



## THE CHALKBOARD

WCU Teaching Fellows

Volume 1, Issue 3

December 1, 2005

### Biltmore House...Here We Come!

Biltmore trip has been scheduled and a bus has been reserved. Twenty-seven students will be traveling with us on this trip. The bus will meet us behind McKee on Sunday, December 11<sup>th</sup> at 8:30 a.m. to begin boarding. If anyone did not receive an agenda in the mail please feel free to

come by the office and pick up one. We will pull out of campus at 9:00 a.m. and travel toward Asheville. We will spend our time touring the Biltmore House and then head to the Asheville Mall to eat dinner and spend time with friends. We will be returning to campus around 6:00 p.m. We are

excited to be spending time with you during this holiday season, especially in such a beautiful and famous home. Melissa and I look forward to seeing all of you who signed up to go with us on December 11th!!! We hope you have a terrific time and enjoy spending the day with your friends.

### It's Time for the Christmas Social

The Teaching Fellows Christmas Social is scheduled for Tuesday, December 6<sup>th</sup> at 2:00 p.m. in the Teaching Fellows Office (MK G-22). The Social Committee and Leadership Committee planned it on "Reading Day" in hopes that more people will be able to stop by the office and hang out a little while. There will be snack food and punch for everybody to enjoy.

We plan on playing a game called "Chinese Christmas." You will want to bring a wrapped gift if you wish to participate. We ask that you do not spend over \$10. You do not even have to buy anything, if you do not wish to. If you already have something that you own and think that someone else would like it, you can wrap it and bring it. We will explain all of the

rules at the Christmas Social. If you bring a gift, then you will leave with a gift. If you do not wish to participate in the game, then you do not have to bring a gift. We would love for you to come and have a great time. We look forward to seeing everyone there!

### Christmas Service Project

There is going to be a box set-up in the TF Office during the Christmas Social on December 6<sup>th</sup> for anyone who wishes to donate money for needy families overseas. We will purchase a gift with the money we raise and it will be mailed before Christmas. If you are unable to attend the Social, please drop by the office and give your donations to Jackie or Melissa. For more information, contact Casey Black at [CB38454@wcu.edu](mailto:CB38454@wcu.edu).



**Happy Holidays from the Newsletter Committee!**



## Important Announcements

2005-2006 WCU Teaching Fellows T-shirts are in the Office. Please do not forget to stop by and pick up your t-shirt.

Don't forget to turn in your Cultural and Multi-Cultural Events from this semester!

Freshman Teaching Fellow Brandon Meeks had an editorial published in the Charlotte Observer expressing his opinion on the Charlotte-Mecklenburg School System. Feel free to check it out at <http://www.charlotte.com/mld/charlotte/news/13272419.htm>.

There will not be Seminars during the week of FINALS! On Monday, December 12th, Jackie and Melissa will order pizza for anyone to stop by the office a few minutes and grab a bite to eat.

## December Birthdays!

Lindsay Godwin (Freshman)- 4th  
Amber Harris (Junior)- 8th  
Melissa Cook (Junior)- 12th  
Chasity Ellis (Sophomore)- 12th  
Holly Allen (Senior)- 16th  
Christina Harris (Freshman)- 16th  
Amanda Griffin (Freshman)- 22nd

## Dates You Need to Know:

December 2nd- **Due: Student Special Requests** due to Lynne Stewart

December 19th- **Due: Grade/Credit Hours Reports and December 2005 Graduates** to Sherry Woodruff. Funds will be requested for those schools which have submitted reports.

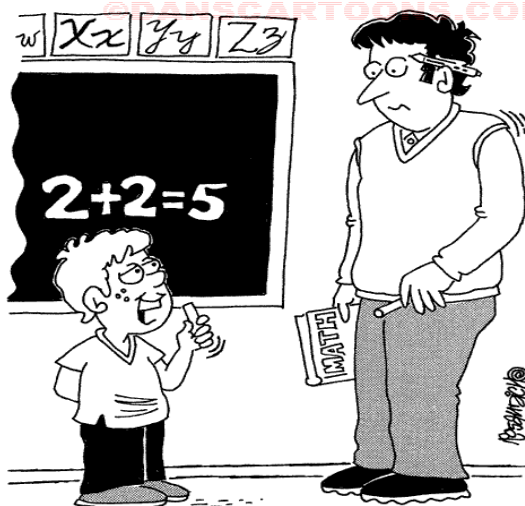
January 13th- 2006 Regional Finalists Notified by Mail (postmarked by this date)

January 13th- Fellows Who are interested in being considered as a Bus Facilitator for Discovery 2006 should submit a letter to Gladys Graves by this Date. Use a Business Format; Include Name, Campus/Home Address, Phone Numbers and E-Mail Addresses, Include "Why I Want to Be a Facilitator" and "What Experiences I Would Bring to the Position".

January 13th- **Deadline- Junior Enrichment Registration** (all changes must be approved by Danny Bland after this date)

January 13th- **Due: Senior Orientation Week Applications** to School Systems (Applications must be received by school systems by this date!)

## Cartoon of the Month



"You never asked if that's my final answer!"

## See you in January 2006!!



## Inside Story Headline

This story can fit 150-200 words.

One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials, such as press releases, market studies, and reports.

While your main goal of distributing a newsletter might be to sell your product or service, the key to a successful newsletter is making it useful to your readers.

A great way to add useful content to your newsletter is to develop and write your own articles, or include a calendar of upcoming events or a special offer that promotes a new product.

You can also research articles or find

“filler” articles by accessing the World Wide Web. You can write about a variety of topics but try to keep your articles short.

Much of the content you put in your newsletter can also be used for your Web site. Microsoft Publisher offers a simple way to convert your newsletter to a Web publication. So, when you’re finished writing your newsletter, convert it to a Web site and post it.



Caption describing picture or graphic.

## Inside Story Headline

This story can fit 100-150 words.

The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field.

You may also want to note business or economic trends, or make predictions for your customers or clients.

If the newsletter is distributed internally,

**“To catch the reader’s attention, place an interesting sentence or quote from the story here.”**

you might comment upon new procedures or improvements to the business. Sales figures or earnings will show how your business is growing.

Some newsletters include a column that is updated every issue, for instance,

an advice column, a book review, a letter from the president, or an editorial. You can also profile new employees or top customers or vendors.

## Inside Story Headline

This story can fit 75-125 words.

Selecting pictures or graphics is an important part of adding content to your newsletter.

Think about your article and ask yourself if the picture supports or enhances the message you’re trying to convey. Avoid selecting images that appear to be out of context.

Microsoft Publisher includes thousands of clip art images from which you can

choose and import into your newsletter. There are also several tools you can use to draw shapes and symbols.

Once you have chosen an image, place it close to the article. Be sure to place the caption of the image near the image.



Caption describing picture or graphic.

## WCU Teaching Fellows

Primary Business Address  
Your Address Line 2  
Your Address Line 3  
Your Address Line 4

Phone: 555-555-5555  
Fax: 555-555-5555  
E-mail: someone@example.com



Your business tag line here.

*This would be a good place to insert a short paragraph about your organization. It might include the purpose of the organization, its mission, founding date, and a brief history. You could also include a brief list of the types of products, services, or programs your organization offers, the geographic area covered (for example, western U.S. or European markets), and a profile of the types of customers or members served.*

*It would also be useful to include a contact name for readers who want more information about the organization.*

## Back Page Story Headline

This story can fit 175-225 words.

If your newsletter is folded and mailed, this story will appear on the back. So, it's a good idea to make it easy to read at a glance.

A question and answer session is a good way to quickly capture the readers attention. You can either compile questions that you've received since the last edition or you can summarize some generic questions that are frequently asked about your organization.

A listing of names and titles of managers in your organization is a good way to give your newsletter a personal touch. If your organization is small, you may want to list the names of all employees.

If you have any prices of standard products or services, you can include a listing of those here. You may want to refer your readers to any other forms of communication that you've created for your organization.

You can also use this space to remind readers to mark their calendars for a

regular event, such as a breakfast meeting for vendors every third Tuesday of the month, or a biannual charity auction.

If space is available, this is a good place to insert a clip art image or some other graphic.



Caption describing picture or graphic.