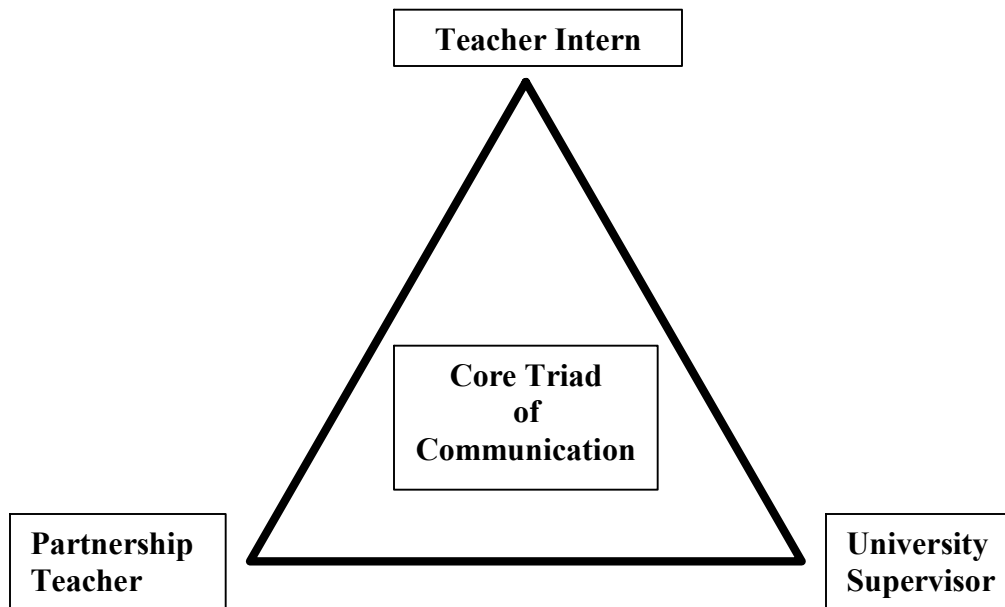


Watson School of Education
University of North Carolina Wilmington

Internship Communications Process



1. Communication between the WSE intern, partnership teacher and university supervisor takes top priority. Interns, partnership teachers and university supervisors should communicate and problem-solve collaboratively to resolve issues and concerns arising within the internship placement. When necessary, the site coordinator and/or school administrator may be accessed for consultation and support.
2. If internship situations cannot be successfully resolved by this core triad with the support of school personnel (i.e. site coordinator, administrator, department chair), then the Director of Professional Experiences, Hank Weddington, should be contacted as the key UNCW representative. At this point, the Director will contact all appropriate persons at the university to elicit background information and consultation for collaboratively designing a plan of action that responds to the concern(s) brought forward.
3. When judged appropriate by the core triad (or members thereof), situations that may potentially result in intervention at the university level should be communicated to the site coordinator and school administrator to ensure a shared knowledge base among all necessary parties.

In unusual and extenuating circumstances all internship participants should feel free to contact the Director of Professional Experiences for consultation and/or support.

Contact Information:

Dr. Hank Weddington	Director of Professional Experiences	(910) 962-3361	weddingtonh@uncw.edu
Brenda Parker	WSE Office Manager	(910) 962-9755	parkerb@uncw.edu
Lee Brinkley	Assistant to the Associate Dean	(910) 962-4142	brinkleyls@uncw.edu
Dr. Carol Chase Thomas	Associate Dean for Academic Affairs	(910) 962-3718	thomascc@uncw.edu