



Teaching Fellows

PROGRAM HANDBOOK

Table of Contents

Welcome Letter	3
CERRA Program Requirements	4
Winthrop Teaching Fellows Requirements	
Meetings and Seminars	5
Service-Learning	6
Committees	7
Academic Advising	8
University Resources	9
Teaching Fellows Contract	10



Teaching Fellows

Dear Teaching Fellows:

Welcome to Winthrop's esteemed Teaching Fellows Program, one of the largest across the state of South Carolina! We are excited that you chose to join our program—one that is known for preparing highly effective teachers. It is truly an honor to be designated a Teaching Fellow, and we trust that you will continue to uphold our values and ensure our influence across the state.

Our program provides opportunities for you to work closely with partnership schools and in the community at-large. You will gain extensive classroom experience and reinforce the importance of service in your community. The program also provides professional development workshops and seminars where you will continue perfecting your teaching craft. We hope our program provides a unique experience that will enrich, improve, and inspire you so that you can do the same for your students!

Not only are you joining one of the most sought after Teaching Fellows programs, you are also joining Winthrop's Richard W. Riley College of Education, Sport, and Human Sciences (CESHS). As a college, our mission centers on four pillars: innovation, inclusion, investment, and intention. While your coursework here will highlight these aims, Teaching Fellows will further support them by encouraging you to think outside of the box, acknowledge diversity, build community, facilitate engagement, and promote positive change.

This handbook includes documentation that will help you understand some of your responsibilities and obligations. Spend time reading through this material and become familiar with Winthrop and CERRA policies. It is imperative that you know the expectations so that you can exceed them. While it is an honor to be named a Teaching Fellow, it is even more of an honor to carry that title into your future classrooms—and that is what Winthrop and CESHS want for you!

I, along with the CESHS faculty, look forward to supporting you throughout this year and beyond.

Sincerely,

Dr. Caleb Chandler
Director of Teaching Fellows



Winthrop University Teaching Fellows Program Requirements

As a Teaching Fellow at Winthrop, you must

- maintain continuous progress toward SC teacher certification;
- successfully complete 30 semester hours per academic year (or maintain status as a freshman with 30 completed hours, a sophomore with 60 completed hours, a junior with 90 completed hours, or a senior with 120 completed hours);
- maintain a minimum cumulative Teaching Fellows Institution (TFI) GPA of 2.80;
- be accepted into the TFI's Teacher Education Program by their junior year;
- remain a full-time student during each fall and spring term;
- attend Teaching Fellows programs as assigned by the institution (see below); and
- attend enrichment programs as assigned by the institution and CERRA.
- uphold [Winthrop's Code of Conduct](#).

* These are the requirements copied from the Center for Educator Recruitment, Retention, and Advancement's (CERRA) website.

Any departure from the university's Code of Conduct should—and will—be reported to Dr. Chandler.

Failure to meet the program requirements can result in being placed on a probationary period or a loss of scholarship. If removed from the program, any funds previously distributed will become a loan to be repayed.





Teaching Fellows

Winthrop University Teaching Fellows Requirements

Program requirements at Teaching Fellows institutions in SC vary. Below you will find the requirements as determined by Winthrop's Teaching Fellows Advisory Board.

Meetings and Seminars

- o Seminars are primarily instructional in nature, so seminars are planned for a single class, combined classes, or for the entire cohort. Seminars are professional development opportunities that are not available to education majors outside of the Teaching Fellows program. The focus of most of these professional development opportunities will be teaching professionalism, leadership development, advocacy, and diversity, equity, and inclusion initiatives (DEI).
- o Meetings/seminars will be held on Tuesdays and/or Thursdays from 11:00 AM-12:15 PM. Most will be held in Plowden Auditorium, unless otherwise noted on the schedule sent out to Fellows at the beginning of the semester.

The expectation is that you...

- o Attend **all** scheduled meetings/seminars.
 - o Teaching Fellows may not have more than one unexcused absence. More than one unexcused absence will result in disciplinary action.
 - o Students may have excused absences—within reason. Excused absences include personal illness with written documentation from student health services or personal physician, class conflicts, immediate family emergencies. **Any excused absences require approval by Dr. Chandler who will consult with other faculty who serve as program advisors.**
 - You are responsible for anything missed during an absence.
 - o Dr. Chandler must be notified as soon as possible and preferably in advance of any absence. The Teaching Fellows GA is not your contact for absences.



Teaching Fellows

Winthrop University Teaching Fellows Requirements

Service-Learning

- o Complete a minimum number of Teaching Fellows Service-Learning hours each academic year. These hours are in addition to hours required for any other obligations.
 - o Freshmen – 30
 - o 20 hours of service working with students and/or families in your age-band
 - o 10 hours of service for Winthrop and/or Teaching Fellows
 - o Sophomores: 25 total hours for the year
 - o 15 hours of service working with students and/or families in your age-band
 - o 10 hours of service for Winthrop and/or Teaching Fellows
 - o Fundraising service – may count towards your total number of hours
 - o Juniors: 20 total hours for the year
 - o 10 hours of service working with students and/or families in your age-band
 - o 10 hours of service for Winthrop and/or Teaching Fellows
 - o Seniors: 10 total hours for the year
 - o Your hours can be any combination of community service or Winthrop/Teaching Fellows Service
 - o You must complete the Teaching Fellows form for documentation to ensure you have completed your required hours and remain in good standing with the program.
 - o If your site maintains another form of hour documentation, you are still required to complete the Teaching Fellows form.
 - o You need an evaluation form for every 5 hours of your work at a site.
 - o There will be service opportunities on campus, as well. If you are required and/or volunteer to participate, you must attend. People are expecting your assistance.
 - o The Teaching Fellows program and CESHS will provide ideas for where you are able to complete service hours. For instance, here are some opportunities:

Potential Community Service Sites

- Boys and Girls Club of York County
- Family Resource Center
- Oakland Avenue Presbyterian Church STAR Program
- Partnership Schools



Teaching Fellows

Potential Winthrop/Teaching Fellow Service

- Winthrop Ambassadors
- Orientation Leaders
- Peer Mentors
- Preview Day
- Winthrop Day
- Teacher Cadet Day (required)
- Teaching Mock Interview Day (required)
- High school recruitment events (Winthrop and/or Teaching Fellows recruitment)

Winthrop University Teaching Fellows Requirements

Committees

- o Teaching Fellows are required to serve on committees that support and extend the program. There are a number of committees, allowing each fellow to choose one that aligns with their interests/goals. Fellows will select their committee at the beginning of their freshman year, and they will have the opportunity to remain on the committee or join a new one in subsequent years.
 - o Within the committees, there are leadership roles where fellows gain experience as leaders among their peers while facilitating a committee that serves the community.

Academic Advising

- o All majors will meet with a program-area advisor.
- o Dr. Chandler will be listed as a secondary advisor for every Teaching Fellow so that he has access to your records and can address anything that may need attention.
- o Dr. Chandler will facilitate a Teaching Fellows advising session each semester for you to attend. That will be in addition to any required advising that your program-area requires.
- o Additional meetings with Chandler are available throughout the semester by request.

The purpose of academic advising is to ensure your success. Advisors are not only meant to ensure you have taken required classes but advise you—as in help you find resources when needed and direct you toward opportunities that will maximize your success.



Teaching Fellows

University Resources to Maximize Your Success

- 1. Academic Success Center:** “Winthrop University’s Academic Success Center focuses on helping students achieve academic excellence and earn their college degrees. Aimed at improving academic performance, the center provides services and programs that support students in becoming more confident, independent learners. The Academic Success Center offers a variety of experiences and resources that help students succeed academically.”
106 Dinkins Hall; success@winthrop.edu.
Writing Center: 242 Bancroft Hall; <https://www.winthrop.edu/writingcenter/>
Math Center: 271 Bancroft Hall; <https://www.winthrop.edu/cas/math/math-tutorial-center.aspx>
- 2. Instructional Technology Center:** “The technology center provides students, faculty, and staff with access to the latest equipment and software. Some of the available resources include computers with internal CD/DVD burners, video editing stations, color scanners, digital still and video cameras, a color laser printer, and 3D printing. In addition, faculty, staff and students may also check out several PC laptops, Macbook computers, and projectors from the ITC for both on and off-campus presentations. The ITC has assistive technology equipment for students with both physical and learning disabilities.”
307 Withers: <https://www.winthrop.edu/ceshs/itc/>
- 3. Center for Student Wellness:** The Center for Student Wellness offers services to students to ensure their physical health and counseling support.
Roddey Hall, 1st Floor; <https://www.winthrop.edu/csw/>
- 4. Office of Accessibility:** “The Office of Accessibility (OA) provides accommodations and support services to students with documented disabilities. We also support the ongoing development of an accessible university that embraces diversity through educational programming, resources, and facilities that are usable by all members of the campus community.”
MacFeat House; accessibility@winthrop.edu
- 5. Student Engagement:** “The Office of Student Engagement & Diversity provides facilities, programs, and services that create meaningful out-of-class learning opportunities for the Winthrop community to naturally connect with one another and gain knowledge and skills to succeed and be socially responsible.”
This includes the [Center for Career Development](#), [DiGiorgio Student Union](#), [Greek Life](#), [Recreational Services](#), and [Safe Zones](#).
269 Campus Center



Winthrop University Teaching Fellows Contract

Winthrop University Teaching Fellows are responsible for fulfilling the following minimum requirements:

- Maintain a **minimum** GPA of **2.8**.
- Have credit for a **minimum** of 30 hours the freshman year and have 60 hours at the end of the sophomore year, 90 at the end of the junior year, and 120 at the end of the senior year.
- Maintain good standing with Winthrop University.
- Comply with the Winthrop University Code of Conduct.
- Complete all Winthrop University Teaching Fellows program requirements:
- Meet additional requirements as determined by CERRA, the campus director, advisory board, or student officers/board.

I recognize there are consequences for failing to meet the requirements. At times, these consequences are determined by CERRA, and other times, they are determined by the Campus Director. I acknowledge that failure to meet these requirements can result in probation and/or loss of scholarship. I agree to the above conditions for the Winthrop University Teaching Fellows Program.

Name (printed): _____

Signature: _____

Date: _____