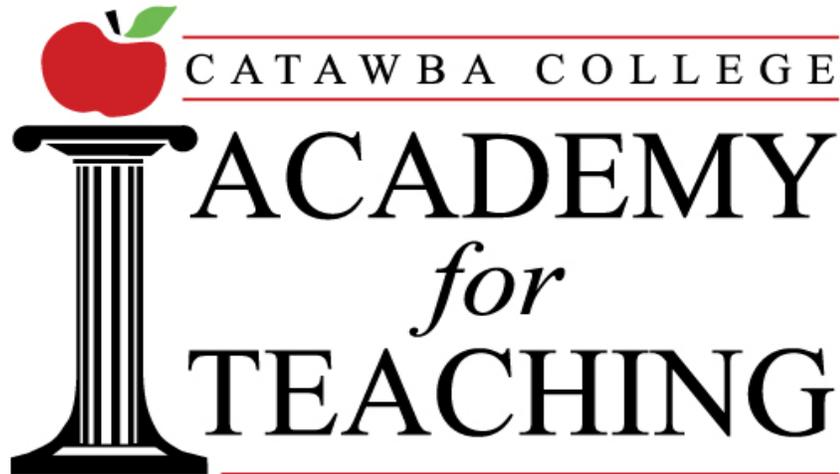


2013~2014



West Scholar Handbook



CATAWBA COLLEGE

The Shirley P. Ritchie Academy for Teaching *“Influencing Education, One Teacher at a Time”*

“The Mission of the Teacher Education Unit is to prepare reflective teachers who possess the professional knowledge, skills, and dispositions necessary for effectively teaching students in a diverse and global society.”

The Mission of the Academy for Teaching is to enhance the quality of teacher preparation by providing opportunities for leadership, service, professional development, and the understanding of culture in order to promote the development of extraordinary teaching leadership for the 21st century.

Your Charge and Challenge

You have been selected as a Catawba West Scholar, an award that carries much prestige. Upon acceptance of this scholarship, you will have made a commitment to pursue the profession of teaching. This program of study is designed to help you attain and develop the skills needed to become an accomplished professional educator. In order to succeed, you must maintain a high academic standard, participate in Academy events, cooperate, collaborate, and effectively communicate with your Scholar colleagues and faculty, employ strong time management techniques, and exhibit acceptable professional behavior.

Program Description

In 2007, the Board of Trustees of Catawba College approved the creation of the Academy for Teaching, named in honor of a teacher educator and a Catawba College trustee, Dr. Shirley Peeler Ritchie of Salisbury, N.C. The program is funded by an anonymous benefactor.

Attending student cohorts are named in honor of Dr. Martha Kirkland West, a teacher education faculty member and a Catawba College trustee. West Teaching Scholars are selected for their demonstration of strong academic performance, as well as applied leadership, community involvement, and commitment to teaching.

Program Goals

- To provide a supportive and stimulating learning community enhanced by peers, the business community, and faculty mentors.
- To provide an academic program that includes early field experiences, travel, and cultural events extending beyond the scope of the regular college program.
- To promote the use of instructional technology to enhance student learning.
- To instill a sense of vision, service, and professionalism in prospective teachers.
- To provide opportunities to encourage leadership development.

Program Requirements and Commitments

Academics

- Adhere to Catawba College standards as outlined in the Catawba College Catalog and the Student Handbook and Planner.
- Adhere to all Department of Teacher Education policies and procedures as outlined in the handbook, (also available online).
- Achieve at least a 3.0 GPA and acceptable progress toward graduation at the end of each academic year.

Attendance

As a student of Catawba College, you are expected to be present and punctual in all college courses. Scholars are required to attend and participate in meetings, seminars, leadership opportunities, service commitments, and travel experiences unless an event is listed as optional. Attendance is recorded and will be instrumental in determining your continuation in the Scholars Program.

Learning opportunities outside the classroom abound at Catawba, so be sure to capitalize on any Catawba event or activity that might help you learn, volunteer, socialize, or be entertained.

If you must miss a required event, notify an Academy director in advance, via email. You may be required to make up the missed event by attending another event.

Communication

Email and Blackboard: Communication is vital on behalf of both teacher and student. The faculty and staff will communicate with you in a timely manner, and it is your responsibility to check emails and Blackboard daily. In addition to any classes in which you are enrolled that use Blackboard, you will also have a special Blackboard course for all West Scholars, which will contain the West Scholar Handbook, the calendar of events, and any other pertinent information you may need.

Social Networking: You may have a personal social networking account which is legal, permissible, and hopefully private. However, many students do not realize that prospective employers, the media, and others can access your account. Any posted information is essentially broadcast for all to view. What may seem like an innocent remark or picture can be misconstrued by others, possibly preventing you from being granted a teaching license or being hired for a teaching position.

Cell phones: Keep in mind the proper use of cell phones. Cell phones have no place being out in class or during any event involving the Academy. Texting may seem a vital communication link, but remember you are held accountable for what you have written. Please have respect for others in regard to cell phone use on retreats or during Academy travel (e.g., no phone conversations late at night while someone is studying). If you are tied to your cell phone, you may be missing opportunities to connect with your peers.

Public comments: You may be asked to speak to groups about Catawba College, the Academy for Teaching, and the West Scholar program. Practice your teaching demeanor by making strong eye contact, maintaining proper posture, and using correct English. Your speech should be free of slang and conversational filler (e.g., “like” or “you know”). If you have concerns about the program or one of your peers, please relay your concerns to one of your directors, rather than publicly expressing any negativity or criticism.

Professional Appearance

Catawba College West Scholars are expected to adhere to professional appearance policies as stated in the Teacher Education Handbook and as listed below.

All students who engage in field experiences (including student teaching) in the setting of a public school are expected to dress professionally. Your appearance is one of the many factors upon which you will be judged; a neat and professional appearance will invite respect from both your superiors and your students. The following guidelines apply.

1. Be well groomed.
2. Dress conservatively. Under no circumstances should you be out of compliance with the student and/or employee dress code for the local school district. You should not wear clothing, jewelry, or tattoos advertising tobacco/alcohol/drugs/drug use, or display obscene or pornographic words/symbols/images that may be offensive to others.
3. Remove visible body piercing jewelry, except for ears, during the school workday and at all school functions and/or school related activities. Avoid nose rings, nose studs, brow rings, and tongue studs.
4. Headgear should not be worn unless it is for athletic, medical, or bona fide religious reasons.
5. Wear dress or casual shoes. “Flip-Flops” are unacceptable. Avoid athletic shoes if you are not a physical educator.

Professional Appearance (continued)

Males

- Wear slacks or dress pants. Pants should be ironed. You should not wear blue jeans unless it is “blue jean day” or “casual Friday.”
- Wear ties and buttoned shirts when teaching or presenting. Either a buttoned shirt or collared polo shirt will be appropriate when observing. T-shirts are not appropriate.
- Clothing should not be cut, slashed, or torn.
- Be well-shaven or keep facial hair neatly trimmed.

Females

- Shirts, skirts or dresses should not be too short or too tight.
- Clothing should not be low-cut, see-through, cut, slashed, or torn. It should cover the back, midriff, and torso. Necklines and armholes should not be too low as to be disruptive or distracting.
- Wear skirts, dresses, slacks, dress pants, walking shorts, or Capri pants (modest length for all clothing). You should not wear blue jeans unless it is a “blue jean day,” or a “casual Friday.”
- Secure long hair so that it does not invade the students’ space when you bend to help them.

Local school officials and Department of Teacher Education faculty retain the right to determine if a student is dressed professionally. It is important for students to understand that under no circumstances are they allowed to be in violation of a local school or school district’s dress code policy, and that they will not be allowed to participate in a field experience if they do so. Furthermore, local school officials and Department of Teacher Education faculty retain the right to permanently remove a student from any field experience for any flagrant violation of the dress code that is deemed to be highly disruptive.

Professional Behavior

As a Catawba West Scholar, you are in the public eye, representing not only yourself, but also your college and the teaching profession in general. As prospective teachers, you are held to a higher standard. Perception is reality for most; therefore, the way the college community and the community at large view you is extremely important.

Simple courtesies, such as making eye contact, proper handshakes, posture, and self-presentation are invaluable in making and maintaining a favorable first impression. Appropriate use of cell phones, iPods, iPads, laptops, or similar devices in and outside of classrooms is also of importance. Such devices should be turned off or silenced during all meetings, school visits, and classes. Under no circumstances should you answer your phone or use text messaging when you are attending meetings, classes, presentations, or school site visits. Assess your own behavior as you will react to that same behavior from your future students.

The Teacher Education Office area is open to all and is a public, professional space. It is not exclusive to scholars or other teacher education students. Keep in mind that discussions concerning confidential information occur in this office and that visitors are observant of your presence and behavior.

Underage drinking is a common issue among college students. Keep in mind that it is illegal under the age of 21 to be in possession of alcoholic beverages, and you cannot have open containers in vehicles regardless of age. You also cannot be in possession of illegal drugs or drug paraphernalia. The state may ask any person who has had a DUI to appear before a review board to determine if he or she is eligible for a teaching license in North Carolina.

Professional Behavior (continued)

Your college discipline record can be made available to the program director, and a conference with you and/or your parents/guardians may be necessary. Subsequent action, such as probation or expulsion from the program may be applicable. Remember that illegal activity may result in a criminal background record that will prevent you from being eligible for teaching licensure.

You have a personal responsibility for your actions, academic achievement, and adherence to the policies of Catawba College, the Department of Teacher Education, and the Academy for Teaching. Your academic, discipline, and attendance record can be checked at any time during each semester. At the end of each semester, your record is reviewed by the Academy administrators. At the end of the academic year, your record is reviewed by the Teacher Education Council. At that time, the decision is made to recommend or not to recommend that you keep your scholarship and continue as a West Scholar.

Department Of Teacher Education Dating Policy for Admitted and/or Enrolled Teacher Education Students

The relationship between a Catawba College student teacher, student intern, student volunteer, and/or student coach and public school students should be one of cooperation, understanding, and mutual respect. All Catawba College student teachers, student interns, student volunteers, and/or student coaches have the responsibility to provide an atmosphere conducive to learning and to motivate each public school student to perform to his or her capacity. Catawba College student teachers, student interns, student volunteers, and/or student coaches are expected to model the behavior expected of public school students in staff-student relationships during all school-sponsored or school-related activities. (Note: In the previous sentence, *staff* refers to Catawba College student teachers, student interns, student volunteers, and/or student coaches.)

All Catawba College student teachers, student interns, student volunteers, and/or student coaches are prohibited from dating, courting, or entering into a romantic or sexual relationship, whether consensual or non-consensual, with any public school student enrolled in the school or school district, regardless of the student's age. Catawba College student teachers, student interns, student volunteers, and/or student coaches engaging in or attempting to engage in such inappropriate conduct will be subject to disciplinary action, up to and including dismissal from the role of student teacher, student intern, student volunteer, and/or student coach and may be subject to criminal action as provided in North Carolina General Statute 14-202.4 and 14-27.7.

N.C. General Statute 14-202.4 Taking indecent liberties with a student

N.C. General Statute 14-27.7 Intercourse and sexual offenses with certain victims; consent or no defense

What if...?

I encounter academic problems?

Speak with your course professor first to determine your status and to discuss possible recovery efforts. Inform your program director as soon as possible. Take advantage of tutoring through the Resource Center, the Writing Center, the Math Center, and, if applicable, seek accommodations for a learning disability. Do not hesitate to take full advantage of Catawba resources.

My GPA at the end of my freshman year is not acceptable?

Your GPA will be reviewed at the end of the first semester, and you will be given one of three possible status reports: Good Standing, Acceptable Progress, or Probation. If your GPA is not 3.0 or better at the end of the first academic year and/or if you have not completed the required number of hours of coursework to make progress towards graduation, you will either be placed on probation for the following year or be denied the opportunity to continue in the program. In either case, you may forfeit a portion or the entirety of your academic tuition grant.

In addition to your GPA, your discipline and attendance reports will be reviewed and may have a bearing on the outcome of your status.

I am involved in an illegal activity?

The penalty can be dismissal from the Scholars program, suspension from the College, and/or police intervention. If charged and convicted by law enforcement, a substantial fine and community service is required. The same is true for possession of drugs or drug paraphernalia.

My Twitter, MySpace, or Facebook account has been reported for inappropriate content?

Questionable or illegal postings (e.g., a picture of you wearing a Catawba shirt and holding a beer can) or other inappropriate content can be cause for probation and/or dismissal from the program. Remember that pictures posted by friends are subject to review, even if they do not appear on your personal site.

What if...? (continued)

I exhibit unprofessional behavior?

A conference with the program director or assistant director will occur and disciplinary action may be necessary.

I have trouble getting along with others in my cohort?

You may need someone to mediate. Consider talking to a counselor, professor, or program administrator, or, if you feel comfortable, the specific person with whom you have a conflict.

I am stressed, distressed, or depressed?

Don't hesitate to ask for help; you are not the only student for whom this is an issue. College students are at a higher than average risk for depression, and Catawba has counseling services available to provide you with professional, unbiased advice. You may also want to confide in a friend, professor, advisor, or others.

I miss a scheduled event?

It is important that you attend and participate in program events. You must notify a program director if you have extenuating circumstances that may prevent your attendance. The program administrators will consider each individual's circumstances. You may be required to participate in an alternative event.

I decide to withdraw from Catawba or just leave the West Scholars program?

As a matter of professional courtesy and to assist the Academy in future planning, we request that you notify the program directors in writing. Please do so in a timely manner as soon as your decision is made.

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Handbook Agreement Contract

I hereby agree to and will abide by the content and details found in The Shirley P. Ritchie Academy for Teaching Handbook.

Scholar’s Signature

Scholar’s Printed Full Name

Cohort Group

Today’s Date

Director, Academy for Teaching

Assistant Director, Academy for Teaching