



WATSON SCHOOL OF EDUCATION
UNIVERSITY OF NORTH CAROLINA WILMINGTON

INTERNSHIP INFORMATION FOR PARTNERSHIP TEACHERS

NOTE: This document contains excerpts from information handouts provided to interns each semester. The list is intended to illustrate key points for partnership teachers so they will be aware of Watson School of Education expectations for interns.

1. **Course Work** - During the practicum semester the intern must limit course work for academic credit to internship courses. Written requests for exceptions to this policy must be submitted to the chair of the department for your program by submitting the Work/Course Notification Form in the Practicum Semester Handbook. The form must be submitted by the end of the first week of the semester, and must be signed by the partnership teacher and the university supervisor.
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. 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. **Career Services** - 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.
5. **Substituting** - Before an intern can substitute, he or she must have the permission of both the university supervisor and the partnership teacher. Interns are allowed to substitute for their partnership teachers only during the practicum semester. Each school system has its own policy regarding payment, and interns should familiarize themselves with the appropriate procedures. If the partnership teacher is attending a UNCW sponsored event, the intern is expected to substitute without pay as a professional courtesy.

To substitute for any school system after the practicum semester ends, interns must apply through the regular "Substitute Teacher" process. Information on this process is available from the Central Office of each system. Interns are encouraged to complete the application process early in the internship semester.
6. **Early Release** - If an intern is offered employment by a school system, he/she can be released before the end of the semester if: (1) the school system Personnel Officer sends an official written request to the Director of Professional Experiences, and (2) both the university supervisor and the partnership teacher approve. In order to qualify, interns must have demonstrated adequate performance on all competencies, and must continue full participation in internship activities until the early release date.

Interns receiving early release 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. The school system must hire a substitute for days the intern will return to campus.

7. **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. Careful attention should be given to discretion and confidentiality in conversations within the school and in the community.
 - b. Be receptive to feedback and committed to continuous improvement as a professional educator.
 - c. Be prompt and consistent in attendance. Interns must be at their school sites for the hours typically maintained by their partnership teachers – often one hour before the beginning of school and arrival of students, and typically at least one hour after school. Interns must arrange childcare and other responsibilities accordingly. (Child care coverage beginning at 7am to 5pm is strongly recommended.) An intern who has 3 or more absences/tardies may have his/her time in the practicum site extended in order to meet performance competencies, may receive an Incomplete, or may be withdrawn from the internship.
 - 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 and accessories appropriate for the role of teacher. Piercings, nose rings, etc. (except limited ear piercings) must be removed during the school day. Failure to comply with these expectations will result in removal from the placement site. The following attire is NOT acceptable:
 - Jeans
 - Shorts
 - T-shirts
 - Tank tops or spaghetti straps not covered by an outer garment
 - Overly short skirts
 - Flip Flops or Tennis Shoes
 - Exposed midriffs
 - Exposed cleavage
 - Any attire that is excessively tight, revealing, obscene or disruptive to the learning environment
 - Any clothing that promotes alcohol, tobacco and controlled substances or displays profanity or sexual words and symbols
 - Nose-rings, lip-rings, face-rings, tongue-rings or excessive earrings
 - Exposed tattoos
 - f. Refrain from online activities inappropriate for education professionals.
 - g. Cell phones should be muted and stored during instructional and non-instructional duty times. Texting during instructional time is not acceptable .
 - h. Be aware of allergies and sensitivities to perfume, colognes and cigarette smoke.

Questions about the requirements for professional dress can be directed to Ms. Cindy Wiseman at wisemanc@uncw.edu or 910-962-3360.