



PITT COUNTY SCHOOLS REQUEST FOR INTERNSHIP/PRACTICUM (non-salaried)

After completing sections 1-2, please forward this form to the HR Department for approval.

SECTION I INTERN/PRACTICUM STUDENT INFORMATION

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|--|--|
| Name _____ Print | Phone # _____ |
| University / College attending: _____ | |
| Major _____ | |
| Requested Internship/ Practicum _____ | Start Date(s) _____ End Date(s) _____ |
| Subject Area & Grade Level _____ | Subject area(s) _____ Grade Level(s) _____ |
| Requested Internship _____ | Week Days _____ Number of Hours per day or week _____ |
| Requested Schools (1) _____ | (2) _____ (3) _____ |

SECTION II UNIVERSITY/COLLEGE APPROVAL

*Provide documentation stating expectations for the clinical teacher & student for the duration of the internship.

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| University Supervisor _____ Print Name |
| Department _____ |
| Email _____ Phone _____ |
| Supervisor's Signature / Internship Approval _____ Date |

SECTION III PITT COUNTY SCHOOLS

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|--|
| Principal/ Director _____ Print Name |
| School _____ |
| Clinical Teacher _____ Print Name |
| Subject Area(s) _____ Grade Level(s) _____ |
| Principal/Director Signature-Internship Approval _____ Clinical Teacher Signature-Internship Approval _____ |

Updated 6/20/219

Human Resources Approval: _____
Assistant Superintendent or Designee Date

Pitt County - Field Experience

1. Complete and submit the following documents:
 - a. Internship Request form
2. Submit all completed documents through the Microsoft Form link available on the Field Experience website.
3. Placement confirmations will be provided by the Office of Educator Engagement and Student Success and reflected in the Brave Educator Dashboard. Be sure to check the dashboard regularly for updates.

Questions? Please contact the Director of Educator Engagement and Student Success, Dr. Kamina Fitzgerald, kamina.fitzgerald@uncp.edu