

Intern Process Instructions

STEP 1: INTERN INTEREST FORM



For students **interested (not yet hired)** as Interns (Teacher of Record) while completing clinical practice fieldwork/student teaching:

1. Complete the online “**Intern Interest Form**”. Keep in mind that you will be responsible for securing your own position.
2. Credential Services will review your student record and ensure that you have all requirements to become an Intern.
3. If needed, the Intern Coordinator will contact you and provide you with one of the following letters:
 - a. Intern Eligible Letter
 - b. Not Intern Eligible
 - c. Provisional Intern Eligible
4. All students interested in becoming an Intern while completing clinical practice fieldwork/student teaching are also required to submit a ST-Fieldwork Application with the Office of Field Services.

STEP 2: INTERN APPROVAL FORM



For students **hired** as an Intern, while completing fieldwork/student teaching:

1. Complete the online “**Intern Approval Form**” **only if** you are offered a teaching position as the Teacher or Record.
2. Dr. Liu, Office of Field Services, and Program Coordinators will determine if your position meets the requirements by CTC. If approved, you will receive a letter from Dr. Liu, Intern Coordinator.
3. If not approved, Dr. Liu will reach out to you via email or phone.

STEP 3: INTERN CREDENTIAL

All students who have been approved by the Intern Coordinator needs to contact Credential Services for intern recommendation.

Credential Services (DBH 303)

(209) 667-3534

credentials@csustan.edu

You will need to provide Credential Services with the following items:

1. Copy of your contract or offer of employment letter.
2. Once you receive approval, Credential Services will give you a Memorandum of Understanding (MOU) along with a Supplement to Internship Contract for you and your district to fill out, sign and return to Credential Services.
3. When you submit the completed forms to Credential Services, they will recommend your application for an Intern Credential to the California Commission on Teacher Credentialing (CCTC).

STEP 4: INTERN SEMINAR ENROLLMENT (3 units) EXTENDED EDUCATION

All approved intern students using intern position while completing clinical practice fieldwork/student teaching must enroll in the appropriate intern class listed below. Intern Seminar is in addition to program practicum courses. *Intern Seminar Enrollment Fee: \$1100 (Financial Aid is not available)*

- ❖ **MSCP/ESCP:** EDUC 6538 (Fall/Spring)
- ❖ **SSCP:** EDUC 6548 (Fall) / EDUC 6797 (Spring)