

ITEMS FOR DISCUSSION
February 15, 2010

1. Items from County Manager
 - a. Host Intern Site for UNC-W Watson School of Education Ed.D. Program; and other intern opportunities.
2. Items from County Attorney
3. Items from County Commissioners

February 8, 2010

Host Internship Site

Dear Mr. _____,

The Watson School of Education at the University of North Carolina Wilmington launched in 2007 an Ed. D. program for future school executives. Requirements for degree completion include two internships: one in the business community and one in an educational or governmental institution. The hour requirements for each internship is 100 hours of participation in an organization that has demonstrated successful leadership practices which can be transferred to local educational settings. It is our expectation that our candidates will have the appropriate background, skills and interests consistent with the organization that is serving as the internship site.

A university faculty member will be assigned as a supervisor to monitor and evaluate the student's performance in cooperation with the organization's identified supervisor. The attached contract outlines duties and responsibilities of the university as well as the participating organization.

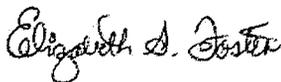
The University of North Carolina Wilmington is committed to maintaining professional interactions and experiences between our doctoral interns and your institution. Your organization may involve interns in an appropriate work project(s) which would provide you with assistance in completing tasks and achieving goals. This work project may be research-oriented, product-based and/or service-based. Our main focus is the examination of leadership and the impact that leadership has on the functioning of a system in the educational, business and/or government arena.

All internship students will agree to and sign a confidentiality statement. Students will compile a weekly and final summary reflective journal of the internship experience. Students will also write a critical paper examining an identified issue related specifically to the internship site. These papers will be available to each site. We wish for interns to extrapolate from their internship experiences the connections that could make a positive impact on their educational districts in North Carolina.

Your identified internship site supervisor has the right to limit and control any information or data considered to be privileged from the students' documents and work products. In addition, your internship site supervisor may contact the university faculty internship supervisor at any time for clarification on issues or concerns.

Your willingness to participate in this learning program is greatly appreciated and will have a significant impact on our students' learning experiences as leaders of tomorrow. If you have any questions or need any additional information, please let me know.

Sincerely,



Dr. Elizabeth Foster, Chair
Department of Educational Leadership
Watson School of Education
University of North Carolina Wilmington
Wilmington, NC 28403

Ed. D. Internship

Internship Contractual Agreement

This agreement establishes the relationship between UNC Wilmington (referred to as the "University"), an educational institution in the UNC State System of Higher Education and County Manager: Pender County Government (referred to as the "Organization").

The University offers degree programs in a wide variety of disciplines, which are academically enhanced by practical experiences outside of the traditional classroom setting. For this agreement the Organization shall provide practical experience pursuant to the terms of this agreement and serve as an internship site offering facilities, resources, and supervision to students. Both parties agree to the following:

I. Duties and Responsibilities of the University

1. The University will be responsible for internships that are conducted during a regular academic semester(s) or scheduled summer term(s). The University and the organization agree to schedule the internship hours to mutually benefit all parties involved and to conform to the scheduling formula of 50 hours of site contact to equal one credit.
2. The University shall certify eligibility for students registering internships for academic credit. Approved students will have the appropriate educational background and skills consistent with the advertised internship and departmental requirements for participation.
3. The University determines the amount of academic credit to be earned through the internship and establishes all academic requirements that the student must meet to earn the credit. The University establishes a grading system and criteria to earn the grade upon completion of the internship.
4. The University will assign a faculty member to monitor and evaluate the student's performance during the internship. The University will assume all costs associated with faculty supervision of the intern.
5. The University, at the beginning of the internship term, will provide the Organization with all evaluation materials and the expected timeline for submission.
6. The University agrees to advise students of any known policies, procedures, and requirements of the internship as specified by the Organization.
7. The University, at the beginning of the internship term, will inform the Organization of course requirements such as the intern's attendance at meetings/seminars or activities that may take the intern away from the assignment.
8. The University may request termination of the internship placement for any student not complying with University guidelines and procedures for the internship program, as long as the Organization has been notified.
9. The Organization understands that as member of the UNC System of Higher Education, the University is prohibited from purchasing insurance. As a public university and state

instrumentality there is no statutory authority to purchase insurance and it does not possess insurance documentation.

II. Duties and Responsibilities of the Organization

1. The Organization agrees to prepare an internship job description that outlines the duties and responsibilities of the intern. The University will use this document to determine the suitability of the internship for academic credit. Should changes to the job description be necessary after the internship is approved, the Organization agrees to notify the University of such changes.
2. The Organization agrees to notify the University of all selection criteria and any requirements of the selection process including but not limited to background investigations, drug testing, health screenings etc.
3. The Organization selects interns based on the Organization's needs and preferences.
4. The Organization determines the schedule that the intern will maintain on premises. The total scheduled hours will comply with standards established by the University for the award of credit hours: 50 hours of site contact equals one credit.
5. The Organization agrees to provide suitable workspace and resources for the intern to complete the internship assignment. The Organization will also provide orientation, training, supervision and evaluation of the intern.
6. The Organization shall provide all reasonable information requested by the University on a student's internship performance. If there are any student evaluations, they will be completed and returned according to any reasonable schedule agreed to by the University and the Organization
7. The Organization agrees to make a reasonable effort to cooperate with the University's request for a faculty site visit(s) during the internship.
8. Should the Organization become dissatisfied with the performance of a student, the Organization may request removal of the student. This should occur after the University has been notified in advance and a satisfactory resolution cannot be obtained.

III. Mutual Terms and Conditions

1. This Agreement will begin on _____ date and last no longer than _____. This agreement will end on December 15, 2010 unless the doctoral student completes the host's work product and 100 contact hours prior to December 15, 2010. Either the University or the Organization may terminate this agreement at any time with notice and is verified by the signatures below.
2. The parties agree to continue their respective policies of nondiscrimination based on Title VI of the Civil Rights Act of 1964 in regard to sex, age, race, color, creed, national origin, Title IX of the Education Amendments of 1972 and other applicable laws, as well as the provisions of the Americans with Disabilities Act.
3. The laws of the State of North Carolina shall govern this Agreement.
4. The relationship between the parties to this Contractual Agreement to each other is that of independent contractors. The relationship of the parties to this contract to each other shall not be construed to constitute a partnership, joint venture or any other relationship, other than that of independent contractors.
5. Neither of the parties shall assume any liabilities to each other. As to liability to each other or death to persons, or damages to property, the parties do not waive any defense as a result of entering into this contract. This provision shall not be construed to limit the rights, claims or defenses which arise as a matter of law pursuant to any provisions of this contract. This provision shall not be construed to limit the sovereign immunity of the Commonwealth or of the State System of Higher Education or the University.
6. This Agreement represents the entire understanding between the parties. This Agreement shall only be modified in writing with the same formality as the original Agreement.

The authorized representatives of the parties have executed this Agreement as of the date indicated below.

County Manager: Pender County Government
Organization

University of North Carolina Wilmington

Authorized Signature

Authorized Signature

Print Name/Title

Print Name/Title

Date signed

Date Signed

EFFECTIVE DATE OF AGREEMENT: _____