

## WELCOME AND THANKS

In preparing to meet this region's challenges for the twenty-first century, we cannot underestimate the importance of challenging our brightest young people to become teachers. I want to congratulate you as a participant in Governor's School for Prospective Teachers on your selection for this program. You have outstanding talent and have expressed a commitment to broadening your understanding of the education profession.

I am grateful to the director and faculty of Governor's School for Prospective Teachers for providing this opportunity to encourage you to choose education as your profession. We need the most capable students as future teachers.

*Dr. Mary P. Tanner*, Dean of the College of Health, Education  
and Professional Studies, UTC

It is also our pleasure to extend a warm welcome on behalf of:

Dr. Jon Peterson, The University of Tennessee  
Dr. Roger Brown, Chancellor, The University of Tennessee at Chattanooga

Governor's School for Prospective Teachers wishes to give special thanks to the following people and departments for contributing their time and assistance to GSPT.

Dr. Beth Dodd, Continuing Education, and staff  
Dr. Phillip Oldham, Provost and Vice Chancellor, and staff  
Dr. John Delaney, Vice Chancellor for Student Affairs, and staff  
Mr. Richard Brown, UTC Campus Law Enforcement, and staff  
The Offices and Staffs of:

Accounting and Disbursements  
Facilities Management  
Lockmillier Apartments  
Media Resources  
Publications and Graphic Services  
Student Health Services

The faculty and staff of Governor's School for Prospective Teachers also extend their welcome to you.

Dr. Kim O'Kelley-Wingate: GSPT Director  
Dr. Beth Dodd: Co-Director and Technology Professor  
Dr. Valerie Rutledge: Teacher Preparation Academy Department Head  
Sandra Jones: Teacher Preparation Academy Administrative Assistant  
Ms. Ginny Reese: Director Youth University

## **Governor School for Prospective Teachers**

### **GSPT PROGRAM:**

Governor's School for Prospective Teachers (GSPT) has a unique responsibility: to encourage the region's brightest students to become professional educators. GSPT is a five-week summer program for rising eleventh and twelfth grade students funded by the Tennessee State Department of Education. GSPT is administered by and located on the campus of The University of Tennessee at Chattanooga (UTC).

Students are selected from a pool of applicants and rated according to high school grade point averages, standardized test scores, recommendations from guidance counselors and teachers, as well as resumes and statements regarding perceptions of their potential as professional educators. Unique experiences or qualifications are also considered. The young men and women admitted to Governor's School for Prospective Teachers are some of the most outstanding high school students in the region.

The program provides an overview of the myths and realities of the profession; an examination of effective teaching strategies, resources, and computer and other technological applications; observations and critiques of teaching performances; analyses of exemplary teaching; an introspective view of learning and teaching styles and opportunities for GSPT students to participate in peer teaching activities. GSPT students will also interact with K-12 students in a variety of summer educational settings.

The College of Education and Applied Professional Studies at UTC has entered into close collaborative relationships with the Tennessee Aquarium, Children's Discovery Museum, Challenger Center, and other local schools and organizations. GSPT students will discover how these programs can be used for teacher training as well as providing rich experiences for youngsters in K-12 schools.

The format includes large and small group instruction, peer interaction, and opportunities to form close relationships with the GSPT staff. In addition to the professional aspects of the program, students are provided with numerous opportunities to enjoy the recreational, social and cultural advantages of The University of Tennessee at Chattanooga and the metropolitan Chattanooga area.

This handbook is designed to make your stay on the UTC campus more enjoyable and provide you with guidelines, expectations, and general information. In a handbook such as this, we cannot possibly anticipate all of your questions, so please feel free to address your concerns to the GSPT faculty and staff.

## **CHATTANOOGA AND THE UNIVERSITY OF TENNESSEE AT CHATTANOOGA:**

UTC is a primary campus of The University of Tennessee System, and awards degrees in the traditional disciplines as well as professional studies. Approximately 9,500 students attend UTC, which is located only a few blocks from downtown Chattanooga.

Facilities will be open to GSPT students and will provide many opportunities for recreation and relaxation. Metropolitan Chattanooga, with a population of over 300,000, is the center for many cultural and educational opportunities.

### **PHILOSOPHY:**

Students attending GSPT will be treated as responsible young women and men and will be expected to act accordingly. The rules, Code of Conduct, and faculty expectations provide guidelines for students which are not restrictive but do facilitate the provision of a safe, serious, and enriching program. Students are expected to abide by the rules and participate fully in the academic, social, and recreational aspects of the program. Students will find GSPT challenging, exciting, thought provoking, and fun.

### **FURTHER EXPECTATIONS:**

Governor's School for Prospective Teachers works because students are committed to it and recognize that it is an honor to be chosen. It is not a recreational camp. It is an opportunity to share experiences, learn more about teaching, broaden horizons and increase self-understanding, particularly as it relates to potential for the teaching profession. GSPT students, in many ways, will have the same freedom as college students. Apartment living can be abused; staying up all-night is a possibility, but will result in the student gaining much less from this experience. In addition, this will impair performance in the program and is unadvisable for obvious reasons. Exhausted students cannot participate productively. The GSPT staff fully expects that students will choose to act responsibly and maturely.

### **HOUSING INFORMATION:**

GSPT students will be housed in the Lockmiller Apartments on the UTC campus. The apartments are four person. Students will share a suite, which includes, a bathroom, a living/dining area, and a kitchen. Lockmiller is an excellent facility within easy walking distance of all campus classroom and recreational facilities. The Lockmiller staff does not clean. Students are expected to keep their apartments reasonably clean. The following list applies to regular University students as well as GSPT participants:

1. Bed linens and towels will NOT be furnished; you will need to bring your own bed linens, towels, pillow and blanket (twin or twin long). A laundry room is available for student use.

2. For security purposes, room changes after registration are not permitted. Roommate assignments are made to ensure that you are placed with students from diverse backgrounds but with some commonality in subject matter interest.
3. Students are expected to make beds, hang up clothing, and empty trashcans. Trash bags are available in the counselor's dorm apartments.
4. Counselors will assist in maintaining order, aid in apartment checks on a regular basis, and check to see that each apartment is locked and neat. They are available to assist students with problems or questions.
5. Students should report the presence of anyone other than UTC or GSPT personnel in the apartments to a counselor.
6. Maintenance problems with air conditioning, lights, plumbing, etc., should be reported to a counselor.
7. Apartment doors should always be locked when leaving and the deadbolt turned for security purposes. Keys are to be returned to the GSPT staff when checking out. If a key is lost, report the loss to your counselor immediately. There is a \$15.00 charge for key replacement.
8. Respect for the personal property of others is expected; however, the responsibility for personal property lies with the individual. It is recommended that your name be on all personal belongings including your suitcase.
9. Since central air conditioning is provided, apartment windows should not be opened.
10. Students should be in assigned apartments at 10:00 p.m. unless otherwise indicated. "Lights out" will immediately follow a roster check. Quiet hours are from 10:00 pm to 7:00 am. We ask that radios, etc., played during quiet hours be kept at a low volume so as not to disturb others.
11. A small kitchen including a microwave and refrigerator are provided and can be used. Fire regulations prohibit the burning of candles, incense, etc. There may be fire drills during your stay; everyone is expected to exit the building during fire drills. Procedures will be discussed during an apartment meeting.

## **GENERAL INFORMATION:**

1. **Dress.** Appropriate casual school attire is expected while attending GSPT sessions and activities. Swimsuits and short shorts should not be worn during classes and shoes should be worn at all times.
2. **Name Badges/ID Cards.** All GSPT students should wear name badges and carry your ID while on campus. These badges identify you as Prospective Teachers and authorize your presence on campus. They are your ticket to the University Library, computer laboratories, cafeteria, and special events. Lost name badges must be reported immediately. There is a \$15 fee to replace a lost ID.
3. **Attendance.** Students are expected to attend all classes, meals, and activities.

4. **Daily Schedules.** Scheduled activities, announcements, messages and/or schedule changes are given to students at the beginning of the program, and any changes made in the schedule are given to them on a timely basis. Other announcements and/or changes will be made in morning class sessions.

5. **Cafeteria.** Regularly scheduled meals will be provided. Attendance is mandatory. Eating a balanced diet is strongly advised. Each student will be provided a campus I.D. that will allow him/her to eat meals in the cafeteria.

6. **Allowance.** It is recommended that students bring no more than \$25.00 per week spending money for snacks, souvenirs, and shopping trips. Meals and admission to special planned events, including the Aquarium, the IMAX Theater, and other field trips, are provided by GSPT. Some evening snacks will also be provided.

7. **Check Cashing.** Traveler's checks may be cashed in the amount of \$25.00 or less at the University Bookstore. There are several automatic teller machines on campus.

8. **Bookstore.** The campus bookstore is a full service store offering books, campus wear, health and beauty supplies, cards, gifts, the usual assortment of junk and healthy food craved by college students, and various other articles. GSPT students will be provided with notebooks, paper, pens, pencils, and other materials for the session.

9. **Telephone Policies.** Telephone receptacles are provided in each apartment, but phones are not. In order to use them, students must bring a phone with a modular plug. Students will need to dial the last four digits of the number for on-campus calls. (Directories for GSPT students and faculty office numbers will be provided) Dial "9" to get an outside line. Long distance calls may not be completed from campus phones. Calling cards are preferable for long distance calls or you may use your personal cell phone.

10. **Mail Services.** Mailing address for GSPT students while they are at UTC:

Name of GSPT Student  
c/o Governor's School for Prospective Teachers  
Department 4154  
The University of Tennessee at Chattanooga  
Teacher Preparation Academy  
615 McCallie Avenue  
Chattanooga, Tennessee 37403

*Dorm counselors will deliver mail to GSPT students during lunch and dinner meals.*

11. **Religious Services.** The GSPT faculty and staff will provide transportation to area churches and synagogues for students who wish to attend services.

12. **Laundry.** The laundry facilities are located in UTC Place. The University does not furnish washing supplies, but they may be purchased at the Mini-Market or brought from home. Parents are encouraged to teach their GSPT student the rudiments of laundering. Learn to do your wash. Bring permanent press clothing if possible.

13. **Vehicles.** If it is necessary for you to drive to UTC, you will be expected to leave your keys with the GSPT Director at registration. If your vehicle remains on campus, we will obtain a visitor's parking permit for you. Insurance restrictions require that students may not

operate a motor vehicle for the duration of GSPT. This is a serious concern. Violation of this policy may result in dismissal.

14. **Off-Campus Activities.** Students should not leave campus without advance permission from the Director. GSPT will provide transportation for all scheduled trips. No other transportation may be used without advanced, written parental approval. This regulation applies to students who may wish to attend church with friends or relatives in Chattanooga. If written approval by the parents is granted and cleared by the Director, students are still expected to abide by the GSPT schedule and attend all events with the rest of the students.

The campus is defined as bounded by Palmetto, Martin Luther King Boulevard, Douglas and Fifth streets, and extends to the UTC Arena including the UTC tennis courts and Harrison Racquet Center.

With the exception of the parent's weekends, students may not spend nights off campus. University regulations do not permit visitors to stay overnight in student apartments.

15. **Medical Emergencies.** In the event of a medical or other emergency, the student should notify a counselor, the Director, or the Campus Police. University Health Services, located in the Metro Building, is open Monday through Friday from 7:00 am to 3:00 pm for treatment of minor injuries and illnesses. In the case of a serious medical emergency, there is a large and excellent hospital within five minutes of the University. Major student medical treatment is the responsibility of the student's parents/guardians.

16. **Smoking.** State law prohibits minors from purchasing tobacco products. If you smoke or use smokeless tobacco, written approval from your parent or guardian is required. Smoking on campus is permitted only in designated areas and many buildings have been declared smoke free environments; smoking is not permitted in the apartments.

17. **Visitors.** Due to the busy schedule, there will be insufficient time to regularly entertain visitors. Students whose parents are unable to visit or who are not able to travel home on weekends will have special events scheduled for them. Parental permission must be secured in advance for students to accompany guests off campus. If GSPT students wish to accompany other students home on any weekend, the Director must receive parental permission for them to do so.

18. **Drugs, Weapons and Fireworks.** Alcoholic beverages, illegal substances, weapons, and fireworks are prohibited by State law and University regulations. Any student violating these regulations will be sent home immediately.

19. **Home Visits During GSPT.** With the exception of identified Weekends, all students are expected to stay at UTC for the duration of GSPT. While exceptions such as weddings and family emergencies may occur, students should not make plans that would require them to be absent from the program. Local students will be expected to reside on campus and participate in all group activities, even laundering, which should be considered an opportunity to "bond" with newfound friends.

20. **Media Services.** Students will have access to library services and computer laboratories during the GSPT session.

21. **Safety.** Parents and students can be assured that appropriate precautions will be explained to students to make their visit safe. The campus is well lit, is patrolled by a highly

responsive and courteous police force, and is a secure environment for students. GSPT students have established a reputation for acting with common sense. We have never had a dangerous incident.

**NOTES:**

**WHAT TO BRING:**

The GSPT Handbook and other materials/articles assigned and sent prior to GSPT.

Casual clothes for day wear: underwear, socks, shorts, jeans, short sleeved shirts and blouses, at least one sweatshirt or sweater, a light jacket, and walking and casual dress shoes.

We will have an opportunity to visit malls and attend several local events. For these occasions, casual shirts and blouses and slacks will be appropriate. For the final reception, boys should anticipate wearing casual dress clothes, and girls should consider wearing dresses. Two sets of these casual dress clothes are advised.

We will have a luau and a talent show towards the end of the month you may want to bring clothes for these events.

Students expecting to attend church may dress casually and/or in the manner in which they are accustomed to dressing at home.

We will have the opportunity to have a night on the Chattanooga Southern Riverboat Cruise at the end of the month. Ladies will need a nice dress and men will need dress pants, shirt, and tie.

Bring athletic and swimwear. Be sure to include shoes or sandals that can get drenched.

Toiletry articles, including soap, shampoo, etc.

Appropriate sleepwear

A loud and dependable alarm clock.

Bed linens, pillow, towels, washcloths, etc.

Coathangers

Optional others:

- |                         |                  |                                |
|-------------------------|------------------|--------------------------------|
| Portable radio or IPOD  | Camera and film  | Postcards, stationary & stamps |
| Playing cards           | Cassettes/CD's   | Hair dryer                     |
| Sunglasses              | Batteries        | Laundry supplies               |
| Suntan lotion/sunscreen | Umbrella         | Iron                           |
| Snacks                  | Insect repellent | Laptops                        |

Non-prescription pain and allergy medications may be purchased at the Bookstore. Students are encouraged, however, to bring such items from home.

**WHAT NOT TO BRING:**

Televisions, hot plates, skateboards or weight lifting equipment

Large quantities of food or beverages

Expensive jewelry or other valuable personal items

Drugs, alcohol, fireworks, or weapons

Pets

**CELL PHONE POLICY:**

Students are expected to turn cell phones off during **ALL** GSPT activities.

**TELEPHONE NUMBERS:**

Dr. Kim O’Kelley-Wingate 423-425-4375

Dr. Valerie Rutledge 423-425-5374

UTC Health Services 423/425-4453

UTC Security 423/425-HELP (24 hours)

Resident Director 423/425-8401

Check the UTC website for additional information: [www.utc.edu](http://www.utc.edu)

**CODE OF CONDUCT:**

So that you and your colleagues may enjoy the full benefits and opportunities provided by GSPT, students are expected to follow the rules and regulations of the program. These rules have been established to ensure your personal safety as well as the safety of your colleagues. The Code contains only essential rules and is based upon the previously cited philosophy that good students participating in excellent programs will not make irresponsible decisions jeopardizing their continued participation in those programs.

The Code of Conduct is based upon the following system:

- |     |                                                                   |                    |
|-----|-------------------------------------------------------------------|--------------------|
| 1.  | The use or possession of alcoholic beverages or illegal drugs.    | 5 demerits         |
| 2.  | Possession or use of weapons or fireworks.                        | 5 demerits         |
| 3.  | Misuse/vandalism of UTC property.                                 | 4 demerits         |
| 4.  | Failure to remain in your apartment after closing.                | 3 demerits         |
| 5.  | Off campus without permission.                                    | 3 demerits         |
| 6.  | Riding in any vehicle without proper authorization.               | 3 demerits         |
| 7.  | Unexcused absence from scheduled classes or activities.           | 2 demerits         |
| 8.  | Failure to be in your assigned apartment at the apartment check.  | 1 demerit          |
| 9.  | Smoking without parental permission and/or in non-approved areas. | 1 demerit          |
| 10. | Inappropriate use of electronic devices (cell phone/pager).       | 1 demerit          |
| 11. | Intentional disregard for or breaking of the GSPT rules.          | 1 or more demerits |

Enforcement of discipline is the responsibility of the directors.

Violations of the Code of Conduct which result in the accumulation of the following demerits over the course of GSPT will lead to the following consequences:

- |            |                                                                                   |
|------------|-----------------------------------------------------------------------------------|
| 5 demerits | Automatic dismissal from GSPT                                                     |
| 4 demerits | Notification of parents and two-day in school suspension                          |
| 3 demerits | Notification of parents, assignment of extra duties, or other restrictions during |

2 demerits      scheduled free time  
Assignment of extra duties during scheduled free time

*Students and their guardians/parents are asked to sign a form indicating their understanding that students must abide by all policies and procedures outlined by GSPT.*