



INTERN RESPONSIBILITIES

WATSON SCHOOL OF EDUCATION

1. **Course Work** - During the practicum semester the intern must limit course work for academic credit to EDN 408 and EDN 409, EDN 410 and EDN 411, or EDN 460 and 465. Written requests for exceptions to this policy must be submitted to the chair of the department of Curricular Studies (education of young children, elementary, middle grades, special education) or the chair of the department of Specialty Studies (secondary and allied program areas) by submitting the Work/Course Notification Form in the Practicum Semester Handbook.
2. **Employment** - Interns are strongly encouraged not to engage in any employment during the practicum semester. Interns planning to work must submit notification of intent to engage in employment to the department chairs. Interns must inform their university supervisors and partnership teachers about work schedules and obtain signatures as required on the Work/Course Notification form. Interns must follow this same procedure if they become employed at any point during the semester.
3. **Calendar** - Interns must comply with the policies, procedures, calendar, and rules of the school system to which they are assigned. Such regulations include work hours, vacation schedules, and attendance at meetings, extra-curricular assignments, dress and grooming. Interns are expected to attend all after school and evening events attended by partnership teachers.
4. **Health Form and Health Insurance Card** - Before the end of the first week of the practicum semester, interns must submit the original version of the completed Health Certificate to the Watson School of Education. If the Health Certificate is not received, interns will not be permitted to continue their student teaching placements. **Interns should keep copies of the Health Certificate since the originals are sent to the school districts.** Interns also are required to submit a copy of their Health Insurance card.
5. **Transcripts** - During the final seminar at the end of the semester, forms for requesting copies of UNCW transcripts will be provided. One transcript will be sent to Dr. Carol Chase Thomas - King 211 and the other to Career Services for incorporation into individual files.
6. **Praxis II Tests** - It is the intern's responsibility to make arrangements to take the Praxis II Specialty Area tests. Information on dates of administration is available in the Watson School of Education. Test codes and scores required are posted on the bulletin board across from King 211. All scores must be on file before the licensure application can be processed. All scores must meet the minimum Praxis scores in effect at the time application is made, regardless of the scores in effect at the time the tests were taken. Study materials are available on the web at www.ets.org/praxis
7. **Graduation** - Interns planning to graduate from UNCW must apply for graduation in the Registrar's Office before the end of the second week of the semester. (The application is available on the web at www.uncw.edu/reg) Interns who are graduates of another institution should have an original official transcript with degree posted sent to the Associate Dean's Office (Dr. Carol Chase Thomas - King 211), so it will be on file and included in the licensure application packet that is forwarded to the State Department of Public Instruction.

8. **Licensure Fee** - During the final seminar students should bring a check for \$55 made payable to SDPI for the licensure fee required by the state of North Carolina. Cash will not be accepted.
9. **Career Services** - Career Services provides a variety of career and employment services including job listings, special events such as the Education Job Fairs, student Credential Files, and seminars on preparing resumes and interviewing for jobs. As part of your Internship Orientation, Career Services also will provide specific information on writing resumes.

Career Services hosts an Education Job Fair each semester. During the Job Fair students visit different school districts' booths, collect employment information, and distribute resumes.

A minimum of three interviews with prospective employers is encouraged. The interview schedule should be discussed with the university supervisor and partnership teacher **in advance**. Lesson plans must be provided to the partnership teacher for any instructional sessions that will be missed.

10. **Early Release** – If an intern is offered employment by a school system, he/she can be released before the end of the semester only if: (1) the school system sends an official request to the appropriate chairperson, and (2) both the university supervisor and the partnership teacher approve. Generally, fall interns can be released upon school system request and university approval to begin employment the Monday following Thanksgiving break. Similarly, spring interns can be released for employment in mid-April. (Interns should confirm salary arrangements with school system personnel since most individuals are paid at the substitute non-certified level until the date of graduation and receipt of passing Praxis scores.) NOTE: Interns must return to campus for all required seminars and submit all required course products
11. **Professionalism** – Interns are required to demonstrate professionalism in all of their interactions during the practicum semester. Interns are guests in schools, and are expected to conduct themselves as teachers and role models. To fulfill these expectations, interns must:
 - a. Demonstrate positive, productive, and professional attitudes and behaviors when interacting with teachers, students, parents, administrators, and university personnel.
 - b. Be receptive to feedback and committed to continuous improvement as a professional educator.
 - c. Be prompt and consistent in attendance. Interns should plan to be at school from 7:00 a.m. to 5:00 p.m., and arrange childcare and other responsibilities accordingly. Interns who have 3 or more absences/tardies may have his/her time in the practicum site extended in order to meet performance competencies.
 - d. Be willing to accept and fulfill all instructional and non-instructional duties of a teacher.
 - e. Dress in a professional manner every day unless special attire is warranted due to an activity (e.g., field day). Interns must wear clothes appropriate for the role of teacher. Piercings, nose rings, etc. (except limited ear piercings) should be removed during the school day.
12. **Code of Ethics** – Interns must abide by the North Carolina Code of Ethics for North Carolina Educators (see Practicum Handbook), UNCW's Code of Student Life, and the Watson School's Performance Review Process.