



Food Safety Kenan Fellow & Mentor 2013-14 Handbook



KENAN FELLOWS PROGRAM
FOR CURRICULUM AND LEADERSHIP DEVELOPMENT



Food Safety Kenan Fellows (FSKF) Handbook

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On behalf of the Kenan Institute for Engineering, Technology & Science and the Kenan Fellows Program for Curriculum and Leadership Development at NC State University, congratulations on your selection as a Fellow in the 2013-14 Class.

The Kenan Fellows Program is committed to supporting and sustaining excellent teachers in North Carolina. Fellows are carefully selected from among the most effective K-12 North Carolina public school educators. You are among an elite group of dedicated teachers who represent a wide variety of disciplines and school communities across the state.

During your fellowship, and in the years that follow, you will serve as a model for teaching excellence in North Carolina. You will have opportunities to enhance your leadership skills, build knowledge in your content area and improve your instructional practice. Working collaboratively with other educators, businesses, universities, and the NC Department of Public Instruction you will develop new instructional resources that make learning relevant and more engaging for young people. Teachers and students alike will benefit from your contributions.

As a member of this incoming class, you are embarking on a journey that is designed to help you grow in your profession and as a teacher leader in your classroom, school, district and community. We look forward to working to support you in that experience.

This handbook will provide information and guidelines you will need as you begin your fellowship. The Kenan Fellows Program staff is available to answer any questions you may have about the policies and procedures outlined in this document. Feel free to contact me at any time via email, susan_parry@ncsu.edu, or call (919) 515-5118.

I speak for the entire Kenan Fellows Program staff when I say that we look forward to getting to know you and to building a productive relationship with you throughout your teaching career.

Sincerely,

Susan K. Parry
Acting Director,
Kenan Fellows Program



2013-14 TIMELINE

Food Safety Kenan Fellows have commitments beyond the dates mentioned in this timeline.

Please refer to the *Statement of Commitment* form (Page 9 in the handbook).

IMPORTANT DATES

Please save these dates as your attendance is an essential component of your Fellowship. Contact Lisa Hibler by email at lisa_hibler@ncsu.edu or call (919) 515-5118, in advance, if extenuating circumstances may interfere with your participation in a required Fellowship function.

April 2013

New Fellows Selected

Kenanfellows.org

May 2013

May 4, 4:30 p.m.

Fellow/Mentor orientation & celebration

[James B. Hunt, Jr. Library](#)
Raleigh

June 2013

17-21: Externship with Mentor begins

24-28: Residential Professional Institute @ [NCCAT, Cullowhee](#)

July 2013

1-19: Externship with Mentor continued

22-24: Residential Professional Institute @ [James B. Hunt, Jr. Library](#)
Raleigh

August 2013

July 25-Aug. 2:

Externship with Mentor continues and wraps up



October 2013

17-18: Residential Professional Institute @ [James B. Hunt, Jr. Library](#)
Raleigh



November 2014

Present at the NC Science Teachers Association Conference or similar approved conference



May 2014

Recognition Reception and Dinner

Stipend Information and Schedule of Payments

Food Safety Kenan Fellows (FSKF) funded by USDA AFRI will receive a stipend of **\$9,491** during their fellowship, to be paid upon completion of program and evaluation requirements.

Stipend Stipulations

Each Food Safety Kenan Fellow will receive a stipend of \$9,491 during their fellowship. This stipend is for the Fellow's professional time and development of their curriculum project. The stipend also covers materials and supplies, travel, mileage, hotels, conference registration and substitute pay.

Payment Schedule:

1. \$3,000 – June 2013
2. \$4,000 – June 2014
3. \$1,425 – November 2014
4. \$1,066 – April 2015

Payment Procedure:

1. Complete *Stipend Invoice Form*
2. Submit to: Cindy Malecha
Assistant Director of Finance
Kenan Fellows Program
NC State University
Campus Box 7006
Raleigh, NC 27695-7006
or
Fax: (919) 515-5831
or
E-mail: cmm@ncsu.edu

Note: Stipends paid to Kenan Fellows are reported by NC State University on IRS Form 1099. Please consult a qualified tax adviser for information on proper tax treatment of the stipends. The Kenan Institute believes the following information is accurate but the Institute does not provide individual tax advice and cannot assure the reliability of this information.

The stipend income should be reported on Schedule C of Form 1040. The IRS considers this type of income to be that of an independent contractor. Schedule C allows you to reduce your taxable portion of monies received by any associated expenses incurred from that service. If any of the stipend recipients have expenses associated with the summer work, they can record those expenses on Schedule C and their taxable income will be reduced.

For example: Recipient received stipend payments of \$9,491. As part of the program, the recipient spent \$950 for travel, \$800 for lodging and \$300 for conference registration. On Schedule C of their 1040, they would record income of \$9,491, and expenses of \$2,050. This would reduce their taxable amount to \$7,441.

Program Guidelines

Technology

Kenan Fellows will be provided a tablet through the generous support of Lenovo, the technology sponsor for the Kenan Fellows Program, at orientation for the purpose of developing their project, presentations at conferences and workshops, and for the dissemination of their project as Kenan Fellows Alumni. The tablets will remain the property of the Kenan Institute for Engineering, Technology & Science, and their use by Kenan Fellows Alumni is dependent on their continued use of the information gained in the fellowship. When this is discontinued, the technology should be returned to the Kenan Institute.



Program Evaluation Requirements

Kenan Fellows are expected to fulfill all program evaluation requirements as described on pages 8 – 9 in order to receive stipends on schedule.

Intellectual Property

Fellows are subject to the NC State University policies and regulations on patents. Visit <http://policies.ncsu.edu/policy/pol-10-00-01> for more details. Works of authorship and contributions to works of authorship created by my performance in this program are hereby agreed to be “works made for hire” within the meaning of the North Carolina State University Copyright Regulation, (<http://policies.ncsu.edu/regulation/reg-01-25-03>), and 17 U.S.C. 201. Copyright in and to any copyrightable work, including, but not limited to, copy, art, negatives, photographs, designs, text, software, or documentation created as part of the Fellow's performance in this program shall vest in NC State. Fellows agree to assign to the University their right title and interest in all inventions that he/she conceives or reduces to practice, and in all works that he/she creates, resulting from their participation in the program. The University will provide proper recognition to all authors when the work is used and publicized.

Funding Contingency

The Kenan Fellows Program is supported by funding from business, government, foundations, research grants and individual partners. Consequently, Kenan Fellowships are contingent upon the continued availability of such funding. In the event that existing funding is terminated or continued funding is unavailable, Kenan Fellowships may be subject to early termination.

Termination

Fellowships may be terminated early for failure to meet the requirements of the program or for reasons of misconduct by a Fellow. “Misconduct” is defined in accordance with the disciplinary standards and policies applicable to students at NC State University <http://policies.ncsu.edu/policy/pol-11-35-01>

Program Evaluation

Overview

As a Kenan Fellow, you are expected to provide evaluation data necessary to document the program's impact. Evaluation is crucial to understanding the program's strengths and weaknesses to allow for program improvement, as well as providing data to help secure continued funding for the program.

An external evaluator, Dr. Amy Germuth of EvalWorks, LLC (agermuth@mindspring.com), conducts evaluations in partnership with the Kenan Fellows Program staff. Most evaluation data for the Kenan Fellows Program are collected online via Survey Monkey.



Kenan Fellows are expected to fulfill all program evaluation requirements as described here, or as added during your program, in order to receive stipends on schedule.

Evaluation Requirements

Kenan Fellows are responsible for providing program data as requested by the evaluator or program staff in a timely manner. It is critical that program evaluation data are kept up to date as the data are frequently summarized throughout the year as evidence for grant proposals. ***Timely submission of the following program data is required in order to receive your Kenan Fellow stipend.***

- **Fellow Surveys:** These may include professional development evaluations, leadership and efficacy surveys, and impact surveys. Fellows will receive an email containing a link to the surveys to be completed. Surveys are to be completed within two weeks of request; the exception will be professional development evaluation surveys over the summer that will be required within 24 hours of posting. ***Some surveys, such as a 360 Degree Feedback Questionnaire, may request feedback from other persons (e.g. colleagues, principals, students).***
- **Leadership Profile:** Fellows and Alumni will be asked to list leadership behaviors such as presentations, grant writing, training provided to colleagues, certifications and degrees throughout their participation as Fellows and beyond.
- **Changes in Student Interests & Attitudes:** Fellows will be expected to survey their classes using a student attitude survey developed by the evaluator. The surveys will be used to assess the interest of Fellows' students in STEM classes and careers as well as the degree to which the Fellow has influenced such interests.

Evaluation Requirements Timeline

The following table provides more detail regarding the surveys and other forms Kenan Fellows are expected to complete. Fellows may use this table to track their completion of each requirement.

	Data Collected	Date Collected	Completed (For Fellows to track)
For Fall Disbursement of Funds	Demographic Data Questionnaire - Baseline	May via KFP Google docs	
	Teacher Leadership Survey - Baseline	June 24th	
	Teacher Professional Efficacy Survey - Baseline	June 24th	
	Teachers' Beliefs About and Use of Inquiry Survey - Baseline	June 24th	
	Professional Development [PD] Institute 1 Evaluation Surveys	June 28th	
	Professional Development [PD] Institute 2 Evaluation Surveys	July 24th	
	Professional Development [PD] Institute 3 Evaluation Surveys and Overall PD Evaluation Survey	October 19th	
For Spring Disbursement of Funds	Student Engagement, Interest, and Attitude Survey	March	
	360 Degree Feedback Questionnaire	January	
	Teacher Leadership Survey - Post	March 1st	
	Teacher Professional Efficacy Survey - Post	March 1st	
	Teachers' Beliefs About and Use of Inquiry Survey - Post	March 1st	
	Impact Survey	March 1st	
	End of Year Survey	March 1st	

Additional evaluations beyond those outlined above will be conducted by Autumn Guin from 4-H Youth Development.

Kenan Fellows Statement of Commitment

The Kenan Fellows Program supports outstanding teachers in developing instructional and leadership skills that benefit them and their students, and advances the profession of teaching. In support of this objective, attendance is mandatory at Summer and Fall Institutes, conferences, and other scheduled events.

At the end of the Kenan Fellowship, each Kenan Fellow will complete a curriculum unit designed to translate the research experience for the classroom, and to be well aligned with the North Carolina Standard Course of Study and accessible to educators statewide. This project requires regularly scheduled collaboration with an assigned mentor.

Kenan Fellows accept these specific responsibilities:

Attend a 4-H orientation and training in Raleigh, NC	June 20 – June 22, 2013
Develop a curricular unit plan with your mentor prior to the first Summer Institute	Before June 24th
Attend the first Summer Institute at the North Carolina Center for the Advancement of Teaching (NCCAT) in Cullowhee, NC	June 24 – June 28, 2013
Meet with your mentor and research team for a minimum of five weeks	Summer 2013
Work with the 4-H Advisory Board on the progression of the curriculum development	Summer 2013
Attend the second week of the Kenan Fellows Program Summer Institute in Raleigh, NC	July 22–July 24, 2013
Fulfill all evaluation requirements for both the Kenan Fellows Program and 4-H	Throughout the fellowship
Complete daily reflections and an externship synopsis during the summer externship	Submit on or before August 30, 2013
Log hours spent on the fellowship	Submit on a monthly basis
Collaborate with Intellimedia virtually to inform an educational game design	Beginning in early August
Attend the Fall Professional Development Institute in Raleigh, NC	October 17-18, 2013
Submit a draft of the curriculum based on the summer research experience for review by the Kenan Fellows Program and 4-H staff.	October 18, 2013
Pilot curriculum in your classroom	Fall 2013 and Spring 2014
Invite mentors to your classroom a minimum of once each semester to present or co-teach	Fall 2013 and Spring 2014
Submit final curriculum	March 1, 2014

Attend a recognition ceremony in Raleigh, NC	May, 2014
Help plan and implement a training for 4-H agents on the newly created curriculum	June 2014
Attend and present your curriculum at a recognized conference for professional educators (NCSTA, NCCTM, etc.)	Fall 2014
Collaborate with the 4-H Advisory Board	Throughout the fellowship

Kenan Fellows will receive a stipend of \$9,491 during their fellowship to be paid upon completion of program and evaluation requirements.

This stipend is for the Fellows' professional time and development of the curriculum units. The stipend also covers lab supplies, travel, mileage, hotel, conference registration and substitute pay.

I accept the responsibilities of the Kenan Fellows Program and commit to the Fellowship.

Signed:

Date:

Printed Name:



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Mentor Statement of Commitment



The Kenan Fellows Program serves as a model to enhance professionalism and leadership for public school teachers across the disciplines. It connects business, higher education and public school partners to improve science and mathematics education and promotes the use of technology in teaching. Kenan Fellows, selected from among the most effective teachers across North Carolina, are paired with research Mentors to bring current scientific research taking place in university and corporate laboratories alive for students in K-12 classrooms.

Mentors help open the door to the 'real enterprise' of scientific and industry research for teachers and students. Each Mentor provides support for a Kenan Fellow during the first year of their fellowship; sharing insight into his or her work through mutually planned discussion, collaboration and observation, and consulting on the development and dissemination of the Fellow's curriculum project. Mentors are recognized for their contribution to teacher professional development and K-12 education in North Carolina, and receive a stipend.

Mentors accept these specific responsibilities:

- Serve as a Mentor for the Fellow for one year of the fellowship.
- Coordinate research activities with the Fellow for one summer.
- Provide enriching experiences to enhance the Fellow's research skills.
- Provide authentic lab experiences for the Fellow when applicable.
- Expand the Fellow's skills in research, publishing, grant writing, networking, presenting, and entrepreneurship.
- Visit the Fellow's classroom a minimum of once each semester to present or co-teach.
- Advise on the development of an innovative curriculum product and meet with the Fellow periodically during the year to review the product and its initial test pilot in the classroom.
- Participate in required program evaluation activities via email (e.g. surveys, interviews etc.).
- Mentors from NC State must periodically complete a service activities report. The form for this is available at <http://ncsu.edu/project/ced/extension/actreport.php>.
- Return Mentor Commitment Form by May 13, 2013.



Suggestions for Effective Mentoring

The Kenan Fellows Program's summer externship is an intensive, transformative experience that cultivates professional collaboration and promotes growth opportunities for North Carolina's most exceptional teachers. To support successful summer externships, the Kenan Fellows Program has comprised a list of leading practices for successful summer externship experiences.

Prior to the Summer Experience (Before June 17, 2013):

February:

- Review applicant packets for your fellowship.

March:

- Work with Kenan Fellows Program staff to interview qualified applicants for the fellowship position.

April:

- Attend the April orientation reception where you will meet your Kenan Fellow and become more familiar with the program's goals and expectations.
- Schedule a meeting with your Fellow to develop project goals and desired outcomes for the summer.
- Arrange for a workspace within your facility and discuss the workplace culture with your Fellow.
- Discuss any logistical issues, such as training the Fellow will need, where he or she should park, and a typical day's schedule.
- Consider ways your organization might benefit from a teacher's expertise and perspective. Educators tend to be very organized, competent curriculum developers who can multitask and manage time well.
- Exchange contact information.

Being a Kenan Fellow gives teachers the opportunity to be immersed in the workforce, industries and universities so that we can gain experience that we then share with our students.

*- Talia Swiney
2012 Kenan Fellow*

During the Summer Experience (June 17-21; July 1-Aug. 2, 2013):

Fellows will be actively engaged in opportunities available through the externship for 40 hours per week for five weeks.

- ***The First Week:***

- Orient the Kenan Fellow to the workplace by introducing him/her to key personnel in the organization. It will help the Fellow to better describe the work you do if he/she has an understanding of the organization, its mission, and goals.
- Arrange for any required training and perhaps a tour of your facility.

- Establish the level of "hands-on" involvement that you can offer the Fellow and consider ways to acclimate Fellows to their new work environment.
- **During the Externship:**
 - Check in with your Fellow daily. When that is not possible, establish a regular communication schedule so both partners know what to expect. Arrange an alternate mentor for when you're not available.
 - Communicating and collaborating your Fellow is crucial to a successful externship experience. While we suggest that you set aside time each day to check in with your Fellow during the summer externship, due to busy schedules and other commitments we understand that it's not always possible to meet your Fellow in person. In addition to establishing a an alternate Mentor for when you're not available, many of our Mentors find that phone calls and Skype sessions and helpful communication tools when they're not on-site.
 - Schedule periodic meetings with the Kenan Fellow to evaluate his or her progress.
 - Determine ways to enhance the Fellow's current skill set so he or she is able to successfully complete the desired project outcomes.
 - Encourage the Kenan Fellow to seek information from others in the organization to broaden his/her knowledge of potential careers and important workplace skills.
 - Provide a range of experiences (attending meetings or conferences, introducing other personnel, suggesting written or online resources, etc.) to enhance the Fellow's externship experience.
 - Ask the Kenan Fellow to share his or her ideas for transferring this experience into meaningful lessons for the classroom and assist in brainstorming about these plans when necessary.
 - Provide a workspace and allow your Fellow adequate time to develop relevant curriculum. Writing rigorous lesson plans is a time consuming process.
 - Discuss how the work and activities at your facility align with the teacher's *Standard Course of Study*.
- **The Last Week:**
 - You may choose to review your Fellow's lesson plans and make plans to review future revisions after the Fellow has time to implement and revise the lessons.
 - Discuss with your Fellow the ways the summer externship experience will positively impact the ways he or she teaches
- **The Following School year (2013-14)**
 - Plan to visit the Kenan Fellow's classroom and/or help arrange a field trip to your site.

Everyone is responsible for trying to improve our kids' education, and this is one way to help do that.

*-John Jackson, CEO
First-Health Richmond
Memorial Hospital*

Kenan Fellows Program Contact Information



Susan Parry



Lisa Hibler



Craig Tucker



Cindy Malecha



Amneris Solano



Randy Pinion

Staff Directory

Susan Parry	Acting Director	susan_parry@ncsu.edu
Lisa Hibler	Assistant Director of Program Operations	lisa_hibler@ncsu.edu
Craig Tucker	Program Coordinator	craig_tucker@ncsu.edu
Cindy Malecha	Assistant Director of Finance and Event Administration	cmm@ncsu.edu
Amneris Solano	Communications Manager	asolano@ncsu.edu
Randy Pinion	Activities Coordinator	rppinion@ncsu.edu

Who should I contact?

I have a question about my Fellowship	Lisa Hibler or Craig Tucker
I have a question about my lessons and/or project	Lisa Hibler or Craig Tucker
I have a question about using Moodle or blogging	Craig Tucker or Randy Pinion
I have a question about my stipend	Cindy Malecha
I want to share news about professional awards, presentations, etc.	Amneris Solano
I have a question about attending a KFP event	Randy Pinion
My tablet is not functioning properly	Back up your files and contact Lenovo

Physical Address:

North Carolina State University
1070 Partners Way
Hunt Library, Suite 5100
Raleigh, NC 27606

Phone: (919) 515-5118

Fax: (919) 515-5831

Mailing Address:

North Carolina State University
Box 7006
Raleigh, NC 27695-7006