



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

**School Administration 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. School Administration candidates from other accredited universities are welcome to apply for placement within this system to complete their internship requirements under the following conditions:

1. The home institution is an accredited (NCATE or TEAC) college or university.
2. The internship requirements of the home institution are aligned with those of the Watson School of Education.
3. The candidate maintains a current GPA of 3.0 or higher.
4. 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).
5. 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*
6. If the candidate is registering for student teaching with the home institution, a fee of \$1500 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. *Payment is due by August 1<sup>st</sup> for the Fall semester and December 1<sup>st</sup> for the Spring semester.*
7. If the candidate registers at UNCW to complete the internship the costs of supervision will be covered by tuition and the \$1500 fee is waived.

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

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

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 Form](#)
6. Completed [NC Public Schools Health Examination Form](#) (original must be submitted) and proof of health insurance (copy of health insurance card)
7. Completed Inter-Institutional Internship Contract with all required signatures.

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

Dr. Hank Weddington  
Director of Professional Experiences  
Watson School of Education  
University of North Carolina Wilmington  
601 S. College Rd.  
Wilmington, NC 28403-5991  
[weddingtonh@uncw.edu](mailto:weddingtonh@uncw.edu) (910) 962-336



**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 School Administration internship requirements:

I have read and examined the Watson School of Education's (WSE) internship requirements, policies and evaluations and have determined that there is a sufficient degree of alignment to allow the candidate to: (check one)

\_\_\_ complete the internship with no additional requirements beyond those of WSE.

\_\_\_ complete the internship with the following modifications: (*attach modifications if more space is necessary*)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please attach any institutional evaluation forms with directions to be completed by WSE for meeting the home institution's requirements.

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

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