

WELCOME TO THE NC STATE UNIVERSITY TEACHING FELLOWS FAMILY

Dear Teaching Fellows,

Welcome to the profession that will change lives – including yours! The importance of teachers in our society continues to rise, and each day we see more reasons why highly qualified teachers are needed in our society. The Teaching Fellows program at NC State is committed to preparing you for an experience that will change your life. Our program will assure you of an education that goes above and beyond that of a traditional program. As you grow professionally, you will bring positive change to North Carolina classrooms.

This year, my challenge to you is to leave a legacy worth remembering. Our theme, “**Legacy of Teachers,**” will explore how schools and teachers are working to leave a positive mark on the lives of students. It is important to remember that teaching is more than just a subject taught by a teacher and mastered by a student. Teaching is also about building lasting relationships with their students. As a teacher, you will lay a foundation in your classroom that will leave a lasting mark on your students. So my challenge for you this year – what legacy will you leave behind on your students?

Weekly forums and seminars will focus on the characteristics of a teacher leader and prepare you to become a leader in the classroom and community. Our office staff, along with the faculty of NC State, is here to provide you with the knowledge, wisdom and experience to become highly qualified. There are high expectations that come with being a Teaching Fellow. Our leadership team has prepared a variety of activities that will enrich your experience by giving you the tools to understand and shape your future classroom and school.

Our program is rich with a tradition of successful teachers now in the public schools. We continue to produce teachers that are leaders in their school districts. We hold the highest expectations of our Teaching Fellows at NC State, and our hope is that you will maintain these high standards as you complete your professional degree at NC State. Our office is always open for you and we encourage you to take full advantage of what will be offered to you. We are a family – a family that supports and respects each other through this life journey.

Best wishes for your continuing success as you prepare to enter the honorable profession of teaching.

Sincerely,



Michael J. Clinkscales
Director, NC State Teaching Fellows Program

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Website Addresses:

www.ncsu.edu/teachingfellows/
(Official NC State website)

http://ced.ncsu.edu/student_services/teaching_fellows.php
(Teaching Fellows Events Calendar)

www.freewebs.com/ncsuteachingfellows
(Student-run website)

www.teachingfellows.org
(NC Teaching Fellows – state office)

I. The NC Teaching Fellows Program Overview

Acknowledging that the quality of education in our public schools is determined by the quality of our educators, an ambitious teacher recruitment program, the North Carolina Teaching Fellows Program, was enacted by the General Assembly in 1986. The mission of the program was, and continues to be, to recruit talented high school graduates into the teaching profession and to help them develop leadership qualities such as visionary thinking and risk-taking; qualities that have not, in the past, been valued in teachers. The Teaching Fellows Program challenges students to see beyond the classroom and to think about the connections of education to the quality of life and the economic survival of our state. The program has quickly become one of the most prestigious awards in North Carolina.

The Teaching Fellows Program was one of the components in a ten-point teacher recruitment proposal called "Who Will Teach Our Children." The proposal was developed by the Public School Forum of North Carolina, a nonprofit partnership of business, educational and political leaders from throughout North Carolina. The Forum staff administers the program while a Commission, appointed by the Governor, Lieutenant Governor, President Pro Tem of the Senate, and Speaker of the House of Representatives, develops the policies and regulations governing the program.

II. NC Teaching Fellows Program Goals

The following are the goals of the Teaching Fellows Program as established by the NC Teaching Fellows Commission that guide our program:

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

III. The Teaching Fellows Program at NC State

The Teaching Fellows Program at North Carolina State University complements rigorous academic programs. Teaching Fellows will learn from experts and practitioners about important issues in the schools, innovative practices, and effective approaches to utilize in today's classrooms. Teaching Fellows will also participate in a wide array of activities to support the development of leadership skills and cultural awareness.

The Teaching Fellows Program will challenge you to draw parallels between the classroom and the larger world. The Teaching Fellows Program supports creativity, research, critical thinking, collaboration, and partnerships resulting in the development of a learning community.

IV. NC State Teaching Fellows Program Components

According to North Carolina Teaching Fellows Commission Policy 30.4,

Fellows must participate fully in on-campus activities designed for Fellows and in summer programs. Students notified of violation 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. The Director of the NC Teaching Fellows Program or the Coordinator of Special Programs may, on a case-by-case basis, determine that a Teaching Fellow who has missed a summer experience may attend in a following year and pay the required fee with the exclusion of senior conference. All summer experiences or a compensating experience must be completed before graduation.

Forums and Class Seminars

To aide the Fellows in meeting the goals and expectations of the Teaching Fellows Program, a series of 1-credit hour courses has been designed. The courses for the first, second and third year student cohorts meet on Mondays from 4:35-6:25 pm in Poe 216. The format is usually one forum with the three cohorts together and one meeting individually by cohort each month. Since the class usually only has two meetings per month for each cohort, each meeting is vital. Attendance is mandatory and factored into the grade. **The Teaching Fellows Director must approve any excused absence.** Prior notification is expected when an absence is to take place. An alternative assignment will be administered for that absence. Any conflict with other classes and forum are to be addressed during the prior semester. The Director will discuss options with the fellow.

In addition to attendance and participation at forums, the grade for the course is dependent upon outside activities. Students will maintain an online journal throughout the semester about their experiences in forum. Fellows will also submit a summative online portfolio documenting and reflecting upon their participation in Teaching Fellows activities.

Class	Fall	Spring
FR	ED 101	ED 102
SO	ED 201	ED 202
JR	ED 301	ED 302

The seniors have a separate 1-hour seminar (ED 403) the semester they are not student teaching on Thursdays. The purpose of this seminar is to examine issues that teachers experience during the first year of teaching.

NCSU Program Activities

Teaching Fellows are expected to be involved in six defined aspects of program activity: cultural/social, diversity, leadership/professional development, field experience, fundraising, and community relations. Requirements vary by cohort, but all are planned to help ensure your success at NC State, as well as develop your competence and confidence as a teaching professional. Each Teaching Fellow will be required to develop a portfolio to highlight his or her involvement. The portfolio is due at the end of each semester and is submitted in an electronic format.

Cultural/Social

Teaching Fellows will have opportunities for cultural/social interaction within the program. Teaching Fellows will participate in **a minimum of four** experiences per semester designed for the development and/or refinement of intellectual and aesthetic understandings and attitudes. **You will reflect on two of these experiences.** Such interaction will also provide an opportunity to network and build relationships within and across cohort groups. Teaching Fellows must demonstrate that they were active **throughout** the semester and are encouraged to let the cultural/social committee know of their interests, so that meaningful events can be planned.

There will be opportunities to explore the cultural resources of the Triangle as a group with other Teaching Fellows and to try things on your own. Without leaving campus, you can see plays, concerts, and performances for free or really darn cheap. In addition, there are many museums in the Triangle area. Events will be listed on the Teaching Fellows website. Here are several links that will help you to find events:

<http://www.ncsu.edu/arts/> (NCSU Arts)

<http://www.raleighlittletheatre.org/> (Raleigh Little Theater)

<http://calendar.activedatax.com/ncstate/> (Calendar of all things NCSU)

<http://www.ncsu.edu/msa/calendar/index.php> (Office of multicultural student affairs)

<http://www.meredith.edu/students/community-cultural-events.htm> (Meredith College's page to link you with community cultural events)

Diversity Education

Teaching Fellows will have experiences designed to increase knowledge and awareness about and sensitivity to social and cultural diversity. Teaching Fellows will explore issues of diversity in the Forum and Class Seminars. You are encouraged to attend cultural events that will expand your exposure to cultures with which you are not as familiar.

Leadership / Professional Development

Teaching Fellows will have the opportunity to engage with individuals on campus and in the community (local, state, national, international) who serve as models of leadership. In turn, these experiences will also present an opportunity for you to grow as a professional and further your knowledge as a future educator.

Teaching Fellows come to our program with differing leadership backgrounds and skills. We respect this diversity and want to find ways for each of you to be challenged and grow as a leader. As part of your general experience in leadership, everyone is expected to actively participate on a Teaching Fellows Student Executive Council Committee and assume responsibility for some aspect of campus life.

Part of being an educator is also taking the initiative to take advantage of opportunities to grow as a professional. As teachers, we are also seen as leaders. Thus being a leader means knowing your profession.

The number of leadership/professional development activities a Fellow must complete each semester is **dependent upon their cohort status**. Below are options students have for fulfilling this component of the Teaching Fellows Program. Other programs will require approval of the director:

- Attending or presenting a Leadership Development Series module sponsored by the Center for Service Leadership, Ethics, and Public Service (CSLEPS). Check the URL for titles and dates: www.ncsu.edu/csleps/. **Be warned that LDS modules usually end a month before the end of the semester, so sign up early.**
- Serving in an executive board position in Teaching Fellows, other education organizations, or university elected office. You may only use this position one semester; you must engage in another leadership building experience the other semester.

- Participating in a university sponsored leadership development program (e.g. Caldwell Leadership Program, Hugh Shelton Leadership Conference, Office of Equal Opportunity training, etc).
- Attending, or presenting at, a conference or attending a session on leadership/field of study at a professional conference.

Field Experience

Experience with students and in schools is critical to your development as an educator. Our goal is for every Teaching Fellow to have a **minimum of 10 hours each semester** of field experience. These experiences will take a variety of forms including internships, tutorials and observation experiences. Upperclass students may use classes that involve practicum and observations to help fulfill this expectation (ie. ED 310, ECI 205, EMS 203, ELM 250, AEE 206 & EOE 207). Please note that the emphasis is to get out into the schools every semester to increase your comfort and abilities in working with students, therefore there will be no “rollover” hours from previous or future semesters. Also, you are encouraged to complete your experience in an environment that is new to you. **Going back to your home school is not the best idea for this experience – you have already been there.**

Other experiences that you may consider include our partnerships with Olds Elementary School and Centennial Campus Middle School, RAMP-UP, MSEN Academy, SAY experiences, and other opportunities approved by the Director.

Fundraising

Teaching Fellows are encouraged to participate in **at least one** fundraising activity per semester (except freshmen in the first semester). These activities enable us to provide our socials and retreats at little or no cost. Activities are organized by the fundraising committee.

Community Relations

Community Relations is designed to instill a sense of community, service and interdependence among the NC State Teaching Fellows and the surrounding community. Teaching Fellows are required to participate in **at least one** special project *sponsored* by the Teaching Fellows each semester. It is estimated that one project will take a minimum of three hours. Additional projects with the Teaching Fellows, other organizations or individually are encouraged. Multiple projects may be used to support the three hour requirement.

Activity Reports

Besides attendance records, evidence of your activities should be documented in the form of artifacts and reflections in your Teaching Fellows portfolio. All photographs, ticket stubs, and other memorabilia should be saved for use as an artifact. In every

case, write a reflection that captures your reactions and how you can apply this experience to your growth as an educator from each activity. The artifacts and reflections are compiled into a portfolio that is due the final week of class each semester. Portfolios are to be in an electronic format (web page, powerpoint, etc.). The best way to not have this turn into a last minute nightmare is to keep up with your events and reflections throughout the semester and simply *compile* along the way, rather than waiting until the last moment.

V. Teaching Fellows Campus Opportunities

NC State Teaching Fellows (officially, the *NC State Teaching Fellows Executive Council*) is a student-organized and student-run government body formed with many purposes in mind. Among these purposes are:

1. To develop and maintain unity among the NC State Teaching Fellows.
2. To develop an academic and social support group.
3. To promote student involvement in the community outside NC State.
4. To generally enhance the college experience.

NC State Teaching Fellows Executive Council

The Executive Council consists of the President, Vice-President, Secretary, Treasurer, Historian, Residence Hall Liaison and Co-Chairs of Committees and Programs. The Council organizes and holds open elections for its officers of the Executive Council every spring; officers serve for one-year term. The offices of president, vice-president, secretary, treasurer, historian and Residence Hall liaison are elected. The positions of committee and program co-chairs are done through an application process.

The Executive Council meets every other week, on Mondays after forum/seminar. The Council's goal is to get Teaching Fellows more actively involved in the overall program. **All Fellows are encouraged to attend meetings.**

Committees and Program Support

The NC State Teaching Fellows program offers a variety of committees and programs that allow students to participate. The programs and committees offer students a way of earning activity credits and valuable experiences that keep students involved in the program and building strong supportive relationships. Fellows must belong to and **attend all meetings** of at least **one** committee. This will need to be documented as a part of your portfolio in the leadership section.

Committees Offered:

- Community Relations – To conduct service projects on and off campus to help our community and enable the Teaching Fellows to find ways to serve.
- Fundraising – To find and execute ways to raise money for Teaching Fellows activities and projects.
- Newsletter – To produce a newsletter to keep the Teaching Fellows informed and to let others know what our program is all about.
- Recruitment – To promote the statewide and NC State Teaching Fellows Program and to maintain the high quality of NC State's program.
- Cultural/Social – To ensure Fellows have meaningful cultural experiences, create supportive bonds with each other and have fun in the process.
- Big/Little Siblings – To support our first year students by ensuring all of our incoming freshmen have someone to guide them through the transition to college and being a Teaching Fellow.

Programs Offered:

Athletics

This program organizes Teaching Fellows for intramural play, pure clean fun, and ways to support Wolfpack Athletics. If you want to have some fun, join one of our teams or fun events. Feel free to approach the chairs if there is an activity you would like to do. They are more than willing to help organize it.

Online Information

The staff of the Online Information Program posts committee news and other information to a frequently updated web page. They strive to make this a very user friendly environment. Copies of the email of the week and other important documents are posted for your convenience. The address is:

www.freewebs.com/ncstateachingfellows

VI. North Carolina Teaching Fellows Required Summer Activities

There are a series of summer enrichment experiences required as a part of the Teaching Fellows Program. You are expected to participate in all of these activities at the appropriate time. *Any need to participate early or late will require the Fellow to submit a formal request to do so.* A Fellow finding him or herself in this situation must come see the Director immediately to fill out the proper paperwork ("green form" and business letter).

Discovery is a seven-day trip designed to broaden the Fellows' understanding of the diversity of North Carolina. During this trip around the state by bus, rising sophomores visit educational systems, businesses, and cultural sites. Freshmen will need to register for this during April of their first year. The dates are May 17 – 23, 2009.

Junior Enrichment Activities range from overseas travel to camp counselors, and usually last one week. Teaching Fellows select the activity of their choice, which may be of no cost, low cost or high cost. A schedule of activities is available in November and sophomores must register on-line. Any student wanting to substitute an activity of their own must be aware that the activity must include other Teaching Fellows to meet with the goals of the program to encourage cohort cohesion. Substitutions are to be addressed with the Director and Coordinator of Special Programs.

Junior Conference is a three-day conference in July, for rising juniors, focusing on diversity education. Students must register on-line for the conference during April of their second year. The dates are July 24 – 26, 2009 at UNC-Charlotte.

Senior Orientation Week consists of a visit to schools and central offices within a school system during Junior year or the summer following. Most of the opportunities are during spring break, but there are a few offered after spring semester. Information about the participating school systems is available in early November and on-line registration also begins in early November. You will need to prepare a resume and cover letter as a part of this process.

Senior Internships are an *optional* program to gain additional experience in the school systems during the summer before senior year.

Senior Conference is a three-day conference for rising seniors in July, focusing on educational issues and actual teaching situations. Students must register on-line for the conference during April of their third year. The dates are July 17 – 19 at UNC-Charlotte.

VII. Student Responsibilities for Maintaining Teaching Fellows Scholarship

Credit Hours

Students must make solid progress towards graduation to remain in good standing as a Teaching Fellow. At the end of each academic year, Teaching Fellows must have earned **at least** the following credit hours:

<u>Classification</u>	<u>Semester Hours of Earned Credit</u>	
Freshman	15 (semester 1)	30 (semester 2)
Sophomore	45 (semester 3)	60 (semester 4)
Junior	76 (semester 5)	92 (semester 6)
Senior	109 (semester 7)	126 (semester 8)

Teaching Fellows must be enrolled as full-time students with a **minimum of twelve** semester hours, and must maintain satisfactory progress toward graduation in order to

receive scholarship funds. Teaching Fellows should consider registering for an average of 15-18 credit hours per semester in order to graduate in four years.

If you have not reached the minimum number of hours by the end of the appropriate year, you will need to submit a special request to the commission about this situation. If necessary, students may attend summer school to increase their credit hours. Courses taken at other colleges or community colleges will transfer the hours, but not the grades.

Grade Point Averages

Teaching Fellows are selected, in part, for this program because of the academic success they demonstrated in high school. It is expected that Teaching Fellows continue to have solid academic standing in college. Standards have been set from the state office regarding *minimum* cumulative GPA standards. Here are the state standards by academic year:

<u>Classification</u>	<u>Cumulative GPA</u>
Freshman (first semester)	2.0
Freshmen (second semester)	2.25
Sophomores (first semester)	2.25
Sophomores (second semester)	2.5
Juniors and Seniors	2.5

At NC State, we are proud that most of our students far exceed the minimum standards and often are recipients of Dean's List recognition. However, there are times when students struggle with their GPA and the program has procedures in place to handle this situation.

Academic Tips

If you are worried about your performance in a class:

- 1) Go to every class, I know it seems simple, but it actually works.
- 2) Talk to the instructor as soon as possible to find out about how to improve your performance.
- 3) See if the course has free assistance available through the tutorial center, 515-3163 Website: www.ncsu.edu/tutorial_center.
- 4) Come speak to your director to discuss your options and other resources that may be available.

If you did poorly and your GPA is below standard:

- 1) Contact your campus director immediately to develop a repair plan for the damage you inflicted on your GPA.
- 2) Fill out a special request form and submit a business letter to the Teaching Fellows Commission through your director. The Commission will place you on academic probation and you will not be eligible for funds until you get your GPA back up to at least minimum standards.

- 3) Be honest with yourself about what caused the problem in the course(s), so you can avoid this problem again.
- 4) Attend summer school or repeat a course if necessary to improve your GPA. (Please note that summer school is at your own expense. Summer school taken on another campus will improve your credit hours, but **NOT** your GPA.)

Be fairly warned that if your GPA and credit hours are not raised to the minimum standards by the end of the next semester following probation, the student may be removed from the Teaching Fellows Program. Removal carries consequences for payback of the Teaching Fellows Award. **If your grades are starting to slide, don't let the situation get serious before coming to the office for an appointment.**

Teacher Education Candidacy

In addition to making adequate progress towards graduation, you also need to be keeping up with all of the steps to ensure licensure upon graduation. A full explanation is available on the NC State Teacher Education website(<http://ced.ncsu.edu/teachered>). By the end of sophomore year, all Teaching Fellows must have accomplished all requirements to be admitted into Teacher Candidacy, in accordance with North Carolina Teaching Fellows Commission Policy 30.5. All of the information is available on the website. You may also contact the Director of Professional Education if you have any questions. The essential requirements are:

- 1) A minimum 2.5 Total GPA (no rounding)
- 2) Passing all three parts of the Praxis I exam (reading = 176, writing = 173, and math = 173 OR composite score of 522) OR SAT exemption: combined math / reading of 1100, exempt from Praxis I; if you have less than 1100, a 550 on Critical Reading will exempt you from Praxis Reading / Writing; a 550 on math will exempt you from Praxis Math
- 3) Earning an appropriate grade in your 200-level introductory education course for your major
- 4) Passing your Math (6 hours) and English (ENG 101) general education requirements
- 5) Earning at least 60 credit hours

Additional requirements to student teach will need to be met. These are also explained at the NC State Teacher Education website. Such requirements include:

- 1) A minimum 2.5 Total GPA (no rounding) as well as in your "in-major" and professional coursework
- 2) 92 credit hours
- 3) Maintain status in the Professional Candidacy program 1 semester prior to student teaching
- 4) Complete necessary course work (ELP 344, EDP 304, tutoring courses, etc)
- 5) Complete ALL necessary forms
- 6) Full physical examination by a licensed physician

For further details contact:

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Licensure upon Graduation

In accordance with the goals of the North Carolina Teaching Fellows Program, Fellows, from NC State University, must graduate with a license to teach. Students who do not graduate with a license to teach will have their scholarship revoked and loan called. Lateral entry is not accepted in acquiring a license to teach.

The following steps should be taken to secure a license to teach upon graduation.

- 1) Complete all appropriate forms (Form 1 and Form A) in the Professional Education office
- 2) Submit an official degree-posted transcript to the Professional Education office (no photocopies or faxes)
- 3) Technology Competency Rubric signed by university supervisor
- 4) Form S signed by cooperating teacher and school system official
- 5) **Elementary Education only** - PRAXIS II Scores
- 6) Licensure payment of \$55, check or money order payable to NC DPI (credit cards accepted in Poe 204)

Study Abroad

Fellows are encouraged to study abroad. Such experiences enhance what Fellows learn on campus and what Fellows will experience in the classroom. There are procedures in place to allow for study abroad and reception of funds during academic semesters. NC State's Study Abroad office offers detailed information about such opportunities for NC State students. Visit <http://studyabroad.ncsu.edu/> for more information.

Please note that if you plan to study abroad for an academic semester (summer not included), you will need to submit a special request form prior to your experience. It is also noteworthy that while study abroad is a great experience, it **may not count** towards summer experiences (Discovery, Junior experiences, Senior experiences). It also **must not conflict** with Junior or Senior Conference. Careful planning is also needed to ensure that all credits transfer from your experience. Please see your campus director for more information.

Standards of Conduct

According to North Carolina Teaching Fellows Commission Policy 2.3,

The Commission reserves the right to revoke a scholarship on the grounds (1) that a recipient engaged in misconduct that may adversely affect his or her effectiveness as a teacher; or (2) that s/he has engaged in misconduct that may adversely affect his or her eligibility for licensure; or (3) that s/he has been convicted of a crime involving moral turpitude, including conviction of a felony or misdemeanor involving the use, possession or sale of controlled substances as defined in Article 5, Chapter 90 of the North Carolina General Statutes (marijuana, cocaine, etc.)

Student Special Requests

If you do run into a situation that has you in need of special consideration from the Teaching Fellows Commission, you must follow the proper procedures as outlined in this section that is taken from the statewide Teaching Fellows policies and procedures.

The student needs to meet with the campus director to discuss the issue and determine the best course of action. If a special request to the NC Teaching Fellows Commission is warranted, then the proper paperwork must be completed. The student must fill out the Student Special Request (SSR) Form and write a business letter explaining their situation and request. It is very important that the business letter be formatted properly (Appendix). All of the paperwork needs to be submitted to the campus director at least one week prior to the deadline to submit it to the Commission.

The director must sign all special requests.

The Teaching Fellows Staff will organize all of the student requests for the NC Teaching Fellows Commission. The Commission will vote on your request and students are then notified in writing of the Commission's decision. A copy also goes to the campus director. Types of requests are as follows:

- 1. *Academic Probation due to GPA:*** The student's cumulative GPA is below the required minimum. The student is allowed to remain enrolled in school as a Fellow **without** funds. The student must participate in all campus and state activities.
- 2. *Academic Probation due to Credit Hours:*** The student's cumulative credit hours are more than five hours from the minimum requirements. The student is allowed to remain enrolled in school as a Fellow **without** funds. The student must participate in all campus and state activities.
- 3. *Exemption of the Cumulative Credit Hour Requirement:*** The student's cumulative credit hours are within five hours of the minimum requirements.

Funds will be released and the student is expected to remain on track to receive funds the following semester.

4. **Exemption of Semester Credit Hour requirement:** The student is not carrying at least 12 credit hours for the semester due to medical problems or seniors needing less than 12 hours to graduate. (This does not apply to seniors who have not completed student teaching.)
5. **Academic Leave of Absence:** The student is not enrolled in school. If he/she is out due to low GPA or credit hours, the Fellow needs to understand that he/she will have to request academic probation when he/she returns to school. Unless the student is enrolled at another institution to improve GPA or credit hours, the request cannot be for "academic leave in order to get the GPA or credit hours up." Students cannot enroll in other institutions for transfer of credit without the advance approval of the institution of matriculation.
6. **Personal Leave of Absence:** The student may desire a semester out for reasons other than academic. The Director must document this leave.
7. **Medical Leave of Absence:** The student may request medical leave if documented by the Director and the attending physician/psychologist and approved by the university.
8. **Maternity Leave of Absence:** Maternity leave may be requested.
9. **Religious Leave of Absence:** Religious leave may be granted when student desires to complete mission work as required by the religion.
10. **Leave of Absence due to the Death of a Family Member:** Such leave may be requested if undue emotional stress or family need is caused by the death of a family member.
11. **Permission to Study Abroad:** Leave to study abroad may be requested. If such leave is under the auspices of the institution and the student is receiving credit, he/she may receive scholarship funds. Such leave must have official documentation from the institution. Numerous leaves to study abroad will not be recommended by the staff. This does not exempt the Fellow from any summer experiences.
12. **Other Leaves:** Any other leave would be on a case-by case basis by the Commission.
13. **Retroactive Leave of Absence:** Administrative Policy 30.4. This leave is requested if the student received funds for a semester in which he/she was enrolled but then withdrew from school.
14. **Exemption of Admission into Teacher Candidacy:** Students who are not admitted to Teacher Education Candidacy by October of their junior year must file a request to gain approval to be admitted by the end of their junior year. If you do not file for an exemption and are not admitted to candidacy, you will **not receive funds** spring of your junior year. Please note that if you are student teaching in the fall of your senior year, you must be admitted by the 5th day of the spring semester of your junior year to be eligible to student teach, regardless of the Commission giving you until the end of the semester.

15. **Exemption to graduate without eligibility for licensure if related to the Praxis II Exam:** This request must be made prior to graduation, i.e. at the March Commission meeting. This only applies to Elementary Education majors because the Praxis II is not required for other programs.
16. **Permission for early graduation:** Students who are graduating in less than four academic years must complete all Teaching Fellows experiences, including summer experiences. The student needs to submit their plan for completing their course work and summer experiences. Funds are not available to the student after undergraduate graduation, regardless of amount of funds not used.
17. **Permission for late graduation:** Students who are graduating in more than four academic years must notify the Commission of their situation and expected graduation date. Students must participate in all campus and statewide activities regardless of the semesters of money received to be in compliance.
18. **Reimbursement for summer school funds:** Funds are not released for summer school, except for the situation where a student has not received all of their funds and they submit receipts for college related purposes that occurred the summer before or after his/her senior year. No funds may be used by a Fellow after graduation.
19. **Forgiveness of the Loan:** A loan can only be forgiven by the Commission in the case of the student's death or permanent disability. In the case of permanent disability, the Fellow must submit letters from two medical doctors which give a diagnosis and a prognosis for permanent disability to the extent that the student can never teach.
20. **Delay of Summer or Enrichment Requirements After Graduation:** Requests to delay a summer or enrichment experience do not normally need an SSR, unless the student is asking to delay participation in senior conference until after the student's graduation date. This situation requires permission from the Commission to occur and an SSR must be completed.

Transfer Request

If a Teaching Fellow is interested in transferring to another participating campus, he/she should contact the current campus director to receive the appropriate form to be completed and sent to the Teaching Fellows Commission for approval. The Fellow needs to approach the director at the desired school about availability and about appropriateness of a transfer. The other director will also have to sign your transfer form. Please note that Appalachian State University does not accept transfer students into its Teaching Fellows Program. In addition, you must do all things required by the college or university to be accepted as a transfer student. Transfers are not allowed during a fellow's freshmen year.

Certification of Selective Registration Compliance

Each male recipient of the Teaching Fellows award must show proof that he has registered as required under the Military Selective Service Act. Exceptions to this requirement include current active duty members of the military and students under the age of 17. Each recipient required to show proof of registration shall sign the appropriate certification form provided by the Commission staff during the fall semester of their freshman year.

Certificates of Receipt

According to the Teaching Fellows Commission Policy regarding the Certificate of Receipt, Teaching Fellows must sign a Certificate of Receipt of Scholarship Funds for each semester that they receive funds. If the Teaching Fellow fails to sign and return the Certificate of Receipt for the current semester, his/her **scholarship funds will be held for the succeeding semester(s) until the current Certificate of Receipt is signed and returned.**

Senior Exit Interview

All senior Teaching Fellows are required to have an exit interview with the campus director during the spring term. At this time, completion of program requirements, program evaluation and future plans are discussed.

Student Loan

According to the North Carolina Teaching Fellows Commission Policy regarding the Teaching Fellows Scholarship/Loan, a Teaching Fellow may use the Teaching Fellows Scholarship/Loan only for the period of time in which he/she is enrolled in an undergraduate program and has not been awarded an undergraduate degree. **The scholarship funds cannot be used for graduate school.**

If a Teaching Fellow graduates in a shorter period of time than four academic years, the value of the scholarship will be reflected in the repayment schedule. The four-year repayment through service requirement will be prorated.

All Teaching Fellows must keep the Teaching Fellows Office informed of graduation status, employment status, current address and telephone number until the loan agreement is satisfied. If the Teaching Fellow is not teaching, he/she should attach a letter of explanation to the employment verification form, which will be mailed within 90 days of the graduation date.

If a Teaching Fellow does not graduate within four consecutive academic years, and enrolls at a later time, he/she is required to follow Teaching Fellow Program requirements until graduation. He/she will still be officially listed as a participant in the Teaching Fellows Program. Therefore, all Teaching Fellows are expected to participate in the NC State program until graduation whether or not scholarship funds have been exhausted.

VIII. University Resources and Support Programs

Housing

All NC State Teaching Fellows are assured of on-campus housing for their four years. All NC State freshman Teaching Fellows must live in on-campus housing during their first year and are currently housed in Syme Residence Hall. Since Teaching Fellows are housed together and have similar academic backgrounds and aspirations, support groups form easily and are very beneficial to the Teaching Fellows. Students may choose their own housing arrangements after their first year.

Financial Aid

NC State student financial aid policies ensure that a Teaching Fellow can receive either a Pell Grant and/or social security program benefits as well as the Teaching Fellows scholarship. A Teaching Fellow is eligible for financial aid from a private, civic, or religious organization.

Teaching Fellows who receive either a Paul Douglas Teacher Scholarship or Prospective Teacher Scholarship cannot retain the Teaching Fellows Scholarship. Students are afforded the opportunity to select the scholarship/loan program in which to participate.

Teaching Fellows financial aid programs are cleared through the NC State Financial Aid Office to ensure compliance with federal, North Carolina, University, and granting organization(s) policies. Students are encouraged to consult their financial aid counselors to discuss their situation.

Health Services

Your student health fees enable you to use the Student Health Services for minimal cost. If you are ill, it is a fast and easy way to get treatment. Check out their services at: www.ncsu.edu/student_health. Call to make an appointment at 515-7107.

If you or a friend is in need of counseling services, the university offers a wonderful set of trained professional counselors. They are capable of helping students with a variety of issues including personal, school and vocational problems. More information about

their services can be found at: http://www.ncsu.edu/student_affairs/counseling_center/. You can call 515-2012 to make an appointment.

Support Services and Tutoring

An academic and personal support system will be in place for all Teaching Fellows. All Teaching Fellows will be required to meet each semester with the Director. In addition, Teaching Fellows are also required to meet with their academic advisor each semester. Teaching Fellows experiencing academic difficulty will meet regularly with the Director.

The Teaching Fellows Program may require Tutorial Assistance, Study Skills Workshops and Time Management Workshops for students experiencing academic difficulty. Please take advantage of office hours provided by your instructor, supplemental instruction sessions, and the University Tutorial Center services (www.ncsu.edu/tutorial_center).

IX. The Teaching Fellows Advisory Council

NC State's Teaching Fellows Advisory Council makes recommendations to the Director with regard to the planning and implementation of the Teaching Fellows Program. The composition of the committee includes advocates of high-quality public education who are employed all over the university as well as in the education community beyond the campus. Also, one student from each class is selected to be a member of the committee. The committee meets three times a semester to receive information and make recommendations.

X. Public School Forum of North Carolina

The Teaching Fellows Program was proposed by the Public School Forum of North Carolina. The Forum is a partnership of the state's leading business, educational and political leaders. It has staffed and administered the work of the Teaching Fellows Commission since its inception in 1986. In the event that you need to contact the Teaching Fellows Staff or Commission, please use the following contact information:

NC Teaching Fellows Program
3739 National Drive, Suite 100
Raleigh, NC 27612
Tel: (919) 781-6833
Fax: (919) 781-6527
URL: www.teachingfellows.org

Staff members you may need to contact via email:

Ms. Jo Ann Norris, Associate Executive Director, The Public School Forum

E-mail: jnorris@ncforum.org

Vacant, Director, NC Teaching Fellows (Freshman Discovery & Junior Conference)

E-mail: n/a

Ms. Melissa Churchwell, Coordinator of Special Programs (Junior Enrichment, Senior Orientation, & Senior Conference)

E-mail: mchurchwell@ncforum.org

Mr. Danny Bland, Director of Teacher Recruitment

E-Mail: dbland@ncforum.org

Ms. Lynne Stewart, Program Officer (mix ups with money)

E-mail: lstewart@ncforum.org

Ms. Holly King, Program Asst. (student special request situations)

E-mail: hking@ncforum.org

Ms. Lara Nowell, Coordinator of Information Services

Email: lnowell@ncforum.org

Appendix

Sample Letter Format for Letters Accompanying Special Requests and Other Correspondence with the Commission or Staff

Fellow's Accurate Return Address

Street Name (Apt #)

City, State, Zip

DATE

4 spaces

Dr. John Denning

NC Teaching Fellows Commission Chair

3739 National Drive, Suite 100

Raleigh, NC 27612

Dear Mr. Denning:

This is the body of the letter. You need to write concise paragraphs stating what your request is and why you deserve this special situation. Make sure to include all relevant information. If you need to attach copies of other information, make reference to it in your letter, so they will understand the other enclosed materials. Be polite and be clear in your explanations.

You may need a second or third paragraph depending on the situation. However, **do not ramble** for the sake of the letter being longer. Make your request and make your point. Don't forget to thank the commission for their consideration of your special request.

Sincerely,

5 spaces, for your legal signature

Your Name