



EAST BAY

Intern 1st Placement Checklist

THE LAST DAY TO SUBMIT INTERN APPROVAL GOOGLE FORM IS FRIDAY, MAY 28, 2021 BY 4 PM

THE LAST DAY TO SUBMIT A LETTER OF EMPLOYMENT IS FRIDAY, SEPT 3, 2021 BY 4 PM

MANDATORY INTERN MEETING: FRIDAY, SEPTEMBER 10, 2021, 5-7 PM

First Steps

- Read the Intern Handbook to determine whether you want to work as an intern and to orient yourself with the requirements.
- Complete Intern Approval Google Form. Approval is not guaranteed; please wait for email confirmation from your program coordinator. (Dania Massey- SS, Kelly Moore- MS)
- Find employment in a **public 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, application for your Intern Credential, and pay the fee to the CSSC no earlier than August 2. Per statute, you cannot be recommended for an intern credential until after summer grades post.
- Fill out and sign/initial the CSU East Bay Intern Contract and have your principal sign it. Then scan it and upload it to the Intern Google Classroom (access during Intern meeting)
- Once you have secured employment, your program coordinator will send you a link to provide the following:
 - Name of school
 - Name of District
 - Grade level
 - Full time/part time
 - Subject you are teaching
 - Name and email of school site mentor (cannot be principal or vice principal)
- Start recording support time (manually until Intern meeting)
- Sign up for My Internship Journal during the Intern Meeting and 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 Individualized Intern Plan (IIP) with mentor and university supervisor. Upload to Google classroom. Determine how you will meet the hours requirement stated above.

Field Experience Requirements (Intern candidate and University Supervisor)

- Schedule 6 observations (4 general, 2 EL) with University Supervisor (synchronous or video)
- Prepare lesson plans for University Supervisor 24 -48 hours prior to observation
 - Lesson plans MUST include at minimum: learning objectives, standards, assessments, sequence of activities, accommodations, and academic language goals
 - Lesson reflection 24-48 hours after lesson debrief
- Supervisor approves hours for university support through My Internship Journal

Field Experience Requirements (Intern candidate)

- Determine schedule for weekly observations with experienced teacher/s (IIP)

- Document support hours using My Internship Journal -144 general support and 45 EL support for the entire year
- Maintain ongoing communication with District Mentor and University Supervisor

Field Experience Requirements (Intern candidate & District Mentor)

- Determine schedule for weekly meetings with your school site mentor (IIP)
- Share Formative Evaluation form and TPEs with mentor teacher
 - Mentor will remain non evaluative but will provide support
- Mentor approves hours for district support through My Internship Journal
- Schedule 3-way Formative Evaluation Conference at the end of the placement with principal or vice principal (if possible) and University Supervisor.

Intern 2nd Placement Checklist

THE LAST DAY TO SUBMIT AN INTERN APPROVAL FORM IS FRIDAY NOV 26, 2021

THE LAST DAY TO SUBMIT A LETTER OF EMPLOYMENT IS FRIDAY, DEC 10, 2021

NEW INTERNS: Follow First Placement Checklist “First Steps” and attend the mandatory meeting on Friday, February 4, 2022 at 5:00pm

Field Experience Requirements (Intern candidate and University Supervisor)

- Schedule 6 observations (4 general, 2 EL) with University Supervisor (synchronous or video)
- Prepare lesson plans for University Supervisor 24 -48 hours prior to observation
 - Lesson plans MUST include at minimum: learning objectives, standards, assessments, sequence of activities, accommodations, and academic language goals
 - Lesson reflection 24-48 hours after lesson debrief
- Supervisor approves hours for university support through My Internship Journal

Field Experience Requirements (Intern candidate)

- Determine schedule for weekly observations with experienced teacher/s (IIP)
- Document support hours using My Internship Journal -144 general support and 45 EL support for the entire year
- Maintain ongoing communication with District Mentor and University Supervisor

Field Experience Requirements (Intern candidate & District Mentor)

- Determine schedule for weekly meetings with your school site mentor (IIP)
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 - Mentor will remain non evaluative but will provide support
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