Intern Handbook

for the

Single Subject Credential Program

This and other handbooks are available on the web at:

www.csustan.edu/TeacherEd/SSCP/index.html

A program fully accredited by the National Council Accreditation of Teacher Education (NCATE) and the California Commission on Teacher Credentialing (CCTC)

<table>
<thead>
<tr>
<th>Turlock Campus</th>
<th>Stockton Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Teacher Education</td>
<td>California State University, Stanislaus</td>
</tr>
<tr>
<td>Demergasso-Bava Hall, Room 330</td>
<td>612 Magnolia Street</td>
</tr>
<tr>
<td>One University Circle</td>
<td>(Magnolia @ California Street)</td>
</tr>
<tr>
<td>Turlock, CA 95382</td>
<td>Stockton, CA 95202</td>
</tr>
<tr>
<td>(209) 667-3357</td>
<td>(209) 467-5300</td>
</tr>
</tbody>
</table>

Intern Director: Karen Breshears
SSCP Intern Field Site Director: Dr. Mary Salisbury
SSCP Coordinator: Robin Hennings
BCLAD Advisor: Dr. Juan Flores

SSCP Internship Handbook (Revised 10/09)
Overview of Teaching Internship Program

In addition to the regular Single Subject Credential Program (SSCP), CSU Stanislaus offers an option of a teaching internship. This allows students in the Single Subject Credential Program to work as paid employees of a school district while taking the courses needed to complete their preliminary credential. An intern is the teacher of record in the classroom. Over 60 districts in the university service area hire interns.

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

1) Prior to the internship, they must complete 120 clock hours (8 units) of Post Baccalaureate teacher preparation instruction.
2) 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 an Intern Credential after receiving verification by the university that the applicant meets all requirements. The credential is valid for two years. It is only valid as long as the applicant remains employed in the same school district and remains enrolled in the Single Subject Credential Program at CSU Stanislaus and enrolls in 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. Once the University Credentials Office sends materials to the CCTC, the candidate is immediately considered an intern.
Advantages and Challenges of the internship

The advantages of the internship are these:

1) Immediate “real world” application of course material
2) Ongoing support throughout the internship while the intern develops professional competencies
3) Ability to earn an income while going through the credential program

The challenges are these:

1) It is very challenging to do the first year of teaching while completing university coursework at the same time.
2) Interns need to have good time management skills.

Who should consider an internship?
Students who have done well as interns share some common characteristics. They are:

1) hard working
2) have professional experience
3) have a mature perspective
4) take initiative and are self-directed

Intern Program
We have both a full year intern program and a second semester intern program. The second semester intern program is for regular student teachers who complete the first semester of the program and then are offered positions in districts for their second semester. Second semester interns continue with their original cohort of student teachers but must meet the requirements for the intern program.
The full year interns participate in a cohort of interns. Coursework is taken in the evenings, on weekends, and/or online with required “survival pedagogy” courses taken in the summer before starting the intern program. Interns must find their own position, although the intern director often assists with this process, and they must fill all state requirements for an Intern Credential. Most internships involve full time teaching; a minimum of three periods a day is required of part-time interns. An intern position must be in the intern’s subject matter area and must be suitable for earning a Single Subject Credential. The public school hiring the intern must have a Memorandum of Agreement (MOU) with the Department of Teacher Education and must agree to provide a district “intern support provider” to assist the intern. Interns also receive support from an intern university field site director, a university supervisor, and the other interns in the cohort. For a list of the districts with an MOU, contact the Intern Director or the SSCP Coordinator. Internships are generally limited to the six county area of Merced, Stanislaus, San Joaquin, Calaveras, Tuolumne, and Mariposa counties.

Generally, interns have two years to complete the requirements in order to be recommended for their credential. It is possible to complete the coursework in one year and be recommended at the end of one academic year.

Requirements for an intern credential include:

1) Acceptance into the Graduate School
2) Acceptance into the Single Subject Credential Program
3) Complete B.A. or B.S. posted on transcript
4) Passage of CBEST
5) Passage of CSET or completion of a waiver program
6) Completed U.S. Constitution requirement
7) Submitted TB Clearance
8) Completed Live Scan and Certificate of Clearance
9) Completed EDSC 4000, EDSC 4110, and EDSC 3800 or 120 semester hours (8 units) of post-BA pre-internship coursework.
10) Approval from program coordinator and/or intern field director
11) Employment offer from a school district
**Intern Cohort – Turlock (when offered)**

Credential candidates in the Turlock intern cohort usually follow the suggested sequence of courses in the SSCP. That sequence below is designed to make the program as coherent as possible while enabling students to find the support and comradeship of students engaged in the same experiences.

<table>
<thead>
<tr>
<th>Summer</th>
<th>Fall</th>
<th>Spring</th>
<th>Winter</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDSC 4000</td>
<td>EDSC 4350</td>
<td>EDSC 4450</td>
<td>HLTH 4215</td>
</tr>
<tr>
<td>EDSC 4110</td>
<td>EDSC 4870</td>
<td>EDSC 4875</td>
<td>EDIT 4170</td>
</tr>
<tr>
<td>EDSC 3800</td>
<td>EDSC 4115</td>
<td>EDSC 4215*</td>
<td>EDSE 4160</td>
</tr>
<tr>
<td>EDSC 3900*</td>
<td>CDEV 3240*</td>
<td>EDSC 4500</td>
<td></td>
</tr>
</tbody>
</table>

**Modular/Online Intern Cohort – Stockton**

The SSCP offers the intern program at the Stockton campus in a modular/ hybrid-online format. The courses are organized as modules; students take one course at a time for a period of 4-6 weeks, depending on the number of units in the course. Each course has at least one direct instruction session with mandatory attendance. Direct instruction sessions are offered on a Saturday or a week day evening. The fieldwork courses (EDSC 4870 and 4875) are each taken for an entire semester. If a student starts with Stockton, the student is encouraged to complete the program courses in Stockton. Even though the intern may be based in Stockton, the internship may be served in any school district with which CSU Stanislaus has an MOU (Memo of Understanding). The sequence of courses below is an example of how the modular program will work.

<table>
<thead>
<tr>
<th>Summer</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDSC 4000</td>
<td>EDSC 4350</td>
<td>EDIT 4170</td>
<td>EDSC 4450</td>
</tr>
<tr>
<td>EDSC 4110</td>
<td>EDSC 4870</td>
<td>HLTH 4215</td>
<td>EDSC 4875</td>
</tr>
<tr>
<td>EDSC 3800</td>
<td>EDSC 4115</td>
<td>EDSE 4160</td>
<td>EDSC 4500</td>
</tr>
<tr>
<td>EDSC 3900*</td>
<td>CDEV 3240*</td>
<td></td>
<td>EDSC 4215*</td>
</tr>
</tbody>
</table>
*Please note: EDSC 3900 and CDEV 3240 are co-requisite courses to SSCP; it is highly recommended that they be taken prior to entering the program although they may be taken during the first semester of program. They may be offered in summer as well.

*Please note: EDSC 4215 is the Bilingual Reading class and replaces EDSC 4115.

**Bilingual Certification**
The SSCP offers a credential with the BCLAD (Bilingual Cross-cultural Language and Academic Development) certificate in Spanish. The requirements are the same as for the regular program courses mentioned above with the following exceptions:

1) Replace EDSC 4115 with EDSC 4215 “Reading and Writing in the Secondary Content Area: Spanish”
2) Take the language proficiency examination or complete EDUC 4460
3) Take one course on a target culture.
For more information, contact the BCLAD advisor, Dr. Juan Flores.

**Scott Bill – Early Completion**
SB 75, the Scott Bill, provides for an early completion option for interns in the content area of math, science, and English. Candidates who are interested in this option must meet the requirements listed above for entering the intern program. In addition, they must pass the Praxis II Teaching Foundations Exam (TFE); see information and register at [www.ets.org](http://www.ets.org).

Candidates are supervised by a university supervisor for one semester in their intern experience where it will be determined they have demonstrated mastery of the Teaching Performance Expectations (TPEs). They must complete EDIT 4170 “Educational Technology Foundations” or pass the CSET entitled Preliminary Education Technology Exam.

**Teacher Performance Assessments**
As of July 2008, all credential candidates, including interns, are required to pass the Teacher Performance Assessments (TPAs) with a minimum total score of “12”
and a “3” or better on each of four tasks. All candidates are required to attend at least one TPA orientation at the beginning of the first semester of their program. The purpose of the orientation is to acquaint the candidates with the requirements of each of the four tasks. For more information, contact the SSCP Coordinator in the Department of Teacher Education.

**Grade Point Average (GPA) required to continue as an intern**
Interns must maintain a GPA of 3.0 on all graded courses, with no grade lower than a “C,” and a grade of “Credit” on Credit/No-Credit courses during each semester in order to continue as an intern and to be recommended for the credential. Interns must obtain a grade of no lower than a B in core classes (EDSC 4000 or 4100, EDSC 4350 or 4300, and EDSC 4450 or 4400).

**Finding a Position as an Intern**
The university does not find intern positions for students. However, the Intern Director and SSCP Intern Field Site Director often provide leads and/or assistance to prospective interns. When a student is admitted to the credential program and meets all of the requirements for the internship, the 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 a credential candidate is offered a position as an intern teacher**
1) An intern candidate should contact the Credentials Office at 667-3534, and inform the office of the following:
   a) the district employing the intern candidate
   b) the grade and content area the intern candidate will teach
2) The Credentials Office will review the intern candidate’s records to verify that the intern candidate qualifies for an internship.
3) The intern candidate should bring one copy of the contract that he/she signed with the district. Some districts have intern candidates sign an offer of employment; if this is the case, the intern candidate should bring that form to the Credentials Office.
4) The Credentials Office will give the intern candidate a Memorandum of Understanding (MOU) to sign and to take to the district to be filled out and signed. The intern candidate will also be given an intern consent and intern application form. When the completed forms are submitted to the Credentials Office, they will recommend the application for an intern credential to the California Commission on Teacher Credentialing (CCTC).

**Support provided to intern teachers**
The intern cohort concept is successful because it involves a team including the intern field site center director, university supervisors, district intern support providers, and interns.

The intern field site center director is a professor from the Department of Teacher Education at California State University Stanislaus. The director’s responsibilities include: teaching the integrated education coursework, ensuring that interns are eligible to begin the program and be issued intern credentials, advising interns during program, providing coordination between the partner districts and the university, evaluating progress of interns on an on-going basis, overseeing the university supervisors, and helping interns prepare for employment,

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. They are selected to work with interns because of their demonstrated expertise in the classroom and their readiness to serve as mentors to interns. The intern support provider should meet with the intern on a regular basis to ensure the intern’s success.

The program assigns a university supervisor, an experienced professional, who visits the classroom weekly or once every two weeks depending on where the intern is in the credential program. The supervisor provides six structured observations during the year. 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.
Other questions about the Single Subject Credential Program?
For additional information, read the Single Subject Credential Program Student Handbook available at: www.csustan.edu/TeacherEd/SSCP/index.html.