



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

**Into-Area Internship Placement Policy**

The Watson School of Education (WSE) at UNCW strives to provide internship experiences which develop competent professionals who will serve in leadership positions within educational institutions. Through a strong connection with our public school partnership, the Watson School supports internship experiences that focus on reflective practice supported by the coaching model of supervision. Teacher candidates from other accredited universities are welcome to apply for placement within this system to complete their internship requirements under the following conditions:

**Policy Conditions**

- The home institution is an accredited (NCATE or TEAC) college or university.
- The internship requirements of the home institution are aligned with those of the Watson School of Education (See internship requirements in the WSE Internship Handbook at: [www.uncw.edu/ed/professionalexperience](http://www.uncw.edu/ed/professionalexperience)).
- The candidate maintains a current GPA of 3.0 (on a 4 point scale) or higher.
- The candidate is in good standing with the home institution (i.e. all prerequisite coursework complete and institutional support for the candidate's success during the internship experience as verified in writing by an appropriate official of the home institution).
- A placement within the Watson School of Education's Professional Development System is available. We will do our best to work with our partner districts, but placement is not guaranteed. **Note:** *Candidates should not independently contact school districts and arrange internship placements. All placements are made by the Watson School of Education.*

**Payment and Health Forms** (Requirements for accepted Into-Area applications)

- If the candidate is registering for student teaching with the home institution, a fee of \$1000 is required to cover the costs of supervision through WSE. This fee will be due upon approval of the application for Into-Area Internship placement. Checks should be made payable to UNCW Watson School of Education.
- If the candidate registers at UNCW to complete the internship the costs of supervision will be covered by tuition and the \$1000 fee is waived. See the [UNCW Admission Process for Non-Degree Seeking Students](#).
- If the Into-Area application is accepted, **payment** along with the original copy of the [NC Public Schools Health Examination Form](#) and proof of **Health Insurance** is due by August 1<sup>st</sup> for the Fall semester and December 1<sup>st</sup> for the Spring semester.

**Application Process for Into-Area Internship Placement**

Teacher candidates applying for Into-Area placement through the Watson School of Education will complete the Internship Application Form and attach the following documentation:

1. Official transcripts from the home institution (must include current GPA)
2. Written statement from an institutional administrator affirming the candidate's good standing at the institution.
3. Letter of recommendation from an institutional administrator stating that the candidate is capable of being successful in an Into-Area placement.
4. Contact information for the institutional representative in charge of managing the candidate's placement.
5. Completed [Criminal Background Check](#).
6. Completed Inter-Institutional Internship Contract with all required signatures.
7. Requests for Into-Area placement are due by March 15<sup>th</sup> for the following fall semester and October 15<sup>th</sup> for the following spring semester.

The Internship Application Form along with all required documentation should be mailed to:

Ms. Cindy Wiseman  
Director of Professional Experiences  
Watson School of Education  
University of North Carolina Wilmington  
601 S. College Rd.  
Wilmington, NC 28403-5991  
[wisemanc@uncw.edu](mailto:wisemanc@uncw.edu) (910) 962-3360



**Watson School of Education**  
**University of North Carolina Wilmington**

**Inter-Institutional Internship Contract**

Candidate \_\_\_\_\_

Institution \_\_\_\_\_

Accreditation body \_\_\_\_\_

Institution Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_  
Fax \_\_\_\_\_

Key Institutional Representative \_\_\_\_\_

Representative's phone \_\_\_\_\_

Email \_\_\_\_\_

Alignment with the Watson School of Education's internship requirements:

I have examined the Watson School of Education's internship requirements, policies and evaluations and have determined that there is a sufficient degree of alignment to allow the candidate to complete the internship with no additional requirements beyond those of Watson School of Education.

Institutional Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean or Associate Dean Signature \_\_\_\_\_ Date \_\_\_\_\_