



Date: _____

To: **Education Specialist Credential Program Intern Director**

From: _____ from _____
(PRINT Name of Administrator) *(School/District/Agency)*

Subject: **Teaching Assignment for Intern Teacher Candidate**

A paid teaching assignment has been offered to _____
(Name of teacher candidate)

under an Internship Agreement at _____
(Name of school, site, or agency)

He/she will be mentored at the school site by

(Support provider's name) *(Email)* *(Credential held)*

who will be provided training by the University and will assist and observe the Teacher Candidate in the classroom as needed. The Support Provider and an assigned University Supervisor will be responsible for completing all required evaluations during the first and second semesters of the program and completing documentation of 144 hours of support and supervision (See page 2).

In order to meet the CTC requirements, classes taught by the Intern Teacher Candidate must be in the special education area in which the Candidate is earning a credential (Mild/Moderate, Moderate/Severe, Early Childhood). I verify that the mentor has the following minimum qualifications: valid corresponding Clear or Life Credential in M/M, M/S, ECSE or equivalent (the same SPED emphasis as the candidate), and 3 years of teaching experience.

The mentor and intern have determined they will meet _____ *(Identify date and time)*.

The Intern Teacher Candidate may need to be on campus by 4:00 PM twice weekly during the first semester to attend required CSUF classes. The Intern Teacher Candidate will inform both the Site Administrator and the Mentor Teacher of required classes. Repeated tardiness/absences will result in a failing grade. I agree to allow the Intern Teacher Candidate to leave early enough on those days to attend classes at CSUF.

He/she will begin this teaching assignment on _____ and end on _____.
(Date) *(Date)*

This teaching assignment is approved by the following:

(Print) Employing Principal Name *Signature* *Date*

(Print) University Intern Director or Designee *Signature* *Date*

(Print) Special Education Admissions Office *Signature* *Date*

SUPPORT AND SUPERVISION ACTIVITIES

SUPPORT & SUPERVISION ACTIVITIES PROVIDED THROUGH EMPLOYER

- Content-specific coaching, collaboration, and co-teaching*
- Grade level Meetings related to assessment, grading, curriculum, planning and/or instruction*
- Department Meetings related to curriculum, planning and/or instruction*
- Coaching, not evaluation from Administrator*
- Co-planning with General Educator or EL expert to address the needs of students on caseload included into general education classrooms and English Learners on caseload*
- Logistical help before and during the school year (bulletin boards, seating arrangements, materials acquisitions, etc.)
- Parent conferences
- Participation through release time in District group or staff development and/or regional group or professional conference (e.g., Council for Exceptional Children, TASH, ELAC)*

SUPPORT & SUPERVISION ACTIVITIES PROVIDED BY INTERN PROGRAM

- Seminars (problem solving issues with students, curriculum, instruction, TPEs) offered in person, via webinar, or video conferencing media
- University Supervision Support (observation/coaching/discussion/debriefing)*
- Provision of access/student memberships for participation in in District group/regional group (Council for Exceptional Children, TASH, ELAC)*

SUPPORT & SUPERVISION ACTIVITIES PROVIDED BY EITHER OR BOTH THE EMPLOYER OR INTERN PROGRAM

- Classroom observations and coaching
- Demonstration Lessons and/or Co-Teaching activities with mentor, coach or program supervisor*
- Intern Observation of other teachers and classrooms*
- Email, phone (voice, text), and/or video conferencing support related to observation problem-solving, planning, curriculum and instruction.*
- Activities/workshops specifically addressing issues in the intern's classroom—co-attended by Intern and Mentor(s)
- Interactive Journal (University Supervisor, Mentor, and Intern)
- Phone/Email Support*
- Watching and discussing teaching videos with University Supervisor, Mentor
- Observe SDAIE/ELD lessons online or in person*
- Weekly planning or review of plans with EL Authorized Credential Holder*
- Editing work-related writing (letters to parents, announcements*)
- Professional Literature/Research discussion groups facilitated by appropriately credentialed support person or program supervisor*

***May be used toward 45 hours of EL Support and Supervision Requirement.**