

Scholars Handbook



goldenapple

Foundation of New Mexico

*Welcome to
Golden Apple Scholars of New Mexico!*

*¡Bienvenido
Escolares de Golden Apple de Nuevo México!*

We are committed to establishing an environment that includes opportunities for working with children, collaboration with peers, mentoring by award-winning teachers, and instruction from master-level teachers. At Golden Apple, we believe your experiences as a Golden Apple Scholar provide an essential foundation for a lifelong career of excellence in the classroom.

The following information includes guidelines on how to be a successful participant in the Golden Apple Scholars Program.

Tom Keyes, Ph.D.
Elementary Education Coordinator
Department of Teacher Education
University of New Mexico
Scholars Director
Golden Apple Foundation of NM

Celia Merrill, Ph.D.
Executive Director
Golden Apple Foundation of NM

Margaret Coombs
Scholars Coordinator

Golden Apple Foundation of New Mexico

2403 San Mateo Blvd NE
Albuquerque NM 87110
GoldenAppleNM.org
505.268.5337
GoldenAppleNM.org

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PROGRAM DESCRIPTION

Golden Apple Scholars is a comprehensive program to enhance teacher preparation. The program provides annual summer institutes during a Scholar's college preparation and then mentoring and professional development through the Scholar's first three years of teaching.

The Scholars Program has been part of the vision of the Golden Apple Foundation of New Mexico (Golden Apple) since its formation in 1994 and is a core component of Golden Apple's mission to improve the quality of education for all children through recognition, recruitment and professional development of outstanding teachers. The Scholars Program is the most important avenue that Golden Apple has to invest the asset that our Golden Apple Award winners – Golden Apple Fellows – represent as part of an ongoing, statewide professional learning community.

The Scholars Program is only possible through the commitment of our Golden Apple Fellows. These outstanding teachers, chosen for their excellence in the classroom and their passion for the profession, are the heart of this unique program to prepare aspiring teachers. They provide the staff essential to the delivery and success of this program.

PROGRAM GOALS

The overarching goals of the Scholars Program address the impact Golden Apple desires to have on the quality of new teachers in New Mexico, as well as the impact on student learning.

- To improve the quality of the classroom practices of new teachers;
- To improve the retention of new teachers in New Mexico;
- To support the success of future New Mexico teachers; and
- To improve student learning.

A secondary goal of the Scholars Program is to increase the effectiveness and capacity of the Golden Apple Academy of Fellows as a professional learning community equipped to accomplish the mission of Golden Apple.

PROGRAM COMPONENTS

Pathway Institutes

Pathway Institutes are annual summer institutes attended by aspiring teachers to enhance teacher preparation during their years in college. The first summer institute is provided for high school graduates who intend to become teachers and who have been accepted and will attend a New Mexico postsecondary

institution in the fall following their high school graduation. Each summer institute provides experience in working with children, as well as instruction and mentoring from Golden Apple Fellows designed to support and enhance the academic courses that are part of the Scholars' college preparation to become teachers. Each summer more is expected of the Pathway Scholars, and those expectations are tied to New Mexico's beginning teacher competencies.

Gateway Institute

When Scholars have completed their college preparation and licensure requirements and are ready to begin their teaching careers, they participate in a Gateway Institute. The institute includes seminars on classroom management and an opportunity to design curriculum. Golden Apple Fellows serve as mentors and provide instruction and guidance to prepare Gateway Scholars for their first year of teaching.

Teaching Scholars

As Scholars move into their teaching careers, Golden Apple Fellows are available as mentors. Teaching Scholars become part of a professional learning community that includes the Fellows and all Teaching Scholars. Meetings during the school year provide professional development content as well as opportunities to learn from their Golden Apple mentors. Teaching Scholars also attend the Academy Institute, a 2 – 3 day workshop each summer provided for Golden Apple Fellows.

PROGRAM ELEMENTS

Field Experience

Their work with children is fundamental to the Scholars Program. The Pathway Institutes include field experience with increasing responsibilities, as the Scholars advance in their academic preparation to become teachers. Field experience also exposes Scholars to a variety of levels and content areas. Another benefit the field experience is learning how to gather evidence of student learning and use that evidence to shape instruction.

Professional Development

Continued professional learning is at the very heart of the Golden Apple mission. For Scholars participating in Pathway Institutes, professional development occurs daily, following the teaching experience. This professional development consists of workshops and seminars taught by Golden Apple

Fellows to provide practical guidance on classroom instruction, classroom management, curriculum planning, and student assessment.

Pathway Scholars attend seminars that provide an introduction to the field of education and child development, as well as assistance in the transition to college.

Gateway Scholars attend seminars that prepare them to enter their own classroom as a licensed teacher.

Teaching Scholars participate in professional development meetings with Golden Apple Fellows and also participate in the annual Academy Institute for Fellows each summer

Mentoring

The opportunity to be guided in their teaching by award-winning master teachers is part of what differentiates the Golden Apple Scholars Program from other programs providing field experience, professional development or mentoring. During the Summer Institute, Golden Apple Fellows serving as mentors are in the Scholars' classrooms each day to observe their teaching and to offer guidance. They also meet regularly with the Scholars they mentor to help Scholars reflect on what they are learning from the teaching experience, to discuss classroom practice, and to consider evidence of student learning and appropriate interventions or adjustments to the instruction.

Once Scholars obtain their New Mexico teaching licenses and begin teaching in their own classrooms, they are called Teaching Scholars. Teaching Scholars have access to Golden Apple Fellows as mentors or to provide specific assistance for the Scholar's grade level or content area.

SUMMER INSTITUTE POLICIES

Who We Represent

Each Scholar participating in a Golden Apple Summer Institute is a representative of Golden Apple, but he/she also represents many others who have made the program possible.

Each Scholar represents the state of New Mexico. A substantial part of our summer budget is allocated by our state legislature. Often, individual legislators with a commitment to preparing the next generation of New Mexico's teachers -- some of whom know individual Scholars and Fellows -- work to sustain our program by sponsoring and supporting continued funding for Golden

Apple. Your success inclines these legislators to provide essential, ongoing support to Golden Apple.

In addition, you represent your high school district. Each Scholar is selected, in part, because of a teacher's strong recommendation. These teachers often follow your progress, hopeful that you will demonstrate the qualities they identified as your most promising. Your success increases the likelihood that they will take the time to recommend future Scholars.

Each Scholar also represents a college or university. As awareness of the Scholars program increases, teacher preparation programs are expressing a special interest in Golden Apple Scholars, proud to have students who have distinguished themselves through one or more summers of work teaching K-12 students and being mentored by award-winning Fellows.

Finally, you represent your families.

By accepting a position as a Golden Apple Scholar, you are expected to accept the responsibilities that come with membership. Each Scholar must understand that his/her actions have consequences that are far more than personal. A Scholar who serves as an excellent model enhances the entire Golden Apple learning community; a Scholar whose conduct is less than exemplary puts the entire community in jeopardy.

For these reasons, we ask that you carefully consider what is expected of you before agreeing to become, or continue as, a Scholar.

Code of Conduct

It is essential that all Scholars hold a high ethical standard. Scholars represent great promise to the state, the teaching profession, and Golden Apple. To protect the integrity of this program, and indeed of the teaching profession, we require that certain academic, moral and legal standards of conduct be maintained, both during the school year and while Summer Institute is in session.

Code of Scholar Conduct

Scholars, as representatives of the Golden Apple Foundation of New Mexico, must exemplify excellence. Any conduct that negatively affects the good order, welfare, or name of Golden Apple, the Golden Apple Academy, or the Scholars is considered a serious breach of trust.

The following are examples of misconduct, which may result in expulsion from the program:

- **Use of violence, force or intimidation which endangers the safety of staff, citizenry or fellow Scholars;**
- **Harassment of anyone, regardless of age or relationship;**
- **Gang membership or participation in any gang activity;**

Stipends

During Summer Institute, Scholars receive a stipend for active participation in scheduled activities of the Summer Institute. However, Scholars attending Summer Institutes are not considered employees of Golden Apple. Specific policies concerning stipends and behavioral expectations for Summer Institute are published and presented to Scholars engaged in the program each year.

Scholar stipends are considered scholarship income. Scholars who receive a stipend in conjunction with their participation in an institute will receive a 1099 form documenting the payment of scholarship funds to the Scholar.

Employment During Summer Institute

Summer Institute puts considerable demand on the time, attention and energy of the Scholars. In addition to work at teaching sites and attendance at seminars during the day, Monday through Friday, social and community-building events are planned for several evenings during the institute. It is expected that Scholars will limit their work schedules to the weekends during the institute, so that they may fully participate in the teaching experience, seminars and community-building aspects of the institute.

Use of Private Vehicles & Campus Parking

Scholars are not permitted to use their private vehicles to transport themselves or others to institute activities. However, we recognize that some Scholars will want to bring private vehicles for the purpose of personal travel outside our program activities. Scholars who violate this policy will be assessed a \$25 fine for the first infraction. A second infraction may result in expulsion from the program.

Parking on campus is limited and permits are required. Golden Apple will arrange for Scholar parking permits at the host university, usually at a reduced rate that a Scholar could not obtain on their own. Scholars who request a parking permit also authorize Golden Apple to deduct the cost of the permit from their stipend payments.

University Orientation

Some Pathway Scholars in their first Summer Institute may be required by their university to participate in a special orientation program during the summer before freshman year. For Scholars who are required to participate in such a program during Summer Institute, Golden Apple will ensure the Scholar payment of the Summer Institute stipend for each day the Scholar attends that program, up to three days, in lieu of Summer Institute. This program must be mandated as part of the university admission, and arrangements must be approved by the Scholars Director before Summer Institute begins.

Punctuality, Appearance and Attendance

Scholars are viewed as representatives of Golden Apple. As such a Scholar is expected to be punctual and appropriately attired at assigned Summer Institute and field site classes. Scholars are required to contact a Golden Apple Representative if they cannot attend a session of the Institute. Any tardiness or absence outside prescribed exceptions will result in reduction of the stipend. Scholars attending Summer Institute will be given more specific information on attendance, rules, regulations and appearance.

Assignments

Although Scholars do not receive grades nor college credit for their work during Summer Institute, attitude and work quality are gauged by the instructors of Summer Institute and serve as measures for continuation in the program. Irresponsible work habits and/or failure to work successfully as a member of a team during Summer Institute can be cause for dismissal from the program. Therefore, it is important that Scholars budget their time to complete all assignments and attend all experiences fully and responsibly during Summer Institute.

Life At Summer Institute

Scholars are required to reside in Golden Apple assigned housing during Summer Institute and abide by all established residential policies of local law, the host university or organization, and Golden Apple. Any violation places a Scholar's standing in jeopardy, especially in the cases of alcohol or drug use or violations detailed in the Code of Conduct section of this Handbook. Scholars are financially liable for any damage to the rooms they are assigned, and restitution as prescribed by the host university or organization will be deducted from the Scholar's stipend.

Scholars engaged in Summer Institute activities:

- Must honor the curfew established by Golden Apple at the host university during Summer Institute;
- Are prohibited from using automobiles for any Summer Institute or Golden Apple sponsored activity;
- Must follow all rules established and published for Summer Institute. Summer Institute participants will receive a policy sheet that will specify behavior expectations.

Dress Code

The dress and grooming of Golden Apple Scholars and Staff shall be neat and clean, promoting a positive educational environment and conforming to acceptable dress for teachers.

1. All shirts and blouses must cover midriff, back, sides, and all undergarments including bra straps at all times. All shirts, tops, and dresses shall have sleeves and cover the shoulders.
2. Golden Apple shirts will be worn when working in the community centers, public schools or other teaching situations. Golden Apple will provide tee-shirts to each Scholar.
3. Shorts, skirts, divided skirts, dresses and culottes are allowed. They must be hemmed and be mid-thigh length or longer.
4. All trousers, pants or shorts must totally cover undergarments, including boxer shorts.
5. All clothing, jewelry or tattoos shall be free of the following: profanity; violent images, wording or suggestion; sexually suggestive phrases or images; gang related symbols; alcohol, tobacco, drugs or advertisements for such products.
6. Safe and appropriate footwear must be worn. Safety regulations require that closed-toe shoes be worn in all teaching situations.

Mid-Institute Review

Any Scholar whose attitude, responsibility or work ethic during Summer Institute is in question will be brought to a mid-institute review. Golden Apple representatives will discuss concerns with the Scholar, and if deemed necessary,

his or her parents/guardians, and will recommend to the Scholars Director either a performance contract or termination from the program.

GENERAL POLICIES

Communications

Golden Apple uses phone calls, voice mail, e-mail and posted mailings to contact Scholars. It is absolutely vital that all scholars respond to correspondence and return phone messages promptly. It is also essential for Scholars to communicate phone number and address changes for either home or campus.

With limited staff and an ever-increasing number of Scholars, it is essential that Scholars remain in contact with the staff at the Golden Apple office.

Winter Break Meeting

Once each school year, Golden Apple staff will plan a meeting for Pathway Scholars during the winter break period. Scholar issues will be discussed at this meeting, as well as plans for the Summer Institute. Scholars are expected to attend these meetings.

Recruitment Events & Fundraising

Scholars will be invited to serve at various events that support Golden Apple and/or the Scholars program. Participation in these activities is voluntary.

Progress Toward Graduation

Golden Apple expects Scholars to make significant and appropriate progress towards completing a degree. We define progress toward graduation as successfully completing at least 12 credit hours per semester.

Scholars are eligible to attend up to four Pathway Institutes during the time they are earning a Bachelor's degree and one Gateway Institute the summer prior to beginning teaching in their own classroom.

SCHOLAR STATUS

Active Scholars

Active Scholars are on track to complete the program in good standing and enter the teaching profession in a New Mexico PreK-12 school. Status as a Golden Apple Scholar is based on academic performance during the school year and work in Summer Institutes. If a Scholar fails to comply with established standards and policies, our response will be one of compassion and careful consideration. To assist Scholars in achieving their goal and to insure the integrity of the program, a provisional level has been designated: Probation.

Probation

Probation is a provisional, performance-based official expression of concern by Golden Apple for a Scholar.

Expulsion

Scholars may be expelled from the program for:

- Not making acceptable progress toward completion of a Bachelor's degree; or
- Not completing the terms of a performance contract, or
- Violating the Code of Scholar Conduct

If a Scholar is deemed academically ineligible to remain enrolled in college, or if for any other reason a Scholar is expelled from college, that action automatically results in expulsion from the program.

Leave of Absence

Under certain circumstances, such as health or personal problems, a leave of absence from the Golden Apple Scholars of New Mexico program may be considered. Golden Apple must be contacted immediately when a Scholar anticipates the need for a leave of absence. Written notice must then be given specifying the anticipated dates of the leave. To return to active status, the Scholar must submit a written request for readmission.

Readmission

A Scholar who has been on leave of absence or expelled from the program may request readmission. Requests for readmission must be made in writing and include transcripts demonstrating acceptable progress toward completion of a Bachelor's degree in education. Readmission must be approved by the Scholars Director and the Executive Director of Golden Apple, and may include a performance contract.

Entering Teaching

The success of the Golden Apple Scholars program is measured by the entry of each Scholar into the teaching profession at a New Mexico PreK-12 school after earning a bachelor's degree and gaining New Mexico teacher certification.

Scholars are responsible for securing their own teaching positions. Golden Apple will use its extensive network to assist Scholars in finding teaching assignments, although a Scholar cannot be guaranteed a teaching position. In addition, Golden Apple is committed to providing mentor support and staff contact through the initial years of Scholar's teaching career.