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*TEACHING
FELLOWS*



ECU
HANDBOOK

(Revised July 2006)

North Carolina Teaching Fellows

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Mr. Franz Holscher	Gastonia, NC
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ECU NC Teaching Fellows
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Dr. John Swope	Interim Dean, College of Education

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Dear ECU Teaching Fellows:

We are delighted to have you join our ECU Teaching Fellows program. You have selected an outstanding program that works closely with all of the specialty areas in teacher education. Together, we are committed to high quality teacher preparation and work constantly to improve what we do.

As Teaching Fellows, you bring outstanding qualities and achievements to our profession. We celebrate your past successes and invite you to be leaders and role models here at ECU. You will find that your Teaching Fellows staff and all of the faculty advisors represent the very best. They are available to assist you in every way possible.

As Interim Dean of the College of Education, I, too, want to be supportive of you as you go through our program. Please contact my office if there are ways I can be of assistance. Let us know what you like about our program, and offer suggestions when you feel something could be improved.

Best wishes as you follow through with your desire to become a teacher. You have made a wonderful decision.

*Dr. John Swope
Dean, College of Education*

Governed _____ **By Fellows** **For Fellows**

Dear ECU Teaching Fellow,

Welcome to the East Carolina University Teaching Fellows Program. This honor not only carries pride, but also responsibility.

For this reason, the Coordinating Council presents this Handbook as a guide for you through your years at ECU. You will find that this Handbook will be of great interest to you--covering everything from GPA requirements for Teaching Fellows to our annual Senior Spring Banquet. The following information will help to answer many of the questions that arise during your years at ECU. We hope that by providing this Handbook, you will have a better understanding of what is expected of you as a NC Teaching Fellow. This understanding will assure that your years here as an East Carolina University Teaching Fellow will be more rewarding.

We are glad you are here, and we wish you success!

FRESHMAN

ECU welcomes all incoming Freshman Fellows to campus and to the Teaching Fellows Program. Fellows are required to live on campus for the first year in a selected dorm. Activities for Freshman Fellows are as follows:

- ✓ *Statewide TF Freshman Orientation:* Every recipient of the NC Teaching Fellows Scholarship and parents should attend the Freshman Orientation in Raleigh at the designated time.
- ✓ *ECU Freshman Orientation:* Incoming ECU freshmen participate in a two-day orientation at the beginning of the Fall Semester. A bus will pick up freshmen for transport on the designated day. This orientation is important for Fellows as an opportunity to get to know each other prior to the beginning of classes. ECU policies and procedures, the ECU Fellows Program, and class registration are discussed and questions answered by the Director and upper classman Fellows.
- ✓ *COAD 1000:* 1 hr credit required course focusing on student development and success in college
- ✓ *General Meeting:* A General Meeting is held for all ECU Fellows at the beginning of the school year. This is an opportunity for all Fellows to come together and get acquainted. Upperclassmen, committee chairs, and others report on their experiences in the Fellows program and explain summer activities and committee assignments. Fellows select their committees and complete an information sheet (purple sheet) for the office.
- ✓ *Seminars:* Seminars are scheduled for the first Monday of each month at 4:00 p.m. beginning in the Spring Semester (room to be assigned). Topics include Study Skills, Time Management, Communication, and other issues dealing with campus life.
- ✓ *Summer Travel: Discovery* - In May, all NCTF freshmen participate in a weeklong trip around the state with colleagues from all fourteen campuses. Fellows visit NC educational systems, industries, and cultural sites. (Prior to disbursement of funds, four hundred dollars (\$400) is withheld from the Scholarship Funds to pay for the trip).
- ✓ *Committees:* Be a participating member of a committee of your choice. (Communications, Recruitment, Service, Social, Student Activities, or Travel)
- ✓ *GPA/Hrs:* Freshmen must have a 2.0 or better by the end of their first semester and have completed 30 hrs. (At the end of freshman year, the GPA requirement increases to 2.25 or better.)
- ✓ *Holiday Social:* Each December all Fellows participate in the Holiday So-

cial.

- ✓ *Advisor/Fellow Dinner:* All Fellows are assigned a faculty advisor specifically for their intended major. Each fall semester incoming freshmen have the opportunity to get to know their academic advisor at the Advisor-Fellow Dinner.
- ✓ *Pitt County Community Schools and Recreation:* Freshman Teaching Fellows will partner with Pitt County Community Schools and Recreation the fall/spring semester. Students, working with partners and in two-hour blocks at one of six elementary schools in the Pitt County school district.



SOPHOMORE

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, while not so different, are becoming more of an individual challenge.

- ✓ *GPA/Hrs:* Incoming sophomores must have a GPA of 2.25 or better from their freshman courses and must have completed at least 30 semester hours prior to entering your sophomore year to continue to be eligible for funds. (*At the end of the sophomore year, the GPA requirement increases to 2.50 or better.*)
- ✓ *Seminars* are held each 2nd Monday of the month at 4:00 pm (room to be assigned). Topics focus on communication skills and diversity in education.
- ✓ *Service Learning:* To meet NCTF Commission requirements that Fellows gain early school experiences, all sophomores volunteer for at least one hour per week with a community volunteer agency. Fellows, working with teachers and students, will design and implement a community or school project.
- ✓ *ECU Travel:* Travel is an expected component of the TF Program. Sophomore Fellows participate in a one-day trip during the school year offered exclusively for their class. Wilmington, New Bern, the Outer Banks and the NC Zoo are a few places we have visited.
- ✓ *Junior Enrichment:* The summer between the sophomore and junior year, Fellows participate in the Junior Enrichment of their choosing. Available activities range from volunteering at Special Olympics and costs Fellows nothing, to Cambridge, England, which lasts three weeks at greater expense to the Fellow. Applications will be listed on the Internet sometime in November for Fellows to review and to make their choice. Prior to disbursement of funds two hundred fifty dollars (\$250) is taken from the scholarship fund to go towards payment of the Junior Enrichment experience. Any additional costs are paid by the Fellow, not the program.
- ✓ *Junior Conference:* For three days in July or August, all rising juniors participate in a study on multiculturalism at a college campus designated by the Raleigh office. Prior to disbursement of funds one hundred fifty dollars (\$150) is taken from the scholarship fund to go towards payment of the conference expenses. There is no cost to the Fellow, other than arrangements for travel to and from campus.
- ✓ *Committees:* Fellows are to be active, contributing members of a committee of their choice.
- ✓ *Admission to Upper Division:* Requirements for admission to upper division, teacher education, must be completed by the end of the sophomore year.

JUNIOR

Congratulations! You have participated in Jr. Enrichment, Jr. Conference, and have a year of tutoring under your belt. You are half way to completion of your academic studies!

- ✓ *GPA/Hrs./T.E.:* At the beginning of your junior year, your GPA must be 2.5 or better, 60 or more semester hours of credit completed, and admission to upper division (teacher education) accomplished in order to be eligible to receive funds for the semester.
- ✓ *Seminars:* Seminars are scheduled for the third Monday of the month at 4:00 pm. (room to be assigned). Focus is on communication and leadership in education.
- ✓ *Service Learning:* To meet NCTF Commission requirements that Fellows gain early school experiences, all juniors volunteer for at least one hour per week in a public school classroom.
- ✓ *ECU Travel:* A "Junior Trip" is planned for all juniors. The Fellows Travel Committee makes arrangements and the ECU Fellows Program pays for transportation, lodging, and most meals for a 3-4 day stay. Students may need money for incidentals and snacks. Emphasis is on multiculturalism and education. Boston, MA, Charleston, SC, and Washington, DC. are just three of the places visited in the past.
- ✓ *Senior Orientation:* During Spring Break or the summer, rising Seniors spend one week in a school system observing all they can about school operations. Applications and acceptances are made on-line beginning sometime in November. The Fellow must submit a resume and cover letter to the selected school system.
- ✓ *Senior Conference:* All Fellows meet on a college campus in July for three days. Workshops focus on professional issues for the teacher.

On the Home Stretch!

SENIOR

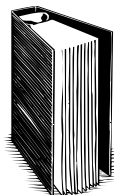
You have reached your final year! You will spend most of your time off campus in your internship.

- ✓ *GPA/Hrs.:* On entering your senior year, you must have at least a 2.5 GPA overall average and completed 90+ semester hours.
- ✓ *Seminars:* Seminars for Senior Fellows are held on the 4th Monday of the month at 5:00 pm. (room to be assigned). Topics focus on professional preparation, including resumes, interviews, and internships
- ✓ *Committees:* Senior Fellows are expected to attend committee meetings during the fall semester. Senior Fellows are not required to attend meetings spring semester, but are required to participate in committee activities throughout the year.
- ✓ *Spring Banquet:* Seniors are honored each year with the Spring Banquet. It is a gala event when Fellows may invite their parents and guests to a nice dinner hosted by the Teaching Fellows Program. The dress code is semiformal and the Social Committee will send invitations to Fellows and their guests. An entertaining program is planned as a tribute to the seniors.
- ✓ *Graduation/Licensure:* Fellows must be licensed upon Graduation in the area in which they plan to teach. In preparation for licensure, special ed and elementary ed will need to complete the PRAXIS II Exam. Keep in mind that it takes 4-6 weeks to have the scores reported to ECU; therefore, you should make plans to take the PRAXIS in January or March of your senior year.

CONGRATULATIONS!



ACADEMICS



GPA: *At the end of the first semester Freshman Fellows are required to have a GPA of 2.0 or better. At the completion of the freshman year, Fellows are required to have a GPA of 2.25 or better in order to qualify for funds for the coming semester.*

The GPA requirement increases to 2.50 each year thereafter. If students do not qualify for funds because of GPA or hours, they may attend summer school, at the students' expense, in order to raise their overall GPA or hours to qualify for fall semester funds.

Should the GPA or hours not meet the required level, the student must write a letter to the Teaching Fellows Commission requesting to be put on academic probation (this means without funds). This letter is to be submitted to the ECU Fellows office and a "Special Request" form is completed by the Director and submitted, with the student's letter, to the Raleigh office.

Hours: *Fellows are expected to graduate in four years. You must be enrolled as full-time students (12 s.h.) in order to receive funds for that semester. All Fellows should take an average of 15-18 hours per semester. The set requirements of ECU students are as follows:*

<i>Freshman</i>	<i>After fall semester</i>	<i>-</i>	<i>15 hrs.</i>
<i>Sophomore</i>	<i>Beginning of fall semester -</i>		<i>30 hrs.</i>
	<i>After fall semester</i>		<i>-45 hrs</i>
	<i>After spring semester</i>		<i>-59 hours</i>
<i>Junior</i>	<i>Beginning of fall semester -</i>		<i>60 hours</i>
	<i>After fall semester</i>		<i>-75 hours</i>
	<i>After spring semester</i>		<i>89 hours</i>
<i>Senior</i>	<i>Beginning of fall semester -</i>		<i>90 hours</i>
	<i>After fall semester</i>		<i>109 hours</i>

A Special "Thank You" to all of the professors at ECU who have so graciously volunteered to be a "special Teaching Fellow Advisor" to our Fellows. Their dedication and expertise are important in the pursuit of Fellows' educational degree.



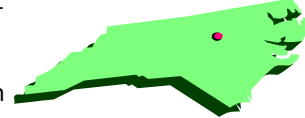
- Art----- Dr. Phil Phillips
- B-K-----Dr. Jane Teleki
- BCTE -----Dr. Lon Pierce
- DANCE-----Dr. Dawn Clark
- ELEM -----Dr. Amy Good
- ENGL----- Dr. Al Muller
- EXSS -----Dr. Boni Boswell
- FACS-----Dr. Susan Reichelt
- FORL -----Dr. Marcela Ruiz-Funes
- HLTH-----Dr. Vic Aeby
- HIST -----Dr. Anthony Dralle
- MATH -----Dr. Rose Sinicrope
- MIDG -----Dr. Johna Faulconer
- MUSC-----Dr. Susan Beck-Frazier
- SCIE-----Dr. Rhea Miles
- SPED-----Dr. Sarah Williams
- THEA----- Ms. Patricia Clark



Summer Activities/Trips

Summer trips are PROFESSIONAL EVENTS for all Teaching Fellows across the state. Any student who has a valid conflict with a trip must address a letter to the NC Commission, bring it to the ECU TF office, and a special request will be completed by the ECU Director to send with the letter. This request must be in advance of the scheduled activity or as soon as a conflict becomes known. **This step is imperative.**

- ◆ **Freshmen - Discovery** A weeklong bus trip across the state with colleagues from all fourteen campuses. Fellows visit NC educational systems, industries, and cultural sites. Dress is professional, but comfortable. (No cost to Fellows)
- ◆ **Junior Enrichment** - Rising Juniors participate in Junior Enrichment. Students decide, from a list, which trips they will take for their Junior Enrichment experience. Junior Enrichments range from Special Olympics that lasts a weekend and costs nothing, to Cambridge, England, which lasts longer at greater expense. The Fellow pays for additional costs. Two hundred fifty dollars (\$250) is taken from each scholarship, before disbursement of funds, to pay toward student trip costs.
- ◆ **Junior Conference** - For three days in July or August, rising Junior Fellows from across the state meet at a campus designated by the Raleigh office to study multiculturalism. One hundred fifty dollars (\$150) is taken from each scholarship, before disbursement of funds, to pay toward conference costs.
- ◆ **Senior Orientation** - Rising Senior Fellows spend one week in a school system observing all they can about school operations. Through an on-line application process Fellows request to be placed in the school system of their choosing. A cover letter and resume must be sent to the school system.
- ◆ **Senior Conference** - This conference for rising seniors, held in July or August for three days, focuses on professional issues. The conference meets on a college campus designated by the Raleigh office. Two hundred dollars (\$200) is taken from each scholarship, before disbursement of funds, to pay toward conference costs.





**Sample Letter Format
For
Letters Accompanying "Student Special Requests"**

Please complete your letter in business format as in the sample below. Bring it to the ECU Teaching Fellows office. We will complete the "Special Request" form and, with this letter, send it to the Raleigh office. (Check your spelling!!!!)

(Fellows' Return Address) Name Street & Apt. # City, NC Zip code
Date
NC Teaching Fellows Commission 3739 National Drive, Suite 100 Raleigh, NC 27612
Dear Commissioners:
I am a Freshman Teaching Fellow at East Carolina University. The purpose of this letter is to advise you that I must attend first session summer school 2001 to raise my GPA. I respectfully request to be excused from Discovery 2001 to attend summer school.
Thank you for your consideration.
Sincerely,
(Please Sign your letters!)
Mary Smith ECU Freshman Fellow

ECU TF COMMITTEES

Each Teaching Fellow is expected to actively participate in a selected committee's activities. It is a violation of program policy if the Fellow is not an active member of the committee. Our Senior II Fellows are not required to attend committee meetings but are required to participate in any planned committee events. All committee meetings are pre-set and one should select a committee that does not conflict with class schedule. Selections are made during the first general meeting.

Communications - The Purpose of this committee is to create a system that allows Teaching Fellows to effectively know what is happening at the present and what will happen in the future. This committee disseminates information to a wider audience. The members will serve as a link to other campuses, graduates, and the College of Education. The Communications Committee is comprised of several subcommittees: Bulletin Board, Scrapbook, Chalk Dust (on-line newsletter), Graduate Networking, Intercollegiate Council, and T-Shirt.

Recruitment - The purpose of this committee is not only to recruit potential Teaching Fellows to East Carolina University, but also to encourage high school students to enter the teaching profession. The subcommittees, if any, will be left to the discretion of the chairperson(s). The Recruitment Committee's duties are as follows:

- ◆ Make visits to high schools and conduct campus tours for high school students.
- ◆ Host the "Interview Skills Building Workshop" in October
- ◆ Host the "Recruitment Workshop" in Mendenhall Student Center whereby Scholarship finalists and their parents have an opportunity to learn more about East Carolina University, the various teacher certification areas, and the ECU Teaching Fellows Program.
- ◆ Host "Regional Screening," a one-day event for Scholarship finalists invited to ECU for the final screening process.
- ◆ Participate in recruiting "phone banks" throughout the recruitment period.

Service -The purpose of this committee is to show by example the various service activities of the Teaching Fellows. The focus of this committee is an external one. Some of the activities include, but are not limited to, the following:

- Habitat for Humanity
- Special Olympics
- Ronald McDonald House
- Adopt-A-City Street

Social - The purpose of this committee is to encourage the East Carolina University Teaching Fellows to network. The two major networking opportunities for the Fellows are the Holiday Social and the Spring Senior Banquet. The Social Committee may develop other networking opportunities during the academic year. The Social Committee and Student Activities co-sponsor exam refreshment breaks each fall/spring semester.

Student Activities – The purpose of this committee is to encourage involvement in campus activities. Research has shown that students who are involved in an extra-curricular activity achieve higher academically. The Teaching Fellows Program promotes involvement by sponsoring an intramural sports program, participating in homecoming festivities, and providing seminars on personal development. Pirate Pal events are coordinated through this committee.

Travel - The Travel Committee plans and executes Program travel. (Refer to previous information on Travel).

* The Coordinating Council reserves the right to reassign Fellows to another committee due to a membership need or conflict.

Chairperson's Responsibilities - Chairs are elected by a majority vote of the committee. Chairs call the meeting to order, ensure that the subcommittees are functioning smoothly, report to the Coordinating Council the activities of each subcommittee and the overall committee, assist members in reaching committee goals, enforce the policy of active participation, attendance, recording minutes of each meeting, and submit same to the Teaching Fellows Office within 24 hours of the meeting.



Coordinating Council

The ECU Teaching Fellows Program is a self-governed body presided over by Coordinating Council, which sets program policy, monitors progress, and determines disciplinary procedure. This Council is comprised of committee co-chairs, and one representative from each class. The Council will meet the first Wednesday of each month during the academic year at 4:00 p.m. unless otherwise notified. Members can serve more than one year on the Council.



SCHOLARSHIP FUNDS DISBURSEMENTS

\$6500. Per year (\$3250.00 per semester)

	Fall	Spring
Freshman - Less Discovery \$400	\$3050.00	\$3050.00
Sophomore Less \$250. Jr. Enrich & Jr. Conf. \$150	\$3050.00	\$3050.00
Junior - Less Sr. Conf. \$200	\$3150.00	\$3150.00
Senior -	\$3250.00	\$3250.00

Funds are requested by the Raleigh office from the Department of Public Instruction. The Department of Public Instruction wires funds to the ECU Cashier's office for the eligible Fellows. Costs for tuition, room and board, etc. are paid with this money. Any remaining funds are disbursed to the student with an ECU check. This is usually sometime in the middle of September and January.

This request is made every semester for Fellows who have met the eligibility requirements (GPA, Hrs. Up. Div., Summer Activity participation, etc.). Fellows who did not meet the requirements of the Program will not receive funds for that semester.

In some instances, funds may be continued providing: 1) the Commission has received a letter from the student explaining the reason for not meeting the requirement 2) the director has approved a special request to the Commission 3) the Commission has approved the request. It is imperative that Fellows contact the ECU TF office when they are in danger of losing funds for the coming semester.

What????

If I graduate early - If a Fellow graduates early before using the full \$26,000, the Fellow may be reimbursed for summer school expenses (summer school immediately preceding graduation) by presenting the Commission with receipts for tuition, room and board, and books.

If I graduate late - All Fellows are required to follow their Program's requirements until graduation. This means all Fellows have to participate fully in the ECU program until graduation-whether scholarship funds have been exhausted or not.

To do after graduation - All Fellows must keep the State Director informed at all times of graduation status, employment status, current address, and phone number until the loan agreement is satisfied. Fellows receive an "employment verification" form each year. You are to complete the form and return it to the Raleigh office. Please keep the ECU TF office informed also.

If I encounter academic problems - If a Fellow should discover that his GPA will drop below scholarship requirements, that he will not be admitted to Upper Division on time, or that he will graduate late or without licensure to teach, a letter should be written to the NCTF Commission explaining the problem. Bring the letter to the ECU office, and the letter and a "Special Request" signed by the ECU Director will be sent to the Raleigh office.

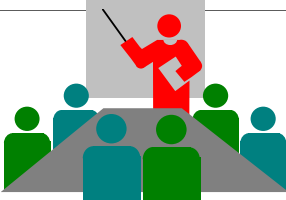
If I miss a scheduled ECU event - Participation in designated campus activities and summer programs is specified in the Promissory Note. If a Fellow must miss a scheduled event for academic reasons, a letter of explanation should be submitted to the ECU TF office prior to the event.

If I miss a scheduled state-wide event - If a Fellow must miss a scheduled summer activity because of mandatory summer school, write a letter to the NCTF Commission explaining the request, and submit the letter to the ECU office. The office will send the letter and a "Special Request" to the Raleigh office.

What if I do not submit explanation letters to the ECU TF office - Absences without a written excuse and/or unexcused absences will be noted:

1. One absence Warning letter from the Director to the Fellow
2. Two Absences Called to hearing with Coordinating Council
3. Three Absences Recall to Coordinating Council; may result in a recommendation to the Program Director that the Scholarship be revoked.

If I exhibit non-professional behavior - Fellows are expected to exhibit professional maturity. Accepting the responsibilities of the scholarship promissory note is an indication of maturity. If an ECU Teaching Fellow is observed violating appropriate professional behavior becoming a future teacher, or consistently ignores the rules and policies of the Teaching Fellows Program, he/she will be called before the Coordinating Council whose disciplinary action will be determined by the seriousness of the offense.



Any student may be called before the Coordinating Council for failure to comply with the set policies and requirements of the ECU Teaching Fellows Program. The Coordinating Council, comprised of Fellow peers, has the authority to recommend to the Teaching Fellow Commission that a student be put on probation or that the student's scholarship be revoked.

Promissory Note & Scholarship Loan Agreement

THIS PROMISSORY NOTE AND SCHOLARSHIP LOAN AGREEMENT (hereinafter “the Note”) is by and among the undersigned maker (hereinafter “the Fellow”), the Fellow’s surety and the North Carolina Teaching Fellows Commission (hereinafter “the Commission”).

WITNESSETH:

WHEREAS, the North Carolina Teaching Fellows Program is designed to identify academically talented students interested in teaching and to assist those students in becoming teachers by the award of scholarship loans for four (4) years of undergraduate study, repayable through the means of service.

WHEREAS, the Fellow has been selected by the Commission to participate in the North Carolina Teaching Fellows Program and to receive scholarship loans there under.

NOW, THEREFORE, for and in consideration of the award of a scholarship loan for each of the Fellow’s four (4) academic years of undergraduate study, the Fellow and his/her surety jointly and severally promise to pay to the Commission, its successors or any subsequent holder of this Note, the total principal amount of all funds advanced to the Fellow under this Note, up to the maximum amount of Twenty-Six Thousand and No/100 Dollars (\$26,000.00), with interest on the unpaid principal at the rate of ten percent (10%) per annum, subject to the following terms and conditions:

1. **SCHOLARSHIP LOANS** Provided that the Fellow continuously complies with all of the terms, conditions, and policies of the Commission and institutions of higher education, the Commission shall award a scholarship loan of Six Thousand Five Hundred No/100 Dollars (\$6,500.00) to the Fellow during each of the Fellow’s four (4) academic years of undergraduate study, subject to the terms and conditions hereinafter set forth or incorporated by reference

Upon receipt of any funds from the Commission pursuant to the scholarship loans provided for therein, the Fellow shall execute a certificate in the form of and containing the terms and conditions set forth in the Certificate of Receipt of Scholarship Loan Funds.

2. **ACADEMIC REQUIREMENTS** At all times during each of the Fellow’s four (4) academic years of undergraduate study, the Fellow shall (a) remain enrolled as a full-time student at an institution of higher education participating in the North Carolina Teaching Fellows Program (“full-time” as used herein is defined in accordance with the institution’s guidelines); (b) pursue continuously, as a full-time student, studies that will qualify the Fellow to teach in North Carolina’s public schools upon graduation; (c) maintain a minimum 2.0 GPA at the end of the Fellow’s first semester of the freshman year, a minimum cumulative 2.25 GPA at the end of the Fellow’s freshman year, and a minimum cumulative 2.50 GPA at the end of the sophomore year, including course work in his/her teaching field and each semester thereafter. Fellows must also maintain appropriate credit hours by the end of the freshman year and each semester thereafter; (d) be admitted into Teacher Education by his/her junior year; and (e) participate in designated campus activities and special summer programs or internships and other activities as directed by the Commission, unless the Fellow receives an exemption from said activities pursuant to the procedure from time to time as designated by the Commission.

The Fellow’s failure to comply with any condition specified in this paragraph shall be a default hereunder. In the event that the Commission determines that such a default has oc-

curred, the Commission shall notify the Fellow in writing of its determination and upon the Commission's giving of such notice, this Note shall become due and payable immediately and interest at the rate stated herein shall begin to accrue on the unpaid portion of the principal sum. Repayment shall be made over a period of seven (7) years, beginning on the 180th day following the Commission's notice of default to the Fellow. The particular terms and conditions of repayment that apply to this Note shall be set forth in a separate document, known as a Repayment Schedule, that the Commission shall provide to the Fellow before the repayment period begins.

3. FORGIVENESS BY MEANS OF SERVICE This Note shall be forgiven as provided by law and the rules of the Commission if, within seven (7) years following the Fellow's graduation from an institution of higher education participating in the North Carolina Teaching Fellows Program, the Fellow (a) has served in North Carolina's public schools as a teacher on a full-time basis for a period of four (4) school years or (b) a period of three (3) school years if in a school system classified by the State Board of Education as low performing or on warning status at the time the Fellow accepts employment with the system or (c) has served in a school operated by the federal government in North Carolina as a teacher on a full-time basis for a period of four (4) school years or three (3) school years if low performing or warning status. For purposes of this section, "each full school year" is defined as teaching in a North Carolina public school for not less than six calendar months within one fiscal year. Service as a tutor, substitute teacher, part-time teacher, lateral-entry teacher, administrator, or service in a nonpublic school or community college or institution of higher education may not be used to discharge any amounts owing.

4. NOTICE OF INTENT TO SEEK FORGIVENESS Within 90 days following the Fellow's graduation from an institution of higher education participating in the North Carolina Teaching Fellows Program, the Fellow shall notify the Commission of his/her intention to seek, or to forego, forgiveness of the scholarship loans evidenced by this note by so affirming on the verification of employment form provided by the Commission.

If the Fellow notifies the Commission of the Fellow's intention to seek forgiveness of the scholarship loans evidenced by this Note, the Fellow annually thereafter shall provide the Commission with verification of employment by a date determined by the Commission in each ensuing year until service is completed. Said verification of employment shall be executed by the school system personnel director and certify for the applicable school year, that the Fellow has a position as a teacher on a full-time basis in a North Carolina public school or a school operated by the federal government in North Carolina. The referenced verification shall be submitted by the Fellow to the Commission on or before the date designated by the Commission for the current applicable year. The Fellow shall also reaffirm full-time employment as a teacher for the immediately preceding applicable school year on the verification form.

5. EXTENSION OF FORGIVENESS PERIOD Upon application of the Fellow by the date set by the Commission prior to the year of extension, the seven (7) year period for forgiveness of this Note through the means of service as provided herein, may be extended by the Commission for up to three (3) years on a year-to-year basis for each year if:

- a. The Fellow is enrolled as a full-time graduate student at an institution of higher education in a master's degree program related to the teaching license (i.e., not a doctoral program);
- b. The Fellow is on active duty with the Armed Forces of the United States; or
- c. The Commission, in its sole discretion, determines that the circumstances stated in the Fellow's application warrant an extension; however, in no event shall the Commission grant more than three (3) such yearly extensions to the Fellow.

6. **ACCRUAL OF INTEREST** Except as otherwise provided herein, upon the Fellow's graduation from an institution of higher education, interest at the rate stated herein shall begin to accrue on the unpaid portion of the principal sum of this Note. This Note shall become due and payable immediately upon the happening of any of the following events:

- a. Notice to the Commission by the Fellow in accordance with Paragraph 3 that the Fellow does not intend to seek forgiveness of this Note through the means of service as provided herein;
- b. A determination by the Commission that the Fellow does not intend to seek forgiveness of this Note through the means of service; or
- c. A determination by the Commission that the Fellow cannot receive forgiveness of this Note within the time frames specified in Paragraphs 3 and 5 hereof.

7. **USE OF SCHOLARSHIP LOAN FUNDS** The Fellow hereby acknowledges and agrees that monies obtained as a result of signing this Note shall be used solely for the expenses of attending an institution of higher education participating in the North Carolina Teaching Fellows Program for the purpose of preparing to become a teacher, including without limitation tuition, room and board, fees, books, supplies and equipment, laboratory expenses and transportation and commuting costs and other reasonable and authorized educational expenses.

8. **SURETY** The Fellow and the surety together affirm that the surety to the Note is over twenty-one (21) years of age, a U.S. citizen and resident of North Carolina, is regularly employed and has assets sufficient to repay the indebtedness evidenced by this Note in the event that the Fellow does not fulfill the requirements for forgiveness of the Note by means of service. For applicants under eighteen (18) years of age, the surety must be a parent or guardian.

9. **WAIVER** The Fellow and the surety to this Note hereby waive presentment for payment, demand, protest, notice of protest, nonpayment and dishonor and any and all other notices and demands whatsoever and agree that any extensions or extension of time for payment of this Note for a definite or indefinite time shall not affect their liability hereunder and hereby waive all notice of such extension. The Fellow and the surety acknowledge and agree that the Commission, its successors or subsequent holders of this Note may accept payments on account of principal and interest after maturity. The Fellow and the surety agree to continue and remain jointly and severally bound hereunder until payment is made in full either by repayment of the indebtedness evidenced by this Note or by forgiveness by means of service as provided herein.

10. **LIABILITY FOR COLLECTION EXPENSES** The Fellow and the surety acknowledge and agree that in the event the Commission deems it necessary to refer all or any portion of the unpaid principal or interest evidenced by this Note to an attorney or collection agency for collection, the Fellow and the surety jointly and severally shall be charged and bound to pay the amount of attorney fees or collection agency fees resulting from said referral. The Fellow and the surety agree to pay all charges and other costs, including attorney fees, that are permitted by federal and state law and regulations and are necessary for the collection of these amounts.

11. **TRANSFER** The Fellow and the surety acknowledge and agree that the Commission may transfer this Note and the underlying indebtedness and upon such transfer, the undersigned shall have the same rights and responsibilities with regard to the new holder that the undersigned had with regard to the Commission.

12. **REPAYMENT** Whenever repayment of the indebtedness evidenced by this Note is referred to herein, including without limitation in Paragraphs 2 and 6, repayment shall be made on a monthly basis over a period not exceeding seven (7) years and the first installment shall be due on the 180th day following the Commission's written notice to the Fellow. The particular terms and conditions of repayment shall be set forth in a separate document, known as a Repayment Schedule, that the Commission shall provide to the Fellow prior to the beginning of the repayment period.

13. **DEATH OR DISABILITY** This loan shall be forgiven upon death or permanent disability of the Fellow if the Commission finds that it is impossible for the Fellow to receive forgiveness as provided in paragraph 3 hereof.

14. **DEFAULT** In the event of default, the Commission may declare the entire unpaid amount of indebtedness evidenced by this Note, including interest, immediately due and payable. A default hereunder shall preclude further participation by the Fellow in the North Carolina Teaching Fellows Program. The following events in addition to those otherwise set forth herein and not by way of limitation, shall be considered a default hereunder:

- a. Failure to maintain required cumulative GPA and credit hours;
- b. Failure to maintain satisfactory progress toward graduation with licensure to teach as defined by the institution;
- c. Failure to comply with any of the terms and conditions stated herein;
- d. Failure to pursue a full-time program in teacher education or course work leading to SDPI licensure, or permanent withdrawal from college for any reason;
- e. Failure to be admitted to the college's teacher education program by the junior year;
- f. Withdrawal or expulsion from the college or university;
- g. Failure to notify the Commission of a change in the Fellow's name, address, telephone number or school enrollment status;
- h. Failure to notify the Commission in writing within ninety (90) days of the Fellow's graduation of the Fellow's intentions concerning forgiveness of the indebtedness evidenced by this Note;
- i. Insolvency, assignment for the benefit of creditors or the filing of a petition in bankruptcy by or on behalf of the Fellow;
- j. Use of the proceeds of this Note for other than payment of costs of attendance at an institution of higher education participating in the North Carolina Teaching Fellows Program;
- k. Any representation, warranty or statement made or furnished to the Commission by or on behalf of the Fellow in connection with this Note proving to have been false in any material respect when made or furnished;
- l. Failure to perform any obligation, covenant, liability of agreement contained or referred to herein;
- m. Conviction or plea of guilty of a felony or other crime other than minor traffic cases;
- n. Failure to make a payment when due;
- o. Failure to maintain on-campus residency in campus housing for the freshman year.

Failure of the Commission or any subsequent holder of this Note to exercise any option available to said holder shall not constitute a waiver of the right to exercise such options in the event of a future default. No delay or omission on the part of the Commission or any subsequent holder of this note in exercising any right hereunder shall operate as a waiver of such right or of any other right of such holder nor shall any delay, omission or waiver on any one occasion be deemed a bar to or waiver of the same or of any other right on any future occasion.

Upon default, the Commission will notify the Fellow, in writing, of such default. The notice of default will be by certified mail, return receipt requested, addressed to the Fellow at the last address on file with the Commission. Refusal or non-delivery at that address will be deemed delivery after seven (7) days.

Upon default, the Commission may disclose that the Fellow has defaulted, along with other relevant information, to credit bureau organizations. Furthermore, the Commission may turn the loan over to the Attorney General's Office and that office may disclose that the Fellow has defaulted, along with other relevant information, to credit bureau organizations.

15. **GENERAL PROVISIONS** The Fellow hereby acknowledges receipt of a copy of this Note. This Note shall be deemed to have been made under and shall be governed by the laws of the state of North Carolina in all respects, including matters of construction, validity and performance. The indebtedness evidenced by this Note is unsecured and the Fellow shall not be obligated to provide security for this Note. The Fellow acknowledges and agrees that even though the Fellow may be under eighteen (18) years of age, the Fellow is legally obligated under Section 116-174.1 of the General Statutes of North Carolina for repayment of this Note.

16. **FELLOW'S RESPONSIBILITY** The Fellow hereby acknowledges and agrees that so long as said Fellow is participating in the North Carolina Teaching Fellows Program, said Fellow shall abide by the rules and policies set by the Commission and shall:

- a. Report grades and credit hours to the designated campus director each semester;
- b. Keep current name, address and telephone number on file with the Commission;
- c. Participate in the evaluation of the North Carolina Teaching Fellows Program;
- d. Assist with the orientation of new Fellows and, when possible, participate in the recruitment of future Fellows;
- e. Maintain on-campus residency in campus housing for the freshman year unless at a campus which has an approved waiver by the Commission;
- f. Participate in designated campus activities and summer programs unless specifically exempted by the North Carolina Teaching Fellows Commission.
- g. An extension request must be specific and may not be construed as extending to any other Teaching Fellows Program responsibility. A request for exemption must be in writing and pursuant to such rules as the Commission may from time to time designate; and
- h. Sign a Certificate of Receipt of Scholarship Loan Funds each time funds are disbursed to the Fellow pursuant to this Note.

17. **FELLOW'S FOLLOW-UP** The Fellow acknowledges and agrees that following said Fellow's graduation the Fellow shall:

- a. Keep current name, address, telephone number and employment information on file with the Commission;
- b. Complete any and all surveys designed for research and longitudinal study purposes; and,
- c. Provide verification of employment annually as provided in Paragraph 3 hereof.

18. **ESCROW** The Teaching Fellows Commission will place up to \$400 of each award per year in escrow for summer programs.

19. **PREPAYMENT** The Fellow or the surety may prepay, without penalty, any or all of the principal or accrued interest evidenced by this Note at any time.

20. **INVALID PROVISION** Wherever possible, each provision of this Note shall be interpreted in such a manner as to be effective and valid under applicable law, but if any provision of this Note shall be prohibited by or invalid under such law, such provision shall be ineffective to the extent of any such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of this Note.

21. **PARAGRAPH HEADINGS** The paragraph headings are for the convenience of reference only and shall not be considered terms of this Note. Whenever required by the context, the masculine gender shall include the feminine, the singular, the plural and vice versa.

22. **NOTICE** Notices pursuant to the Note shall be in writing delivered in person or by certified or registered United States mail, return receipt requested. The last or best known address on file with the Commission shall be utilized and refusal or non-delivery at said address shall be deemed delivery after seven (7) days.

23. **AMENDMENT** This Note may be altered, amended or modified only by a writing signed by all of the parties hereto, and any written waiver of any requirement by all parties shall be for that one (1) occasion and shall not be continued unless expressly so provided in writing.

24. **BINDING EFFECT** This Note shall be binding upon the Fellow and the surety and the heirs, executors, administrators, successors and assigns thereof and shall inure to the benefit of and be enforceable by the Commission, its successors, transferees and assigns.

