Intern 1st Placement Checklist

*Place this form at the beginning of your binder with appropriate signatures*

⇒ THE LAST DAY TO SUBMIT AN INTERN APPROVAL FORM IS FRIDAY, AUG 4, 2017
⇒ THE LAST DAY TO SUBMIT A LETTER OF EMPLOYMENT IS THURSDAY, SEPT 7, 2017

**First Steps**

- Read the Intern Manual to determine whether you want to work as an intern and to orient yourself with the requirements.
- Complete Intern Approval Form and submit to Intern Coordinator (Dania Massey - Single Subject, Kelly Moore - Multiple Subject) via email
- Find employment in a school district that has an MOU with CSU East Bay (List of Partner Districts available on CSSC Forms and Documents page)
- Bring your letter of employment and application for your Intern Credential to the CSSC and pay the fee.
- Fill out and sign/initial the CSU East Bay Intern Contract and have your principal sign it. Then scan it and upload it to Blackboard under Course Materials. (Available under Course Materials in Blackboard and in the Intern Manual)
- Determine your school site mentor. (Should not be principal or vice principal)
- Send Intern Coordinator the following: Name of school, grade and subject you are teaching, mentor’s name, email, and phone number.
- Sign up for My Internship Journal (link in Intern Manual) and start recording support time immediately. Request approval from the appropriate supervisor or mentor. You must record a minimum of 2 hours per week and average closer to 4 hours per week. The required support for the year is 144 general support hours and 45 EL specific support hours.
- Develop IIP with Mentor and University Supervisor. Determine how you will meet the hours requirement stated above.

**Field Experience Requirements**

- Enroll on TaskStream: 17-18studentteach1st
- Schedule 8 visits with your University Supervisor
- Determine schedule for weekly observations with experienced teacher/s (IIP)
- Determine schedule for weekly meetings with your school site mentor (IIP)
- Share summative evaluation form and TPEs with Mentor teacher and principal or vice principal (person who will evaluate your performance in the classroom)
- Schedule 3-way Summative Evaluation Conference at the end of the placement with principal or vice principal and University Supervisor.

**BINDER**

Your binder should be available at all times for review by both your Mentor Teacher and Supervisor. **The binder is evidence for meeting many of the TPEs.** The list below are the specific requirements for the binder:

**SCHOOL/CLASSROOM INFORMATION:**
- School faculty/staff directory
- School policies
- Bell schedule
- Campus map
- Typical daily schedule
- Seating chart (designate students who are EL, have IEP or 504 plans, etc.)
- Behavior Management plan

**UNIVERSITY REQUIREMENTS:**
- Unit plan
- **15 lesson plans total for this placement:**
  - 9 specific to English Learners (EL)
    - MS: 3 small group listening/speaking, 3 small group reading/writing, 3 SDAIE
    - SS: 9 SDAIE
  - 1 specific to a student with special needs
    - You may use a lesson developed in Special Populations class
- All observed lessons and observation notes
- Standard 13 form filled out with all of the EL students in the classroom
- Summative evaluations

_______________________________  __________________
Candidate signature               date

_______________________________  __________________
Mentor Teacher signature          date

_______________________________  __________________
Supervisor signature              date
Intern 2nd Placement Checklist

*Place this form at the beginning of your binder with appropriate signatures*

⇨ THE LAST DAY TO SUBMIT AN INTERN APPROVAL FORM IS THURS, DEC 14, 2017
⇨ THE LAST DAY TO SUBMIT A LETTER OF EMPLOYMENT IS THURS, DEC 14, 2017

NEW INTERNS: Follow First Placement Checklist “First Steps”

☐ Continue to track support hours using My Internship Journal
☐ Schedule 8 visits with your University Supervisor
☐ Share Summative Evaluation form and TPEs with Mentor teacher and principal or vice principal (person who will evaluate your performance in the classroom)
☐ Schedule 3-way Summative Evaluation conference at the end of the placement with principal or vice principal and University Supervisor.
☐ Enroll in TaskStream using the following code: 17-18studentteach2nd

BINDER

Your binder should be available at all times for review by both your Mentor Teacher and Supervisor. The binder is evidence for meeting many of the TPEs. The list below are the specific requirements for the binder:

SCHOOL/CLASSROOM INFORMATION:
☐ School faculty/staff directory
☐ School policies
☐ Bell schedule
☐ Campus map
☐ Typical daily schedule
☐ Seating chart (designate students who are EL, have IEP or 504 plans, etc.)
☐ Behavior Management plan

UNIVERSITY REQUIREMENTS:
☐ Unit plan
☐ 30 lesson plans total for this placement:
  9 specific to English Learners (EL)
    ☐ MS: 3 small group listening/speaking, 3 small group reading/writing, 3 SDAIE
    ☐ SS: 9 SDAIE
  1 specific to a student with special needs
    ☐ You may use a lesson developed in Special Populations class
☐ All observed lessons and observation notes
☐ Standard 13 form filled out with all of the EL students in the classroom
☐ Complete Alternate Placement assignment prior to attending spring quarter TED 6999
☐ Enroll in TED 6999 spring quarter to fulfill Alternate Placement requirement
☐ Summative evaluations
Candidate signature

Mentor Teacher signature

Supervisor signature