Partnership East
Orientation Guide
East Carolina University
2019

Setting the Course for Success

“Your Pirate Code”
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ECU PARTNERSHIP EAST
ORIENTATION INFORMATION

Welcome Aboard Pirates!

ADVISING

The PE Coordinators serve as academic advisors for the College of Education. Pre-registration advising for ECU courses will be coordinated by the PE Coordinators. In addition, the coordinators assist students with the Upper Division application process, the Internship placement application process, Senior Summary review, and may teach ELEM 2123.

Office hours of the coordinators vary during the semester and are influenced by office responsibilities, recruiting activities, teaching responsibilities, and professional meetings. The coordinators may often be reached by e-mail when not in the office. In the absence of the consortium coordinator or in an emergency, contact the Office of Educator Preparation at (252) 328-2156.

Appointments for advising are recommended, but students may also drop by the PE Office at each hub site. **All students are required to schedule an appointment before registration** so that academic planning and course selection may receive adequate attention. Early advising ensures that students have the proper paperwork completed for registration and graduation. Students are required to meet with their PE advisor, either face to face or virtually, each semester. These meetings are important to ensure that PE students receive information regarding coursework.

DISTANCE EDUCATION

The term distance education (DE) defines any course that takes place away from the traditional campus setting. All PE students are distance education students. Through PE, students take all courses online. Hub sites include the Coastal Consortium - Craven Community College, the North Central Consortium - Nash Community College, the South Central Consortium - Wayne Community College and the Virtual Consortium –ECU. The Division of Continuing Studies facilitates distance education at ECU ([https://online.ecu.edu/](https://online.ecu.edu/)).

STUDENT HEALTH/ IMMUNIZATIONS

Students who are attending classes off-campus, auditing classes, taking Internet classes, or satellite classes DO NOT have to submit student health or immunization forms. Exemption is automatically given at time
of course registration. For more information, see the Student Health Services website. [https://studenthealth.ecu.edu/](https://studenthealth.ecu.edu/). Part-time DE students are not eligible for and are not required to have student health insurance.

**MANDATORY MEETINGS**

Students enrolled in a degree program through PE, will attend several mandatory face to face meetings throughout the program. Some of the required seminars and meetings may be held in Greenville and/or hub sites. These meetings are generally limited to once per year for Virtual cohorts prior to the internship semesters. During the final year, students in all PE cohorts will be required to attend the Internship I seminar, the initial Internship II seminar and the final Internship II seminar on campus in Greenville. Additionally, students who reside within the Latham Clinical Schools Network (LCSN) will be required to attend the COE Career Fair during their senior year. Individual Departments may require attendance and/or participation in additional seminars (i.e. edTPA workshop during internship II, etc.)

**VISITING CAMPUS / PARKING**

If you travel to ECU’s campus at any time, you will need to allow extra time for parking. Visitor permits are issued by the Department of Parking and Transportation Services located at 305 East 10th Street. A One-Day pass is available for distance education students. You will need your ECU ID to register for a pass. Metered spaces are also available in various areas on campus and require the insertion of the proper coinage for activation. Most meters only allow 2 hour parking. Weekend visitors may purchase a weekend parking pass. After-hours, passes may be obtained from the ECU Police Department at 609 E. 10th Street. For more information, contact the main office of Parking and Transportation at 252-328-6294 during regular business hours. Campus maps, bus schedules, and parking information can be viewed at [https://parking.ecu.edu/](https://parking.ecu.edu/).

**ECU ID (BANNER ID NUMBER)**

Each student is issued an identification number when he/she applies to ECU. This number is used instead of social security numbers to identify students within Banner, the university’s information management system. Students will receive an ECU ID from Admissions. This number will begin with “B0” followed by six digits. Students will be required to use this number on various forms throughout their program. Students are advised to know this number, or have it recorded for easy access. The ECU ID should not be confused with the Pirate ID.
PIRATE ID

A student’s e-mail Pirate ID (sometimes called UserID) is used to login to Pirate Port and student e-mail. Pirate IDs include the student’s last name. You can search for your Pirate ID by going to the ECU homepage and clicking on the e-mail link. Then enter your name and search.

**Newly-admitted students should activate your Pirate ID account and create a unique passphrase through the PirateID (PID) auto-registration system at [http://pirateid.ecu.edu/](http://pirateid.ecu.edu/). You will be required to change your passphrase online at least once every 90 days.** Passphrases are passwords made up of words that contain characters from three or four categories: uppercase letters, lowercase letters, numbers, and special characters (*, #, @, etc.). In addition to containing one character from each of the four categories, the ECU passphrase MUST be at least eight characters in length. You will be notified by e-mail when your PirateID passphrase is expiring. ECU will NEVER ask for your passphrase to be entered in an e-mail message. **Use only the PID auto-registration system to set, confirm, or change your passphrase.**

PIRATE PORT/SELF SERVICE BANNER

At ECU, the website that provides information to students is called Pirate Port ([https://pirateport.ecu.edu/](https://pirateport.ecu.edu/)). Pirate Port is an excellent source of information for students. When students visit Pirate Port, they will log in with their PirateID and passphrase. Most information will be found under the Tools section.

Pirate Port is also the portal for entry into Self Service Banner. Banner is a higher education software system. Banner enables students to access information, check for registered courses, check financial aid awards, transcripts, etc. Student will be asked to check their Self-Service Banner account each semester to ensure they are properly registered for courses.

ECU 1 CARD

The ECU 1 Card is the official photo ID card for East Carolina University. Students taking only online classes are eligible to receive an ECU 1 Card. This is the same card as the one issued to students taking campus classes however it will have different privileges associated with the card. In order to obtain the ECU 1 Card, the student would come in to the 1 Card Office with a valid state issued photo id and $10 for the first card fee. Read more about the card at [https://1card.ecu.edu/](https://1card.ecu.edu/).

BLACKBOARD

Online courses will often use a course management system such as Blackboard. Blackboard can be accessed by clicking on the Bb icon on the ECU website. Within the first week of each semester, online courses will be posted on the course management system. Course information may be accessed twenty-four hours a day via the Internet through Bb.

Each PE advisor has a Blackboard Course space to post announcements, discussions, and materials that you will find helpful. You should see one of these courses when you login to blackboard. If not, contact
your PE advisor to be enrolled in the course. Each student should become familiar with the layout of the PE blackboard site as you will refer to it many times throughout your experience.

PE Blackboard Sites by Advisor
Baldwin: Coastal_Consortium
Bradley: North_Central_Consortium
Moorning: South_Central_Consortium
Ruscoe: Partnership East: Virtual_Consortium

TEXTBOOKS

To order textbooks, students may log onto [http://www.ecu.edu/cs-admin/studentstores/General-Textbook-Information.cfm](http://www.ecu.edu/cs-admin/studentstores/General-Textbook-Information.cfm) and select textbooks from the menu on the left. PE students need to know the course name, course number, and section number to place textbook orders.

BILLING AND FEE PAYMENT

Billing occurs through the University Cashier’s Office. ECU does not mail printed bills. All bills can be viewed by logging onto Pirate Port. Payment methods are listed on the Cashier’s website [http://www.ecu.edu/cashier/](http://www.ecu.edu/cashier/).

If PE students have questions about ECU billing, they should contact the Cashier’s Office at 252-737-6886 or access the Cashier’s Office website [www.ecu.edu/cashier/tufee.cfm](http://www.ecu.edu/cashier/tufee.cfm).

Once bills are posted, payment must be made by the due date to avoid the cancellation of ECU classes. If PE students are on scholarship or have financial aid to cover PE student expenses, PE students must inform the Division of Continuing Studies and verify how PE student fees will be covered so that classes will not be cancelled. Call them or return the bill stating the method of payment.

If a PE student’s classes are cancelled due to lack of payment, then the student must call the Cashier’s Office immediately to pay the bill. In addition, the student should contact the PE Coordinator immediately so that he/she may be re-registered.

Tuition Surcharge
Students should be advised if they exceed 140 credit hours on transfer and ECU coursework excluding summer will be charged an additional tuition surcharge of 50% once 140 credit hours is reached. This policy is mandated by the North Carolina General Assembly statute GS 116-143.7. ([https://registrar.ecu.edu/tuition-surcharge/](https://registrar.ecu.edu/tuition-surcharge/))
FINANCIAL AID

Financial Aid awards will be listed in Banner. The website http://www.ecu.edu/financial/ is your guide to financial aid at East Carolina University. See the link to DISBURSEMENT POLICIES in the Frequently Asked Questions section of the site.

If PE students have questions about financial aid, they should call the Office of Financial Aid which is located in 2103 Old Cafeteria Complex. Campus students are seen on a walk-in basis.

Mailing Address: Office of Student Financial Aid
East Carolina University
2103 Old Cafeteria Complex
Greenville, NC 27858

Phone: (252) 328-6610 or (252)-737-6610
FAX: (252) 328-4347
Email: faques@ecu.edu

Students can access information about their individual financial aid account by accessing their Self Service Banner account within Pirate Port. Grants and loans must be accepted or rejected by PE students. To accept or decline a financial aid award, login to Pirate Port and select Banner Self-Service under the tools tab.

Students must submit a separate application for financial aid for summer courses. Forms are usually posted on the Financial Aid website in the spring semester.

If dually enrolled with ECU and a community college, PE students may need to pay for community college classes and plan on reimbursement to ensure that PE students’ classes do not get cancelled. PE Coordinators have no control over registration at the community college, and PE students must work through the individual community colleges following their guidelines. All financial aid questions should be directed to the ECU Financial Aid Office.

Every ECU student is issued an ECU Higher One card that is used as an account management tool for financial aid deposits and other financial transactions at ECU. The card is mailed to the student’s home address. Follow instructions that come with the card to establish whether your card will be used as a debit card. Students may prefer to request a check mailed to the home address for the balance of the award instead posting the remaining award money to the One Card.

Summer Financial Aid

Summer Financial Aid is not guaranteed. Fund availability varies from year to year and requires a separate application process. In addition to completing the annual FAFSA form, students must also complete the application for summer financial aid found at the ECU website at http://www.ecu.edu/financial/. The form is generally available in April.

Scholarship funds are dispersed according to the scholarship and may be done differently. These rules are for federal funds.
Partnership East Financial Aid Consortium Request  
(Circle one) Coastal Consortium: Campus Code 124  
North Central Consortium: Campus Code 163  
Northeast Consortium: Campus Code 311  
South Central Consortium: Campus Code 195  
Virtual Consortium: Campus Code 650  
Complete and mail to: Ms. Maryann Jenkins, Associate Director  
Office of Student Financial Aid  
Old Cafeteria Building  
East Carolina University  
Greenville, NC 27858-4353

Student Name: ___________________________  Banner Number: _________________

Address: _______________________________  Home phone: _______________________

_____________________________  Work phone: __________________________

Check one:  □ Fall  □ Spring  □ Summer I  □ Summer II  Year 20___

List courses to be taken from East Carolina University this term:

<table>
<thead>
<tr>
<th>Course prefix and number</th>
<th>Course title</th>
<th>Number of hours</th>
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List courses to be taken off campus from other community colleges this term:

<table>
<thead>
<tr>
<th>Course prefix and number</th>
<th>Course title</th>
<th>Number of hours</th>
<th>Community College</th>
</tr>
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<tbody>
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</tbody>
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(Note: You may abbreviate the words community college as CC, but please do not use an abbreviation for the rest of the name.)

Names of colleges where courses will be taken: _____________________________________________

Combined total number of hours from all Institutions _________________________________________

_________________________________________  ________________________________
Student Signature      Date

Verification: Please secure the signature of the Registrar at the community college(s) in which you are dually enrolled and ask the Registrar to affix their stamp below their signature. Their signature verifies enrollment.

_____________________________  ___________________________
Registrar’s Signature         Registrar’s Signature

Revised October 2008
PARTNERSHIP EAST COHORT PLAN OF STUDY

Partnership East students participate in cohorts which are groups of approximately 20-30 students who take courses together to earn a common bachelor’s degree. Degree requirements are specified in the undergraduate catalog that corresponds to the year the student enters ECU. The catalog serves as a contract between the university and the student regarding degree requirements. Catalogs are posted online at [http://catalog.ecu.edu/](http://catalog.ecu.edu/). As North Carolina teacher licensure requirements are governed by the NC State Board of Education, degree requirements are subject to change. (NC Licensure Standards [http://www.ncpublicschools.org/licensure/](http://www.ncpublicschools.org/licensure/))

Each cohort has a course planner that specifies the timeline for courses at ECU. The cohort planners include courses required for the major as well as those required for at least one concentration. The PE Checklist of Community College courses along with the PE Cohort Course Planner make up the “Plan of Study” for PE students. Cohort planners are provided to students at Partnership East orientation and may be found in blackboard advising sites.

Students may not deviate from the plan of study without prior approval for extenuating circumstances. Dropping courses listed on the PE Cohort planner may result in students being dropped from their PE Cohort. Contact your PE Coordinator early to discuss options if you feel you may have to drop any course. Students who withdraw or are removed from PE may transfer to campus to complete their degrees if they remain academically eligible to take courses at ECU.

Registration:
Partnership East students in good standing will be registered each semester for courses listed on their plan of study. It is the responsibility of each student to verify that registration was completed accurately and to follow proper withdrawal procedures if they decide not to continue with online courses. To be assured registration in online Partnership East courses, students must be in good standing with no holds that would prevent registration.

Add-on Licenses:
Students wishing to add on an additional licensure area beyond what is prescribed within their SECU PE cohort planner should obtain a plan for the add-on license from the Office of Clinical Experiences and Alternative Licensure. Students are required to complete the program requirements for their initial program in order for the add-on courses to be deemed valid for the add-on area. Students who choose to pursue add-on licensure are responsible for meeting those requirements and for registering themselves in any courses outside of the Partnership East plan of study.”

COURSES REQUIRING A C OR BETTER

As stated in the East Carolina University Undergraduate Catalog, students in specific education majors must have completed specific courses with a minimum grade of C, prior to the internship semester. These courses are listed in the ECU catalog for the specific year that the student enrolled. Please note a “C-" does not meet the criteria for “C or better.”

Students who have not met these standards will not be eligible to enroll in the Internship II courses until the deficiency has been corrected. Students who do not receive a C or better in a pre-requisite course
should repeat that course before enrolling in the next course. **Students are expected to complete all community college coursework prior to the Internship I semester. Students will not be permitted to enter the Internship II semester without all community college prerequisites being completed.**

**Students must also have a C or better in all of the required courses for the concentration(s) in order to obtain the license(s) in the concentration area(s).**

**PROCESS FOR ADDRESSING COURSE CONCERNS**

ECU takes great pride in its excellent, diverse faculty. Because instructors operate under the guidelines of academic freedom, students may notice differences in course delivery, feedback, and grading practices. If concerns arise about a course, students are encouraged to express those concerns directly to the course instructor in a professional manner. Most concerns are resolved through this direct line of communication. However, if the student does not feel that the concerns have been addressed, then those concerns should be communicated to the Program Area Coordinator and Department Chair for the course being offered. PE advisors will not intervene in issues between students and instructors but may be able to provide guidance if issues arise.

**WITHDRAWAL PROCESS**

PE students are members of cohorts and are therefore required to follow a prescribed course schedule. **Dropping courses on the PE cohort planning chart may result in removal from a PE cohort.** A student may withdraw from a non-PE course without a grade during the time specified in the academic calendar for each semester. Students should consult with their PE advisor prior to dropping any course.

The consequences of withdrawing from a course or term may affect a student’s progress in a major, tuition surcharge, and/or financial aid. Withdrawal consequences are summarized below:

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<th>Requirements for Withdrawal Policies - UNC Policy 400.1.5(R)</th>
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<td><strong>Effect of Withdrawals on:</strong></td>
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<td>Non-Extenuating Circumstances</td>
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<td>Tuition Surcharge</td>
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<td>Transcript</td>
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<td>Grade Point Average (GPA)</td>
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<td>Attempted Hours</td>
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<td>Financial Aid</td>
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<td>Partnership East Participation</td>
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**Course Withdrawal**

During the first 60 percent of the regularly scheduled class meetings of a course (including the meeting for the final examination), a student may withdraw from a non-Partnership East course.

To Withdraw from a Course follow the instructions below:

1) Contact Financial Aid or other funding agencies to determine how or if dropping courses may affect future monetary awards and/or repayment.

2) Send an email from your **ECU Piratemail account** to
**regis@ecu.edu** (This goes to the Registrar’s Office, 252-328-6524 or 252-328-6747)

**copy yourself and your advisor on the email so you will know the email was sent**

3) Include the following:
   - your name
   - your ECU ID
   - course name / number
   - reason for the drop/withdrawal

It is the student’s responsibility to consult official university bulletin boards, documents, and/or the university calendar to determine the appropriate withdrawal period for such block courses. Extenuating circumstances, however, can warrant consideration for withdrawal by exception, as explained below. Ordinarily, a student may withdraw from up to 16 semester hours in pursuit of a university degree. (See Course Withdrawal Allotment below.)

Students may petition the Dean of Students for course withdrawals by exception (withdrawals after the 60 percent withdrawal period, withdrawals beyond 16 semester hour allotment, and withdrawals which do not count against the 16 semester hour allotment). Petitions for withdrawals after the deadline will typically be granted only for unforeseen and uncontrollable medical, psychological, or personal reasons directly affecting the course(s).

**Course Withdrawal Allotment**
Students may withdraw from up to 16 semester hours during their pursuit of a university degree. Students may use these withdrawals between the Course Adjustment Period and the last day to withdraw from term-length courses without a grade.

**Official Withdrawal from an Academic Term**

*Request Made Within 60% of the Academic Term:* During the first 60 percent of regularly scheduled class meetings, a student may withdraw from the university without receiving grades for courses in which he/she is enrolled. Students desiring to withdraw from ECU should apply for withdrawal to the Office of the Registrar after meeting with their academic advisor. Students must then obtain an official withdrawal form from the website of the Office of the Registrar (www.ecu.edu/registrar). After the student has obtained the signatures of the various officials designated on the form, the student must submit the form to the Office of the Registrar for final approval. The Office of the Registrar will accept a completed form that is scanned and sent via the student’s ECU email address.

*Request Made Beyond 60% of the Academic Term:* After 60 percent of regularly scheduled class meetings, a student withdrawing from the university shall receive no credit for the courses in which he/she is passing at the time of withdrawal. A student will receive a grade of F for all courses in which he/she is failing at the time of withdrawal. Students desiring to withdraw from ECU should apply for withdrawal to the Office of the Registrar after meeting with their academic advisor. Students must then obtain an official withdrawal form from the website of the Office of the Registrar (www.ecu.edu/registrar). After the student has obtained the signatures of the various officials designated on the form, the student must submit the form to the Office of the Registrar for final approval. The Office of the Registrar will accept a completed form that is scanned and sent via the student’s ECU email address.
Please note: A term withdrawal is not charged to the 16 semester hours allotted to a student to use for course withdrawals.

**UPPER DIVISION**

Upper Division refers to the official step of being admitted to a teacher education program. In order to interview for Upper Division (UD), PE students must meet the requirements stated in the Welcome to Educator Preparation Handbook. Requirements include passing scores on Praxis Core for Academic Educators (reading, writing, and mathematics tests) or equivalent tests, 2.7 GPA or higher on all ECU coursework, a grade of C or better in the “Early Experiences” course 2123, and meeting the technology competency standard. Students should consult with the most recent Welcome to Educator Preparation Handbook prior to applying to UD to ascertain the approved entrance GPA. If a PE student has not passed the required tests when entering ECU PE, they must continue to retest and obtain passing scores before the UD interview is completed. Upper Division courses may not be taken by any student who has not passed the required tests and had a satisfactory Upper Division interview. PE students who are not admitted to UD at the time that UD courses begin are withdrawn from PE cohorts. Criminal background issues are screened at the time of application to Upper Division and again for teacher licensure. Students who foresee issues due to criminal background issues are encouraged to set up an appointment with the Assistant Director of Educator Preparation early in the educational process.

The Upper Division application and the Candidate for Professional License form (CPL) are due at the time of the Upper Division interview. In addition, a PE student may be required to present an essay describing why he/she wants to become a teacher. Students will have interviews during the required yearly face to face meeting on the ECU campus.

The interview itself is a professional experience, similar to a job interview. Students are expected to dress professionally for the interview. A team of ECU faculty members conducts the interviews.

**SOCIAL MEDIA GUIDELINES**

All students should read and abide by ECU’s social media guidelines which can be located at http://www.ecu.edu/PRR/08/10/02/.

As a future educator, maintaining confidentiality of your student interactions is critical in your field. Remember not to post or share information, including photographs about these interactions. Disclosing identity, embarrassing others, and/or breaching confidentiality could jeopardize your future career. Protecting student information applies to you, too. There are stiff penalties for violating this confidentiality; take guidance from the faculty and professionals in your field and safeguard information and your reputation.
SOCIAL MEDIA

As you are representing yourself as a candidate in the educator preparation program, please be mindful of your social media presence. The Office of Clinical Experiences shares information regarding social media at the internship application meeting and as requirements for internship semesters; however, our students are being impacted prior to this stage of their college experiences.

Many districts, schools, or host teachers are quick to look students up on social media sites and students have been denied placements due to their social media content.

Here are some suggestions to help your social media presence:

1. **Do create positive content.** Social media can also be a benefit to you. Make LinkedIn connections.
2. **Do Google yourself.** Know what shows up on an Internet search when people are looking for you and make sure that it is positive and professional.
3. **Do keep your pictures clean.** Your profile picture should never show alcohol, drugs, or anything that would not be viewed in a positive manner by administrators, parents, and host teachers. Even if you have your profile locked down for privacy, your profile picture still appears. In an article found online, Career Builder noted that more than half of respondents cited inappropriate photos or information and 44 percent mentioned the posting of drug or drinking related content as reasons for turning down a job applicant. See [http://www.usnews.com/education/high-schools/articles/2011/08/10/student-teacher-social-media-restrictions-get-mixed-reactions](http://www.usnews.com/education/high-schools/articles/2011/08/10/student-teacher-social-media-restrictions-get-mixed-reactions). Please be aware of your friend’s posts and tags that include you.
4. **Do not affiliate with your school placement site or geo-tag your posts from or about the school.** This will lead others right to your posts.
5. **Remember, it is possible to take a screen shot of Snapchat.** “Snaps” or Snapchat posts can last forever.
6. **Set your Instagram account to private.** That way, you must approve of anyone who views your posts. Remember, if you link your Instagram account with your Twitter or Facebook accounts, others may be able to see individual Instagram posts without accessing your entire profile.
7. **Never mention your school in any posts or take pictures of students or their work.** It is not your place to post children online and could be violating a student’s privacy by doing this. Even if your host school is social media friendly, you need to refrain from any type of posting of students/school.
8. **Never complain about your school, kids, or teaching on your posts.** This is a good practice for all professionals.
9. **Do not “friend” or “follow” PK-12 students on your personal social media accounts.**

For personal sharing, be sure to THINK before posting:
OFFICE OF EDUCATOR PREPARATION

The Office of Educator Preparation (OEP) provides service and support to the College of Education through partnership with faculty and external partners. Within OEP are Partnership East, the Office of Clinical Experiences and Alternative Licensure (OCE/AL), the Office of Professional Development and Student Outreach (OPDSO), the Advising Center, and several student support and scholarship services such as the COE Living-Learning Community and Maynard Scholars. The office produces and updates the Welcome to Teacher Education Handbook and is the source of information related to all practicum & internship placements and processes licensure recommendations. https://education.ecu.edu/oep/

PRACTICUM PLACEMENTS/INTERNSHIPS

Students are required to complete a variety of field experiences each semester in public schools as well as a year-long internship referred to as Internship I and Internship II. Placements for the field experiences are handled by the Office of Clinical Experiences. Students who are also teacher assistants should carefully review the policy related to the internship located in the pages below and found on the Office of Clinical Experiences web site (https://education.ecu.edu/oep/clinical-experiences/).
PRACTICA AND INTERNSHIP DRESS CODE FOR ALL ECU EDUCATION MAJORS

All students while on duty or in attendance at school functions, should dress professionally and appropriately and wear appropriate ECU approved identification at all times during all practica and internship responsibilities or anytime you are in the school as an ECU student.

It is considered inappropriate for ECU students to wear the following attire:

- Any mode of dress or appearance that is so unusual or lacking in cleanliness that it disrupts class or learning activities
- Clothing and/or tattoos that promote the use of alcoholic beverages, tobacco, or controlled substances by words or symbols; that contain profanity or nudity; that depict violence; that are sexual in nature by words or symbols; or that are disruptive in some other manner
- Any clothing material made of denim, e.g., pants, skirts, jumpers, or sport jackets
- Sweatpants, leggings, yoga pants or tights worn as pants
- Pierced jewelry anywhere other than in the ears (No gauges are allowed)
- Clothing that clings, is form-fitting, or exposes the midriff or chest when sitting, standing, or bending
- Shorts, skirts, or dresses that are higher than two inches above the top of the knee
- Flip-flops or bedroom slippers
- Tailored shirts that are untucked, unless worn as a jacket

Modifications may be made by the appropriate supervisor to accommodate ECU students who are engaged in specialized duties (such as physical education, vocational education, field-trips) or in specialized activities (workdays, spirit days, casual days, etc.) that require or permit a relaxed mode of dress.

Reasonable accommodation shall be made by the appropriate clinical teacher/principal for those ECU students who, because of a sincerely held religious belief, cultural heritage, or medical reason request a waiver of a particular part of this policy for dress or appearance.

Any ECU student who does not meet the standards of this policy will be required to take corrective action. Any time missed because of failure to comply with this policy will jeopardize the placement and repeated violations of this policy will be cause for disciplinary action as recommended by the principal, teacher or university contact.

There is no deviation from this dress code for any ECU student regardless of how employees of the school dress!
TEACHER ASSISTANT INTERNSHIP PLACEMENT OPTIONS
Latham Clinical Schools Network
Partnership East

All students completing teacher education programs must complete the same requirements regardless if they are on campus, transfer or distance education students. The Department of Curriculum and Instruction has created the following teaching assistant internship placement procedures for students seeking degrees in the areas of elementary and special education to ensure equitable experiences while supporting teacher assistants in the best transition into the teaching profession. All internship assignments must be approved by the Office of Clinical Experiences. Interns should not be assigned to schools they have attended, they have been employed, they have relatives employed, or they have children enrolled.

Preferred Internship Placement
The preferred Internship Placement would involve an internship in a school other than the school where the student is currently employed. Both Internship I and Internship II experiences would take place at this school.

The advantages of this placement would include:
- Provides the Intern with a new classroom assignment in which to gain experience toward the K-6 license or Special Education license.
- Provides a new Clinical Teacher for the Intern, one who was not previously the Intern’s supervisor/evaluator.
- Provides a new group of students and parents for the Intern to get to know as a teacher as opposed to a Teaching Assistant.
- Provides a fresh start as an intern for the Teaching Assistant as opposed to trying to “role switch” from Teaching Assistant to Intern.

Second Option: Less Preferred Internship Placement
The teacher assistant remains in his/her own classroom for the Internship I semester and is then assigned to a new classroom in a new school for the Internship II semester.

This new role of intern should not include the responsibilities of the previous role of Teaching Assistant (driving a bus, etc.). The role should include only those responsibilities that any intern would have and should not be confused with or combined with the previous role of Teaching Assistant.

The limitations of this placement would include:
- The Internship I experience is unlikely to be clearly differentiated from the previous role of Teaching Assistant. This will more than likely compromise the quality of the Internship I experience.
- This arrangement does not provide a continuous year with the same students in the same classroom.
- It is likely that students and parents will not recognize the new role of the student as Intern and will continue to interact with the intern as a Teaching Assistant.
- This placement option may amplify existing conflicts between the Clinical Teacher and the Intern limiting questions, creativity, and communication.
- This placement may require repetitive work in the preparation of internship materials (i.e. unit, lesson, and classroom management plans) accounting for differences in the setting between the Sr. I experience and Sr. II experience.

East Carolina University is not involved in the decision for continued salary for teacher assistants during the Internship. This is a school system decision.

This policy is subject to change. Please refer to the OCE website for the most current policy.
PERMISSION TO TAKE COURSES FROM ANOTHER INSTITUTION

ECU undergraduates are required to have a GPA of 2.0 or higher to take courses from a community college while enrolled with ECU. In addition, PE students must receive a grade of C or better to receive credit for a transfer course.

Students in PE are pre-approved to take community college courses from the required prerequisite checklist that corresponds to their degree provided they meet the GPA standard. Students who utilize Financial Aid for courses should see additional information in the Financial Aid section of this document. All community college prerequisites must be completed and transferred to the university prior to the internship semester.

Taking a Course at a Community College Not on the Articulation Agreement (PE checklist):
To get permission to take non-ECU courses other than those listed on the PE community college checklist, fill out the required Permission to Take Residence or Extension or Correspondence Courses from Colleges other than East Carolina University form prior to the semester and summer session that the course will be taken and submit it to the Office of Academic Affairs. Forms are located at http://www.ecu.edu/cs-acad/registrar/. Students must receive a C or better for the course to transfer.

*PE students are not required to follow this process if the course taken from a community college is on the Partnership East Articulation Agreement / checklist.

TRANSCRIPTS

While enrolled in the university, PE students who continue to enroll in classes at the community college must send official community college transcripts from each community college attended at the end of each semester. PE students should request that the community colleges send transcripts to the Registrar (address below).

Office of the Registrar
Uptown 207
East Carolina University
Greenville, NC 27858-4353

The Registrar will only review the last semester of each transcript. To ensure that students’ records of credits are accurate and up-to-date, it is imperative that all PE students send transcripts each semester while dually enrolled with ECU and a community college.

LIBRARY RESOURCES

Students will have access to a variety of resources to support them during their program at ECU. Individual PE hub sites at Craven Community College and Wayne Community College have
Teacher Resource Centers that have a variety of materials available for check out. In addition, students may access materials from Joyner Library on campus through Interlibrary Loan Services. The K-6 Textbook Collection at Joyner Library which includes teacher editions of each adopted text in grades K-6 for the subjects of Language Arts, Math, Science and Social Studies is available to PE students. Find tutorials at https://library.ecu.edu/trc/.

Distance education students are highly encouraged to utilize this service as it was instituted to better serve them. To request the textbooks, you must be a distance education student, have an ECU 1 Card, and set up an ILLiad account by registering as a user at the following web page https://illiad.lib.ecu.edu/illiad/. After registering, students may use the account to request needed materials. Materials will be shipped to them with a pre-paid return label making the service free of charge. Materials for this collection can be located by performing a keyword search in the Joyner Library Catalog using the “limit by” feature and selecting Partnership East in the drop-down box. For further information regarding this collection and Interlibrary Loan Services, visit https://illiad.lib.ecu.edu/illiad/ or contact TRC@ecu.email.com or 252-328-6076.

COMPUTER REQUIREMENTS AND GENERAL RECOMMENDATIONS

To successfully participate in the program, all PE students should have access to reliable high-speed Internet, the minimum computer specifications, peripheral equipment, and software. Minimum hardware specifications can be found on the PirateTechs website https://itcs.ecu.edu/.

Students are not required to purchase from ECU or to purchase a specific computer brand. However, the ACE program works with hardware and software companies to provide ECU students with discount pricing on computers, software and peripherals that can be purchased through the ECU Dowdy Student Stores. The ACE Student Computer Support Center – Austin 101, East Campus and Laupus Library, Room 3536, West Campus – provides technical assistance to students with ACE and non-ACE laptops. For ECU students not enrolled in a requiring program, purchase of a computer is OPTIONAL; however, any student can take advantage of the special pricing and support. For more information, visit http://www.ecu.edu/cs-admin/studentstores/computers.cfm

In addition, the following technology standards are needed for success in an online learning environment:

**Internet Connectivity**
- PE students should have access to reliable high-speed internet (DSL or faster).

**Peripheral Equipment**
- Headset with microphone (required)
- Printer (required)
- Document scanner (required)
- Webcam (recommended)
• Headset with microphone (recommended)
• Access to a mobile device from the recommended list for one semester for READ 3301 http://www.amplify.com/assessment/devices

Software
• Microsoft Office 365 (free through ECU ITCS https://itcs.ecu.edu/services/?category=software)
• Adobe Acrobat Reader (free download)
• Current version of Internet Explorer or Mozilla Firefox or Safari web browser
• Symantec Antivirus (free through ECU ITCS https://itcs.ecu.edu/services/?category=software)
• TaskStream Account

Technology Competency Prerequisite
Students entering Partnership East must meet a technology competency prior to beginning ECU classes. The technology competency can be met by taking CIS 110 at a North Carolina Community College. The technology requirement also meets the computer competency requirement for admission to Upper Division.

WATERMARK/TASKSTREAM
All students are required to have an electronic portfolio to demonstrate competency of skills learned within their program. Various products/documents/videos will be required to be produced and uploaded into Watermark/TaskStream, often referred to just as Taskstream, an electronic platform that will house a student’s products and evidences. Students must obtain a subscription to the product during their first semester and may renew subscription at various points of their program. The syllabus for the course will indicate if a subscription to TaskStream is required as a part of the course requirements. The electronic portfolio is required for students to obtain their license to teach. While subscriptions are often provided to students at no charge when funding is available, students should be prepared to purchase or renew the subscription as needed throughout the program.

ECU E-MAIL
Your ECU Piratemail e-mail account is your official channel of communication when contacting the university. Use this account when e-mailing anyone at ECU. Your advisor and instructors will send important information to you utilizing this e-mail address.

Example of ECU Email account: doej16@students.ecu.edu
To access your Piratemail account via the Web, go to http://www.ecu.edu/email and enter your Pirate ID and Passphrase. (If you have not done so, visit the ITCS web site to activate your Pirate ID, https://pirateid.ecu.edu/). You can verify what your email account is by using the following link: http://www.ecu.edu/directory/people (enter last & first name and select Students Only to access your information)
It is recommended that you add your PE Coordinator’s e-mail addresses to your safe senders list to avoid missing important announcements. **PE students need to check ECU e-mail daily to ensure that timely information from the PE advisors is received concerning notice of meetings, class schedules, and other general information.**

**SECURE FILE STORAGE**

A personal Piratedrive folder is created for each student when the e-mail account is established. Files stored on the server are accessible from any Internet connection through ECU Pirate Port. Students are encouraged to use their ECU server space for data backup and to store assignment files. Personal Piratedrive folders are accessible through [https://pirateport.ecu.edu/](https://pirateport.ecu.edu/). Only academic files are permitted in the Piratedrive. For more information read about the Piratedrive here [https://itcs.ecu.edu/services/storage/piratedrive-file-storage/](https://itcs.ecu.edu/services/storage/piratedrive-file-storage/).

**TECHNOLOGY HELP**

The ITCS Help Desk ([https://itcs.ecu.edu/](https://itcs.ecu.edu/)) offers a wide range of technical assistance to ECU students including software support, answers to general technology-related questions, getting connected to the university network and more.

**ITCS Help Desk**

Regular Hours: Mon-Fri, 8:00am-5:00pm
After-Hours Student Support: Mon-Thurs until 12 am; Fri-Sat, until 8 PM, Sun 8 am to 12 am
Phone Support: 252-328-9866; Toll Free: 1-800-340-7081
DISTANCE EDUCATION CONTINGENCY PLAN

As a distance education student taking all online courses it is ESSENTIAL that you create a contingency plan for yourself for all of your courses.

As with any technology, Blackboard, Moodle and other Internet based course delivery systems have the potential for technical problems. To prepare for course downtime or a performance issue that makes the system speed unusable, please do the following:

1. Save and/or print a copy of the syllabus, assignment schedule, and course material available.
2. Save your instructor’s email address so that you are able to contact him/her as necessary.
3. Save the names of fellow classmates, so that you may contact one another through Pirate Port or Piratemail.

Establish a contingency plan for your computer use and Internet access. In addition to your primary computer use, save all of the files that you create (to submit for assignments) on a flash drive or CD or your Pirate Drive in case your computer malfunctions. Additionally, have at least two levels of computer access as “back-ups” in the event that your primary computer crashes or your Internet access at home becomes inactive.

Power outages, technology glitches, and computer crashes are not acceptable excuses for late submissions.

DISABILITY SUPPORT SERVICES

East Carolina University seeks to comply fully with the Americans with Disabilities Act (ADA). Students requesting accommodations based on a disability must be registered with the Department for Disability Support Services located in Slay 138 (252) 737-1016 (Voice/TTY).
**EAST CAROLINA UNIVERSITY**

**IMPORTANT PHONE NUMBERS**

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions</td>
<td>252-328-6640</td>
</tr>
<tr>
<td></td>
<td>252-737-1192 fax</td>
</tr>
<tr>
<td>Dowdy Student Store</td>
<td>1-877-499-8398</td>
</tr>
<tr>
<td>Cashier</td>
<td>252-737-6886</td>
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<tr>
<td>Financial Aid</td>
<td>252-328-6610/252-737-6610</td>
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<tr>
<td></td>
<td>252-328-4347 fax</td>
</tr>
<tr>
<td>ITCS Helpdesk</td>
<td>1-800-340-7081/252-328-9866</td>
</tr>
<tr>
<td>Registrar</td>
<td>252-328-6524/252-328-6747</td>
</tr>
<tr>
<td>Student Health Service</td>
<td>252-328-6841</td>
</tr>
<tr>
<td>Office of Educator Preparation</td>
<td>252-328-2156</td>
</tr>
<tr>
<td>Office of Clinical Experiences</td>
<td>252-328-6051</td>
</tr>
<tr>
<td>Disability Support Services</td>
<td>252-737-1016 (Voice/TTY)</td>
</tr>
<tr>
<td>Joyner Library Interlibrary Loan</td>
<td>252-328-6068</td>
</tr>
<tr>
<td>Teaching Resource Center (TRC)</td>
<td>252-328-6076</td>
</tr>
<tr>
<td>Parking and Transportation</td>
<td>252-328-6294</td>
</tr>
</tbody>
</table>
ONLINE AT ECU

Partnership East Website
https://education.ecu.edu/partnership/

BANNER information
http://www.ecu.edu/banner/

Blackboard Course Management System
https://blackboard.ecu.edu/

College of Education
https://education.ecu.edu/

Dowdy Student Store
http://www.ecu.edu/studentstores

ECU E-mail Account and Directory
Obtain Your Address & Userid, Webmail access, ECU Faculty E-mail & Phone Directory
http://www.ecu.edu/cs-ecu/email_phone.cfm

HELP DESK: Email and Technical Assistance
Help with logging on to ECU E-mail, ECU Pirate Port, or Blackboard Bb, or passphrases
252-328-9866 or 1-800-340-7081
https://itcs.ecu.edu/

Office of Clinical Experiences
https://education.ecu.edu/oep/clinical-experiences/

Office of Educator Preparation (Welcome to Educator Preparation Handbook, Forms and information)
https://education.ecu.edu/oep/

ECU Pirate Port
https://pirateport.ecu.edu/
Access grades, view schedule of classes/course availability, calculate GPA under Tools

TaskStream User Support & How-To Guides
https://education.ecu.edu/taskstream/

ECU Undergraduate Catalog
http://catalog.ecu.edu/

ECU University Writing Center
http://www.ecu.edu/writing/
COMMONLY USED TERMS AND ABBREVIATIONS

Banner – Management database for ECU – registration, student information, etc. (access through One Stop)
Bb – Blackboard (course delivery program for online courses)
BS – Bachelor of Science
COE – College of Education
Cohort – a group of students that follow the same plan of study to complete a degree
DE – Distance Education (sometimes referred to as Continuing Studies)
DegreeWorks – web-based tool used for degree audit (located in Banner)
ECU – East Carolina University
edTPA – Portfolio type assessment required for licensure completed in Internship
ELEM – Elementary Education
F2F – Face to Face
FAFSA – Application for financial aid
ISLES – Instructional Strategy Lessons for Educators Series
MIDG – Middle Grades Education
Moodle - course delivery program for online courses (sometimes used as an alternative to Blackboard)
OCE – Office of Clinical Experiences
OEP – Office of Educator Preparation
PIER – Pirate Introduction to Early Registration
Pirate Port – Area for accessing information from the ECU web page
Practicum – requirement for observation and/or other assignments in a public school classroom
PE – State Employees Credit Union Partnership East
Internship I – The first semester of internship (formerly student teaching); spend one-day per week in your classroom
Internship II – The second semester of internship; spend every day in your classroom
SABA – Online group meeting platform used by instructors of some DE courses
SPED – Special Education
SS I and SS II – Summer Sessions I and II
Taskstream – a web-based electronic portfolio system
TQP – Teacher Quality Partnership Grant
UD - Upper Division is the official step in applying and being formally admitted into a teacher education program.
VE11 – Cohort ID example (Virtual Elementary 11 Cohort)
Virtual – online
WWW – usually means course is delivered online

Pee Dee – ECU’s Pirate mascot
Aaarrrggghh!
MEDIA CONSENT AND RELEASE GUIDELINES

In distance education and hybrid courses there is a proliferation of learning technologies available for delivering instruction. The use of these technologies creates exciting opportunities for collaboration and increase access to instructional content. This document contains guidelines that need to be considered when recording students, guest lecturers, and others using the various learning technologies available. **FERPA requires that any personally identifiable information maintained by ECU about an ECU student may NOT be disclosed without the student’s prior written consent.** ECU needs to be able to demonstrate that it has permission from the students and others to include them in electronic media.

When recording an ECU class lecture, meeting or collaborative session using available learning technologies you need the following:

1. A Media Consent Release form must be executed by all students in the class-form must be permanently kept for your records; or

2. Clear notice in the class syllabus that the class will be recorded, those who do not wish to be recorded must notify the professor and those who do not so notify will be deemed to have given full permission to be recorded and for ECU to use their recorded image for any purpose whatsoever. Provide this information to the class orally;

3. If you are focusing the video on students, both 1 & 2 are required.

*Sample Language for Syllabus which should be prominently displayed:*
This class will be recorded and broadcast on the Internet and/or distributed on other electronic media now or hereafter known. These recordings may contain your image and your voice. You must notify me as soon as possible if you DO NOT want your image and your voice contained on the recording. If you do not so timely notify me, then you understand and authorize that as part of this class we may record your image and record your voice and broadcast it on the Internet and/or distribute it on other electronic media now or hereafter known.

When recording guest lecturers, interview candidates, or others, you need the following:

1. A **Media Consent and Release** form must be executed by each individual (form attached). The form must be permanently kept for your records.
When recording PK-12 students in conjunction with an ECU project/class:

1. Before recording PK-12 students, communication from the ECU faculty/student to the public school classroom teacher and parents about the assignment is required. This can be a memo that is attached to the top of the PK-12 school system consent form or a separate memo included with the PK-12 school system consent form. The memo should include what is being recorded, why and how it will be used (i.e., placed on a public Web server for class viewing, used for educational conferences and/or presentations), and an acknowledgement from the classroom teacher that the parents and school system are aware of what ECU may do with the media in the future.

2. The ECU student, with the classroom teacher, is to verify that the public school students have the appropriate consent forms on file as per the policy of the school/school system.

ITCS Procedures for Uploading Media files to a Public Web Server:
Four criteria must be met:

1. Viewing rights must be stated in the Media Consent Release form. This should include the viewing audience and the manner in which the file(s) will be used.
2. All video files must be streaming and not available for download.
3. **FERPA requires that any personally identifiable information maintained by ECU about an ECU student may NOT be disclosed without the student’s prior written consent.**
4. ECU faculty, staff, and students have a responsibility to use materials in compliance with US Copyright law.

To record patients or any act related to medical information:
1. Contact the HIPAA Compliance Officer (744.2030) PRIOR to making any such recordings.
APPENDICES
Pirate Port

https://pirateport.ecu.edu/

Pirate Port is a customizable, image-rich, secure Web portal that allows students to access secure internal campus resources and services. Click a tool to open or drag your most-used features onto your personal page. Here you will find DegreeWorks, Banner, Tuition Statements, Teacher Education, Scheduler, Piratedrive and many other frequently used student applications.
change your address, etc.

Links to schedule, transcripts, financial aid, DegreeWorks, etc.
WHo do I CONTACT?

Questions about Tuition and/or Payments?
Cashier’s Office
http://www.ecu.edu/cashier/

Questions about Grants, Loans, Eligibility?
Office of Financial Aid
http://www.ecu.edu/financial/

For technical support with blackboard, ECU e-mail, etc.
ITCS Helpdesk
https://itcs.ecu.edu/

Questions about TaskStream
COE HelpDesk
http://www.ecu.edu/cs-educ/taskstream/

Issues with my Practicum/Internship Placement?
Office of Clinical Experiences
oce@ecu.edu

Questions about When Blackboard will open, required textbooks, course requirements, assignment issues, etc.
The Course Instructor
(see e-mail link in your schedule)

Questions about Licensure, Testing, and Upper Division Requirements
The Welcome to Teacher Education Handbook on the Office of Educator Preparation Website
http://www.ecu.edu/cs-educ/oep/

Personal Issues, Course Drops, Withdrawals, Plan of Study, Registration, etc.
My Advisor

Disagreements with my Course Instructor
First, communicate with the course instructor. If issues cannot be resolved, the next step is the department chair.
STUDENT INFORMATION

ECU (Banner) ID: __________________________________________

NAME: ____________________________________________ COHORT: _______________________

PROGRAM AREA: (circle) ELEM SPED MIDG

Birth Date: ________ Age: ____ Marital Status: ____________________________

Race (optional): _______________________________ Gender (optional): __________________

Address: Street __________________________________________________________________

City _____________________________ State _______ ZIP ________________

Home Phone: ______________________________________________________________________

Work Phone: ______________________________________________________________________

Cell Phone: ______________________________________________________________________

Personal Email: __________________________________________________________________

ECU Email: ______________________________________________________________________

Primary NC Community College: ____________________________________________________

Are you a Teacher Assistant? _____Yes _____No or a Substitute? _____Yes _____No

Which school system? __________ School: ___________________________ Grade: _____

Indicate connections you have with US Military: _____ active duty _____ retired

______ spouse ______ dependent