

Multiple Subject Credential Program Intern Readiness Checklist

Candidates who wish to pursue an Internship should review the items on this checklist and initial by each requirement they have met. Candidates should secure signatures and approvals from program advisors & faculty to confirm their eligibility. If any items here are missing, candidate is not considered eligible to pursue an Internship.

Initials	I. Pre-conditions
	I am currently enrolled in the Multiple Subject Credential or Combined Program.
	I have met the Basic Skills Requirement (CBEST, coursework, exams & coursework).
	I have met Subject Matter Competency (CSET, Liberal Studies degree, approved coursework).
	I completed all prerequisite coursework for credential: Human Development. EDEL 315. EDEL 325. COE Ethnic Studies
	I have met the U.S. Government & Constitution requirement.
Initials	II. Verification of items demonstrating good standing in credential program
	I have attached a copy of my most recent transcripts verifying that I have completed all my first semester coursework with a B- average or better (EDEL 430, 433, 434, 435, 438, 450, 439)
	I am not currently on a Teacher Candidate Improvement Plan.
	I have passed the first semester of Student Teaching.
	I have successfully submitted and passed TPA Cycle 1 before the start of my internship.
Initials	III. Acknowledgement of District Employment Requirements
	I understand that I must have a full-time teaching position or job offer from a College of Education approved district/agency. The offer must include internship language and a start date and documentation must be in my credential file. I understand that the University and the Multiple Subject Credential program is not responsible for finding me a job offer. I must seek out and secure job offer.
	I understand that an agreement (MOU) with my employing district must be established before an Internship begins. If the University does not have an existing agreement (MOU) with my employing district, additional time may be required to establish said agreement (MOU). Subsequently, my Intern credential application may be delayed and my internship cannot begin.
	I understand that I must maintain current enrollment in the University in order to maintain a University Intern Credential.
MSCP Advisor Approval- I have the signature of Patricia Feliz, MSCP Advisor, verifying my current enrollment and the complete status of preconditions and of my Application File. Signature: _____ Date: _____	
MSCP Block Leader Approval- I have the signature of my MSCP Block Leader signifying that I am in good standing in the program and have passed all first semester courses and Student Teaching. Signature: _____ Date: _____	
MSCP TPA Coordinator- I have the signature of Kim Futami, TPA Coordinator, verifying passing status for TPA Cycle I. Signature: _____ Date: _____	
Completed Intern Readiness Checklist with supporting documents will be submitted to the MSCP Advisor. Eligible Interns will then receive an Intern Packet with next steps and information to be completed by District employer.	

