

## GUIDELINES FOR PROSPECTIVE INTERNS

**You must be accepted into the Single Subject Credential Program and be eligible to begin 2<sup>nd</sup> semester Student Teaching in order to participate in the Single Subject Intern Program at CSU Fullerton.**

**FIRST STEPS    Note: Several tasks need to take place simultaneously.**

1. Meet with your Subject Area Coordinator
  - a. Request preliminary approval to participate in the Intern Program
    - i. If granted, request an email be sent to Dr. Maria Grant ([mgrant@fullerton.edu](mailto:mgrant@fullerton.edu)) stating that preliminary approval to participate in the Intern Program is granted by SAC.
  - b. After preliminary approval is granted,
    - i. Request a letter of status (to use in place of a Preliminary Credential for application purposes) indicating:
      1. You are a Teacher Candidate in the Single Subject Credential Program and eligible for 2<sup>nd</sup> semester Student Teaching (or will be within less than one semester).
      2. You hold subject matter competence in your subject area.
      3. You will be eligible for an Intern Credential with English Learner Authorization (a CTC “highly qualified” credential) upon completion of EDSC 304, if needed to be completed in Month/Year or you are Intern Credential with English Learner Authorization eligible.
    - ii. Ask Dr. Grant to verify CSUF Credential Analyst that you have met the CTC requirement for knowledge of U.S. Constitution with (by test or prior coursework).
2. Complete applications for and interview for intern teaching position(s) in the CSUF geographic area (discuss with Subject Area Coordinator) to obtain offer of employment/contract—**DO NOT SIGN ANY OFFER UNTIL IT IS REVIEWED BY DR. GRANT (see 3.a.ii below).**
  - a. The offer may be for a part-time or full-time position. If part-time, it may need to be combined with Student Teaching to meet CTC requirements.

## NEXT STEPS

3. Inform your Subject Area Coordinator of offer of employment/contract and request final approval to participate in the Intern Program with the identified teaching position.
  - a. If granted,
    - i. request Subject Area Coordinator to send final approval to teach in the identified school with the identified schedule to Dr. Maria Grant ([mgrant@fullerton.edu](mailto:mgrant@fullerton.edu)).
    - ii. send offer of employment/contract to Dr. Maria Grant ([mgrant@fullerton.edu](mailto:mgrant@fullerton.edu)) for approval.
  - b. If approved by Dr. Grant, then work with the principal of the school to identify a mentor who meets CTC requirements.
4. Obtain Intern Credential
  - a. Once all prerequisites are met, approvals are in place, a University Supervisor has been identified by the Subject Area Coordinator, and an Internship Agreement has been verified by Dr. Grant, you will work the CSUF Credential Preparation Center to apply for your Intern Credential (including payment of the intern credential application fee.).

## LAST STEP

5. When your Intern credential has been successfully issued, you will be directed by Dr. Grant that it is appropriate to accept the offer of employment/contract and sign the offer of employment/contract.