

The University of North Carolina at Pembroke Fall 2011 Student Intern UG Checklist

November 17 & 18, 2010

- ✓ **FERPA Form** to be completed during **Internship** initial meeting.

December 10, 2010

- ✓ **Internship Application Form** (Survey Monkey) due to the Office of University-School Programs.
- ✓ **Employee Security Data Form** due to the Office of University-School Programs (*Note: This form is to be completed only by candidates requesting an internship placement in Cumberland County Schools.*)

January 26, 2011

- ✓ All **Fall 2010 Interns** are to meet at 3:30 p.m. with a Career Center staff member in Room #210 of the J. B. Chavis University Center for a **Resume Workshop**.

March 1, 2011

- ✓ **Registrar's Statement and Application for Degree Form** (must be typed and signed) due to the **Registrar's Office in Lumbee Hall**. (*Note: MAT and licensure-only candidates do NOT complete this form.*)
- ✓ **Advisor's Recommendation for Internship Form** (must be typed and all signatures procured) due to the Office of University-School Programs.
- ✓ **Program Standards Progression Midpoint Assessment** (must be typed and all signatures procured) due to the Office of University-School Programs. The Office of University-School Programs will not process your internship placement without receiving this completed document. (*Note: MAT candidates do NOT complete this form.*)
- ✓ **Resume** due to the Office of University-School Programs.

February 21, 2011 to March 31, 2011

- ✓ Health exam can be completed between **February 21** and **March 31** at **Student Health Services**. **After March 31, students will be responsible for getting an exam by a private medical provider.**

June 3, 2011

- ✓ **Health Examination** due to the Office of University-School Programs. (*Note: This form may be signed by a private medical provider or Student Health Services. If completed by a private medical provider, the signed form must be shown to a Student Health Services representative.*)
- ✓ A copy of your current health **Insurance Card** due to the Office of University-School Programs.

Additional Information

All forms are to be submitted to the Office of University-School Programs (unless stated otherwise) by the given due date. A student will not be permitted to begin the professional semester without completing all forms in the enrollment process.

The student internship placement and calendar for the professional semester will be mailed to your listed address approximately two weeks prior to the beginning of the internship semester.

Students are required to be admitted into the Teacher Education Program one semester prior to the professional semester (*excluding summer sessions*).

Appeals to policies related to the internship must be filed no later than midterm of the semester prior to the internship.

Student Internship forms are available online at:
http://www.uncp.edu/soe/teach/student_forms/index.htm