does not get Commission approval at the Fall Commission meeting. If the student is not admitted by the end of the junior year, not funds will be released until the student is admitted and the student must submit a request for Academic Probation for each semester that they are not admitted. Should a student be suspended from Teacher Education he/she will be placed on Academic Probation and their money will be held until they have been reinstated into Teacher Education.

Senior Experience:

“Preparation For The Classroom”

 **Housing** – As an upperclassman, you now have the option to live off campus, in the apartments or in the dorms. If you decide to commute you must realize the effort and planning that it takes to make sure that you arrive for your classes on time.

 **Seminars** – In addition to the Distinguished Educator Speaker Series, Seniors Fellows are involved in Seminars that will assist them in preparation for the classroom. Seminars that relate to resume building, interview skills, surviving the first year, and preparation for the internship.

 **GPH/Hr** – seniors must maintain a GPA of a 2.5.

VIII. Laptops

UNC-Pembroke has a unique program that issues laptops to all of the Teaching Fellows. You may pick your laptop up at the computer center (located in the science building) at the beginning of the first full week of classes. It is your responsibility to take care of your laptop. If you have any problems with it functioning correctly, contact the computer center immediately. You must turn in laptops at the end of every semester. This is so the computer center can maintain and update your laptop regularly. If you do not turn in your laptop on time, your grades will be withheld until the computer center receives your laptop. ***Please remember, you are responsible for the cost to repair all damage to your computer that is not a result of general wear-and-tear or maintenance problems.***

IX. International Trip

The UNCP Teaching Fellows Program has had the unique opportunity to participate in an educational trip during their Junior or senior year. ***Should a trip be offered during the senior year for Fellows they must be in good Academic and Program standing to participate.***

Campus Offices/Numbers

This section will help you with problems that might come up while at UNC-Pembroke (like housing, meal plans, grades, drop/adding classes, etc.) All numbers are 521.

Departments/Offices:	Numbers:	Departments/Offices:	Numbers:
UNCP Information	6000	Grants	6494
Academic Affairs	6211	Health Careers	6590
Accounts Payable	6364	Health/PE	6220
Account Receivables	6329	History	6229
Admissions	6262	Housing Office	6228
Art	6216	Library (Circulation)	6516
Bert's	6274	Media Center	6254
Biology	6245	Mass Communications	6378
Bookkeeping	6411	Music	6230
Bookstore	6222	Newspaper	6204
BSU House	8777	Nursing	6522
Business Adm./Econ	6214	Philosophy/Religion/Psy	6240
Cafeteria	6360	Physical Plant	6233
Campus Police	6235	Police	6235
Career Center	6270	Political Science	6363
Cashier	6206	Pool	6277
Chemistry/Physics	6247	Post Office	6210
Computer Center	6260	Records/Registration	6298
Computer Sci./Math	6244	Soc/Social Wrk/ Crim.Just.	6380
Counseling/Testing	6202	Student Activities	6207
Curriculum Lab	6293	Student Affairs	6226
Dean of Students	6228	Student Health Service	6219
Education	6221	Student Teaching	6283
English Library	6358	Summer School	6367
English/Theatre/Languages	6246	Teacher Education	6271
Financial Aid	6255	Teaching Fellows	6495
Game Room	6544	Telephone Service	6455
GPAC (Box Office)	6361	Tutoring	6278

Your Mentor: _____ Phone # _____ Office _____

XI. Requirements for Admissions Into Teacher Education

As a Teaching Fellow, you must be admitted into the Teacher Education Program by the beginning of your junior year. Also, before you can take the majority of your education classes here at UNC-Pembroke, you will have to be admitted into the Teacher Education Program. There are several requirements you must meet **BEFORE** applying to Teacher Education. They are as follows:

Complete general education requirements. You can only have 8 hours of general education remaining when you apply for Teacher Education.

Earn a “C” or better in EDN 302-Foundations of Education.

Earn a “C -” or better in all major or professional courses. This includes courses that do not fall directly under your major title. For example, a secondary social studies (history) education major would also calculate sociology classes that were required under his/her major.

Have a 2.5 Quality Point Average (QPA).

Pass the Praxis I series. This test consists of three sections: writing, math and reading. The majority of students take the Praxis I series during the semester they are enrolled in EDN 302-Foundations of Education (usually their sophomore year.) Please note, you must pass the Praxis I series, not just take it. You should take the series before the summer!

Satisfactorily complete the admission interview. There are certain dates and times the interviews are given. Please look for signs advertising this event and sign up in the field experience office (Usually you do this during the semester you take EDN 302 of your sophomore year).

For more details, see Appendix-A checklist. If you have any questions, feel free to ask Ms. Granger or any of the other Teaching Fellows.

Course Artifacts and Reflections as Evidence (CARE)

The UNCP Teacher Education Program is structured around six standards that teacher candidates are expected to meet by the time their program of study is completed. The six standards are listed in a document entitled UNCP Teacher Education Program Candidate Standards.

Each program standard is presented with a summary of corresponding knowledge, dispositions, and performance indicators. The performance indicators for each of the six UNCP Teacher Education Program Standards are organized into six matrices. The six matrices are in a document entitled CARE Matrices for Standards I-VI.

As you take courses in your program of study, you will select course-generated products of learning (e.g., assignments, projects) as evidence that the performance indicators for each standard are met, and you will record each chosen product of learning in the appropriate matrix. Then, you will write a reflection on your reasons for selecting that product and explain how it relates to that performance indicator. You do not create anything new or extra; you simply select an assignment or project that you completed for a course and explain how it relates to the performance indicator.

Your EDN 302 instructor will guide you as you begin to record products of learning and reflections in your CARE matrices. Another document, CARE Guidelines for Teacher Candidates, will provide

additional information about the CARE process and will walk you through the procedures that you will need to follow.

The CARE portfolio will be due during your graduating semester. However, it is never too soon to start working on it.

Let make it the best year yet for UNCP Teaching Fellows!



**End of Semester Activity Report Sheet
Fall, 2005**

September seminar (or approved makeup)

Title:
Presenter: Date and time:
Comments:

October seminar (or approved makeup)

Title:
Presenter: Date and time:
Comments:

November seminar (or approved makeup)

Title:
Presenter: Date and time:
Comments:

December seminar (or approved makeup)

Title:
Presenter: Date and time:
Comments:

I assisted with the Open House ____yes ____ no

I attended the Christmas Dinner ____ yes ____no

I met with my mentor on the following dates for the activity described (list at least three):

I participated in the following Leadership Council sponsored semester activity/ies

I actively served on the Leadership Council this semester ____ yes ____no

I actively served on the _____committee this semester

Other: (list assistance in the office, attendance at TF Conference, making presentations, etc.)

_____(Signature)

End of Semester Activity Report Sheet (Spring, 2006)

January seminar (or approved makeup)

Title:
Presenter: Date and time:
Comments:

February seminar (or approved makeup)

Title:
Presenter: Date and time:
Comments:

March seminar (or approved makeup)

Title:
Presenter: Date and time:
Comments:

April seminar (or approved makeup)

Title:
Presenter: Date and time:
Comments:

I assisted with the Open House _____yes _____ no

I assisted with the Interview Workshop _____ yes _____no

I assisted with the Regional Interviews _____ yes _____no

I participated in the following Leadership Council sponsored semesters activity/ies.

I attended at least three-Distinguished Speakers Series Presentations:

(All presentations are at 7:00 pm

____ Catherine Crier, Tuesday, September. 27, 2005 _____ Nicholas Sparks, Monday, October. 17, 2005

____ Tavis Smiley, Saturday, February 11, 2006 _____ Roy Firestone, Tuesday, March 28, 2006

I met with my mentor on the following dates for the activity described (list at least three):

I actively served on the _____committee this semester (may include Leadership Council)

Other: (list assistance in the office, attendance at TF Conference, making presentations, etc).

_____ (Signature)