

WATSON SCHOOL OF EDUCATION
UNIVERSITY OF NORTH CAROLINA WILMINGTON

School Administration Out-of-Area Internship Placement Policy

Out-of-Area placements are rare and occur only in the event of exceptional extenuating circumstances. The Watson School of Education has developed strong, ongoing relationships with partnering public schools in the Professional Development System, ensuring high quality placements and support structures for interns. Given this strong bond with partnering schools, it is advised that even those candidates with exceptional extenuating circumstances critically and carefully consider the option of completing their internship within the partnership area.

Requests for Out-of-Area placement are received and evaluated by the Director of Professional Experiences. The Professional Experiences Team, Program Coordinator, MSA Program Faculty and Department Chair will be consulted, as appropriate, in this evaluation process. In the evaluation of requests, the Director will consider the following:

1. Exceptional extenuating circumstances exist that make a placement within UNCW partnership schools impossible (e.g., military relocation of spouse). *Financial hardship is not considered an exceptional extenuating circumstance.*
2. The candidate possesses a 3.0 grade point average or better on a 4.0 scale.
3. The candidate submits 2 faculty recommendations (in sealed envelopes) affirming the student's potential to be successful in an Out-of-Area placement.
4. There is an NCATE or TEAC accredited institution willing and able to provide supervision in the requested Out-of-Area location.
5. The candidate agrees to pay **all** costs and complete all requirements stipulated by the home and the host institutions.
6. The candidate agrees to ensure that all necessary forms are promptly submitted to facilitate clearance for graduation and recommendation for licensure.

Process for Requesting an Out-of-Area Placement

STEP 1:

1. Submit a letter of request that includes a description of the exceptional extenuating circumstances necessitating Out-of-Area placement to the Director of Professional Experiences.
2. Submit an unofficial UNCW transcript or current degree audit.
3. Submit a listing of all remaining program coursework to be completed during the internship and a detailed proposal of how you plan to complete these requirements while interning Out-of-Area.

After receiving the letter of request for an Out-of-Area placement, an unofficial UNCW transcript or current degree audit, and the proposal for completing program coursework the Director of Professional Experiences will contact the candidate to schedule an initial meeting concerning the request. During the initial meeting, the exceptional extenuating circumstances will be discussed and an initial decision will be made as to whether sufficient criteria are met to warrant Step 2 of the Out-of Area Placement request process. The WSE Placement Appeals process will be shared with the candidate if the initial request is denied.

STEP 2:

If a positive initial decision is made regarding a candidate's Out-of-Area request during Step 1, the Director of Professional Experiences will advise the candidate about the following steps in the process:

1. The candidate will complete and submit the Out-of Area Placement cover form along with the following items in an application packet to the Director of Professional Experiences by **February 15th** for Fall internships or **October 1st** for Spring internships. The application packet should include:
 - a. Out-of-Area Placement Cover Form
 - b. Two letters of reference (in sealed envelopes) from UNCW faculty members affirming the candidate's potential to successfully complete the internship Out-of-Area.
 - c. WSE School Administration Internship Application.
2. After receiving the cover form and application packet for an Out-of-Area placement, the Director of Professional Experiences will contact the candidate to schedule a final interview concerning the request.
3. During the interview, all criteria for attaining Out-of-Area placement will be discussed, and an initial conditional decision will be made as to whether the criteria are met. Documentation validating the exceptional extenuating circumstances will be required at this time (e.g. military transfer orders).
4. Following a positive initial decision, the Director of Professional Experiences will contact the Program Coordinator or her/his designee for concurrence for a recommendation for Out-of-Area placement.
5. The Director will confirm the availability of an accredited host institution. If no host institution is available then the Out-of-Area placement will not be approved. The Director will also assure that a diverse placement, relative to the candidate's prior field experiences is available through the host institution.
6. If the Director and Program Coordinator both support the request and an accredited host institution is confirmed, it will be approved and the Director will notify the candidate in writing. If the request is not approved the Director will notify the candidate in writing and include a description of the appeals process.