

ECU Internship Procedures and Responsibilities Contract for All Teacher Education Majors

Interns are responsible for adhering to all of the following policies and procedures. Signing the Application for Internship indicates awareness and acceptance of these policies and procedures. If it is discovered at any point during the application process or during the internship that an intern has not adhered to these matters, the intern may be removed from the internship immediately.

<p>1.) If the intern has a documented disability that requires accommodations during the internship, the intern must notify Disability Support Services at dssdept@ecu.edu or 252-737-1016 immediately.</p> <p>Are there any accommodations under the Americans with Disabilities Act needed for the candidate to participate in the internship?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>	<p>If yes, please describe:</p>	<p>Please Initial:</p>
<p>2.) Follow all Technical Standards for candidates found in the current edition of the Welcome to Educator Preparation Handbook.</p>		
<p>3.) Social Media posts by the intern or about the intern should be within the guidelines of the NC Code of Ethics for Educators.</p>		
<p>4.) Prior to interning, the applicant must:</p> <ul style="list-style-type: none"> • be classified as a senior • meet all departmental requisites • maintain an overall 2.7 GPA • be in good standing according to the University records <p>Any pending University disciplinary action or pending legal actions will delay Internship.</p>		
<p>5.) An intern must complete the "Application for Internship" and submit to their program area internship coordinator no later than one year prior to the Internship II semester. Specific deadlines are established by the ECU Council for Educator Preparation. Special circumstances must be discussed with the coordinator at the time of the application. Submission of the application does not constitute registration for coursework.</p>		
<p>6.) In Alignment with NC Program Approval Standards, students must be admitted to upper division and submit their Internship I application to the program area internship coordinator by:</p> <ul style="list-style-type: none"> • end of first summer session for fall/spring internships • prior to the opening day of the spring semester for spring/fall internships 		
<p>7.) Assignments will be located within the Latham Clinical Schools Network. Candidates prioritize top four choices based on a variety of factors. The internship is a yearlong experience so both Internship I and Internship II will be at the same placement site.</p>		
<p>8.) The Office of Clinical Experiences will place an intern in the best environment possible. While an intern's preference is always considered, there are many critical factors that affect the final placement decision. Transportation is the responsibility of the intern.</p>		
<p>9.) Interns are not allowed to arrange their own internship placements by contacting administrators, principals, or teachers. All placement requests must originate from the Office of Clinical Experiences.</p>		
<p>10.) Interns are not placed in schools in which they attended, have relatives employed, have been employed, or have children/relatives enrolled. The only exception that is allowed is for full-time employed teacher assistants. (See Teacher Assistant Guidelines)</p>		
<p>11.) Internship placements outside the network are reserved for special circumstances and must be approved by the program area coordinators before submission to the Office of Clinical Experiences. Unacceptable reasons for a placement outside the network include: a desire to live in another location, future employment opportunities, financial difficulties, and the convenience of a requested location.</p>		
<p>12.) The Internship II Semester constitutes a full-time academic load. Interns may not register for additional coursework except through the "Petition for Exception" process.</p>		
<p>13.) The internship places responsibility and time demands on interns, far beyond what is normally experienced in a semester. Part-time employment often interferes with successful performance. Internship responsibilities are never waived or modified to accommodate the demands of outside employment. Therefore, part time employment is strongly discouraged.</p>		
<p>14.) If an intern becomes aware at any time that he/she is ineligible for the internship, the intern is required to cancel the internship using the "Cancellation Form" available on the OCE website. Failure to do so is considered unprofessional due to the negative impact on the university and the school system involved.</p>		
<p>15.) Interns must comply with the policies, procedures, and expectations for teachers of the school system to which they are assigned, including attendance, work hours, dress, and personal conduct, as well as the Code of Ethics for NC Educators available at https://education.ecu.edu/oeep/. During Internship II, interns follow the calendar of the school system, rather than that of East Carolina University.</p>		
<p>16.) Attendance and punctuality are mandatory for all daily school activities and for all on-campus events, including Internship I and Internship II Seminars.</p>		
<p>17.) The Educator Preparation Program at ECU takes the illegal purchase, use, sale, or distribution of drugs very seriously. As future educators, drug purchase, use, sale, or distribution by candidates will not be tolerated. Documentation of any of the above drug actions may result in immediate removal from the program regardless of where the candidate is in his/her degree or licensure progression.</p>		
<p>18.) If an intern has previously withdrawn or been involuntarily removed from an internship leading to licensure, the intern must submit a "Petition for Exception" to the Office of Educator Preparation along with a new "Application for Internship" in order to be considered for a new placement. Interns will be placed in a county different from their original internship, except under extenuating circumstances.</p>		
<p>19.) If an applicant makes the decision to postpone internship after an application has been submitted and before a placement has been confirmed, the applicant must notify the Office of Clinical Experiences and their advisor in writing immediately.</p>		

I have read the above statements of the Internship Procedures and Responsibilities Contract and I agree to accept and abide by the policies and conditions stated herein.

<p> </p>		
<p>Banner ID:</p>	<p>Student Name:</p>	<p>Date:</p>

Has not been actioned