



SINGLE SUBJECT CREDENTIAL PROGRAM
INTERN PROGRAM
INTERN OFFER AND ASSIGNMENT

REVISED SEPT 2016

Date:

_____ (Date)

To:

Single Subject Credential Program Intern Director

From:

_____ (Name of Subject Area Coordinator) (Subject Area)

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) in _____ (Name of District).

NOTE: In order to meet the CTC requirements, at least two classes taught by the Intern Teacher Candidate must be in the subject area in which the student teacher is getting a credential.

He/She/They will be mentored at the school site by _____ (Name of Mentor) who will assist and observe the Teacher Candidate in the classroom as needed. The Mentor Teacher will be responsible for completing all required evaluations during the first and/or second semesters of the program and sign documentation of 72 hours of support and supervision per semester (See page 2.). Training will be provided by the University. The Mentor has the following minimum qualifications: valid corresponding Clear or Life Credential, 3 years of teaching experience and EL Authorization (if responsible for providing specified EL support). The Mentor and Intern have determined they will meet two hours every five days at _____ (Identify day and time.)

The Intern Teacher Candidate teaching assignment will be as follows:

Per	Course Title	Time	Room
0			
1			
2			
3			
4			
5			
6			

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

The Intern Teacher Candidate must be on campus by 4:00 PM twice weekly to attend required CSUF classes. Repeated tardies/absences may result in a grade of "no credit" and the candidate may be considered for program removal or other sanctions.

This teaching assignment is approved by the following:

Employing Principal Name Signature Date

SUPPORT AND SUPERVISION ACTIVITIES

SUPPORT & SUPERVISION ACTIVITIES PROVIDED THROUGH EMPLOYER

- Content-specific coaching
- Grade level Meetings related to curriculum, planning and/or instruction
- Department Meetings related to curriculum, planning and/or instruction
- Coaching not evaluation from Administrator
- Co-planning with Special Educator or EL expert to address included special needs students and/or English Learners*
- Logistical help before and during the school year (bulletin boards, seating arrangements, materials acquisitions)
- Parent conferences
- Participation through release time in District group/regional group (ELAC, Council for Exceptional Children)*
- Review/discuss test results with colleagues (CELDT) and standardized tests*

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
- Peer/Faculty Support (discussion debriefing teaching at the start of each class)
- Provision of access/student memberships for participation in in District group/regional group (ELAC, Council for Exceptional Children)*

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 support person(s)
- Interactive Journal (Support Supervisor and Intern)
- Phone/Email Support*
- Watching and discussing teaching videos with support person(s)
- 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.**