



**WATSON SCHOOL OF EDUCATION**  
**UNIVERSITY OF NORTH CAROLINA WILMINGTON**

**Early Release from Internship Process**

Early release may be granted to interns in the event that a school system offers a teaching position to an intern before the completion of the semester. Each semester a date at which interns can be released for employment is announced. Interns must have completed the internship requirements prior to early release. In addition, interns must attend the final seminar for internship completion.

The early release process is as follows:

- The personnel official in the school district intending to hire the intern sends an email or fax request to the Director of Professional Experiences. The request must include: school, position offered, starting date and a statement that the intern will attend the final seminar at UNCW to complete internship requirements.
- Upon receipt of the request, the Director of Professional Experiences will secure early release approval from the university supervisor and the partnership teacher. The intern will be asked to confirm acceptance of the early release request.
- Once the university supervisor, partnership teacher and teacher intern have confirmed approval of the request, the Director of Professional Experiences sends a statement of permission for early release to the requesting personnel official.
- The hiring school district notifies the intern of the approval, start date and salary.

Ms. Cindy Wiseman, Director of Professional Experiences  
Watson School of Education  
University of North Carolina Wilmington  
601 South College Road  
Wilmington, NC 28403  
Phone: 910-962-3360  
Fax: 910-962-4081  
[wisemanc@uncw.edu](mailto:wisemanc@uncw.edu)