



INTERN HANDBOOK

for the

Multiple Subject Credential Program

This and other Handbooks are available on the web at:

<http://www.csustan.edu/TeacherEd/pages/CredentialDegreeInfo/MultSubjCredProg/index.html>

**A Program Fully Accredited by the
National Council for Accreditation of Teacher Education (NCATE)
and the California Commission on Teacher Credentialing (CCTC)**

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Overview of Teaching Internship Program

Beginning in the 1996-97 school year, CSU Stanislaus has offered an option of a Teaching Internship. This allows students in the Multiple Subject Credential Program to work and be paid as teachers while taking the courses needed to complete their credential. Over 60 districts in the University service area hire interns.

Interns are required to meet all credential program requirements, but have three major differences:

- 1) Prior to the internship they must complete 120 clock hours of Post Baccalaureate teacher preparations instruction or substitute teaching or a combination of both.
- 2) Interns can obtain credit for student teaching while in their paid teaching assignment provided the paid assignment meets university criteria for student teaching assignment.
- 4) The sequence in which courses are taken is changed (see Suggested Course Sequence for Interns later in this pamphlet).

What is the Intern Credential?

The California Commission on Teacher Credentialing (CCTC) issues the Intern Credential after receiving the verification by the University that the applicant meets all requirements for the credential. The credential is valid for two years. It is only valid so long as the applicant remains employed in the same school district and remains enrolled in the University Credential Program, taking at least 2 courses each semester. The Intern Credential cannot be transferred to another school district or another university.

The University will only send verification to the CCTC when all requirements are met. The application process can take two weeks to complete.

Advantages and Disadvantages of the Internship

The advantages of the internship are these:

- 1) Ability to earn an income while going through the credential program
- 2) Having your paid assignment count for student teaching

The disadvantages are these:

- 1) It is very hard work. Interns should be ready to work 12 hour days, seven days per week. This is no exaggeration.
- 2) All the responsibility is yours. Interns have to do everything a teacher does, often with little guidance on how to do it. In the traditional program, student teaching affords an opportunity to learn real-life skills of how to be a teacher under the guidance of a master teacher.

Who Makes a Good Intern Candidate

CSU Stanislaus students have been very successful as interns, and some have failed as well. Those who have done well share some common characteristics:

- 1) They are very hard working.
- 2) They have had experience working in the classroom as instructional aides, Mini-corps students, or substitute teachers.
- 3) They are mature. This allows them to focus on a goal and dedicate their energies to meeting this goal, often having to sacrifice other goals (such as a social life).
- 4) They have initiative, learn quickly when in new settings, and can solve problems.
- 5) They get along well with people.
- 6) They like children.

Use Of This Pamphlet

This pamphlet complements the Multiple Subject Credential Handbook. Interns must complete all the courses and meet all the requirements outlined in the Handbook. You may obtain a copy of the Handbook in the University bookstore or on the Internet at

<http://www.csustan.edu/TeacherEd/pages/CredentialDegreeInfo/MultSubjCredProg/index.html>

Read the Handbook carefully so as to be able to complete the Credential program.

Requirements for the Internship

In order to apply for the CCTC-University Recommended Internship Credential, applicants must meet the following requirements:

- apply and be admitted to the university postbaccalaureate program
- apply and be admitted to the Multiple Subject Credential Program
- be recommended for an Internship by the Selection and Review Interview Committee
- have completed a B.A./B.S.
- have passed all CSET exams
- have passed college coursework or exam on U.S. Constitution
- be hired by a school district that is a partner with CSU Stanislaus in the intern program
- have Tuberculosis (TB) clearance
- have a Certificate of Clearance or current emergency permit
- have completed one of the following:
 - Completed the four methodology courses (reading, math, science, social studies)
OR
 - Completed 120 clock hours of Post Baccalaureate teacher preparation instruction or substitute teaching or a combination of both.

Meeting the Student Teaching Requirement as an Intern

2 Semester Interns

Students who become interns upon entering the credential program must register for one student teaching course each semester for the first two semesters (EDMS 4190 in the first semester & EDMS 4191 in the second semester). They will be supervised on an every other week basis for two semesters.

1 Semester Interns

Students who become interns after completing all coursework can register for both student teaching courses in one semester (EDMS 4190 and 4191). They will be supervised on a weekly basis for the first half of the semester and every other week for the second half.

In order for the paid internship position to count in lieu of student teaching, the school must meet the following credential program requirements:

- 1) For CLAD candidates: At least 25% of the students must be minority
- 2) For BCLAD candidates: The classroom must be a designated bilingual classroom for the language of the credential.

Suggested Course Sequence for Interns

The sequence of course for interns is only suggested because the actual sequence is dependent on courses completed at the time a student becomes an intern.

Option I – Internship Begins in the First Semester

Internship Semester 1 (13 units)

Primary Reading/Language Arts, 5 units (Take one course, depending on program emphasis)

EDMS 4110 Reading/Language Arts Methods: English Instruction

EDMS 4111 Reading/Language Arts Methods: Spanish Bilingual

EDMS 4112 Reading/Language Arts Methods: Primary Language Support

EDMS 4191 Student Teaching Practicum II, 5 units

Note: Because interns are responsible for teaching a classroom, they register for Student Teaching Practicum II before Practicum I so that the university supervisor can visit the room more frequently and provide additional assistance at the beginning.

EDMS 4180 Classroom Management/Professional Practices, 3 units

Internship Semester 2 (11 units)

EDIT 4170 Educational Technology Foundations, 2 units;
 EDMS 4121 Mathematics Methods, 3 units;
 EDMS 4150 Multilingual Methods, 3 units;
 EDMS 4190 Student Teaching Practicum I, 3 units

Internship Semester 3 (6 units)

EDMS 4130 Science and Health Methods, 3 units;
 EDMS 4140 History/Social Science and Visual and Performing Arts Methods, 3 units

Internship Semester 4 (5 units)

EDMS 4100 Foundations of Education, 3 units;
 EDSE 4160 Foundations of Special Education, 1 unit;
 HLTH 4165 Survey of Elementary School Health and Safety, 1 unit.
 Any other requirement not met.

Option II - Internship Begins After Completing Courses in the Credential Program**Prior to Admittance to the Internship:**

Co-requisite courses:

EDMS 4100 Foundations of Education in a Diverse Society, 3 units;
 Primary Reading/Language Arts, 5 units (Take one course, depending on program emphasis)
 EDMS 4110 Reading/Language Arts Methods: English Instruction
 EDMS 4111 Reading/Language Arts Methods: Spanish Bilingual
 EDMS 4112 Reading/Language Arts Methods: Primary Language Support
 EDMS 4121 Mathematics Methods, 3 units;
 EDMS 4130 Science and Health Methods, 3 units;
 EDMS 4140 History/Social Science and Visual and Performing Arts Methods, 3 units;
 EDMS 4150 Methods of Multilingual Education, 3 units;
 EDSE 4160 Foundations of Special Education, 1 unit;
 HLTH 4165 Survey of Elementary School Health and Safety, 1 unit;
 EDIT 4170 Educational Technology Foundations, 2 units

Internship: One Semester (11 units)

Students must have completed all courses listed above to be a one-semester intern.

During Internship Semester they will take:

EDMS 4180 Classroom Management/Professional Practices, 3 units;
 EDMS 4190 Student Teaching Practicum I, 3 units;
 EDMS 4191 Student Teaching Practicum II, 5 units

Option III – Scott Early Completion Option

Exemption from Student Teaching Under the Scott Bill Program students who have taught successfully for three years in an accredited private school do not need to complete the student teaching semester as per the provisions in AB 57 Scott Bill. Once the student has completed all program courses and tests, the student may submit the application for the preliminary credential. The principal must submit documentation to verify successful experience. Consult the Commission on Teacher Credential for more details for this option.

Grade Point Average (GPA) Required to Continue as an Intern

Interns must have a GPA of 3.0 and no grade lower than a "C" during each semester in order to continue as an intern.

Finding a Position as an Intern

The University does not find intern positions for students. When a student is admitted to the credential program, and meets all the requirements for the Internship, that student can then begin applying to the

Districts that hire interns. To be hired, the applicant must meet all the application procedures and be interviewed by the hiring district. Most districts post their positions on Edjoin.org.

Procedures to Follow When You Are Offered a Position as an Intern Teacher

When a school district offers you a position as an Intern Teacher, do the following:

- 1) Contact the Credential Processing Center at 667-3534. Inform the office of the following:
 - a) the District employing you
 - b) the grade you will teach (if you already know)
- 2) The Credential Processing Center will review your records to verify that you qualify for an internship.
- 3) Bring one copy of the contract that you signed with the District (some districts have you sign an offer of employment - if this is your case, bring that form) to the Credential Processing Center.
- 4) The Credential Processing Center will give you a Memorandum of Understanding (MOU) for you to sign and take to your District for them to fill out and sign. You will also be given an intern consent and intern application form.

When you submit the completed forms at the Credential Processing Center, they will recommend your application for an Intern Credential to the California Commission on Teacher Credentialing (CCTC).

Support Provided to Intern Teachers

School Districts that hire interns have agreed to assign an "Intern Support Provider" or mentor to help the intern adjust to the new school setting. The Intern Support Provider should meet with the intern on a regular basis to ensure the interns success. The University also assigns a supervisor who visits the classroom weekly or once every two weeks depending on where the intern is in the credential program. The supervisor observes lessons and provides feedback on the observation. The intern and supervisor also hold conferences at which point the intern can ask questions or ask for assistance.

University supervisors only visit classrooms during the duration of the University semesters (September through December and February through May). Supervision is not provided in the summer or during Winter Term. Interns who begin their employment at this time will have to await the beginning of the semester to be supervised.

Salary for Interns

Generally, interns receive the same salary as new teachers. CSU Stanislaus is aware of only two school districts in its service area that pay interns less than beginning teachers. The difference in pay goes to the District and not the University. It is suggested that you check with the District in which you are seeking employment for information on this item.

Important Timelines

Students who are scheduled to begin a student teaching placement must inform the Field Services Office of their change in status prior to the beginning of the student teaching placement (this is true for first and second student teaching placements).