

**The University of North Carolina at Pembroke
Spring 2012 Student Intern UG Checklist**

March 31, 2011

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

April 4, 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.*)

April 22, 2011

- ✓ **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.*)

May 6, 2011

- ✓ **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.

September 26, 2011 until November 7, 2011

- ✓ Health exam can be completed between **September 26** and **November 7** at **Student Health Services**. **After November 7, students will be responsible for getting an exam by a private medical provider.**

November 18, 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