

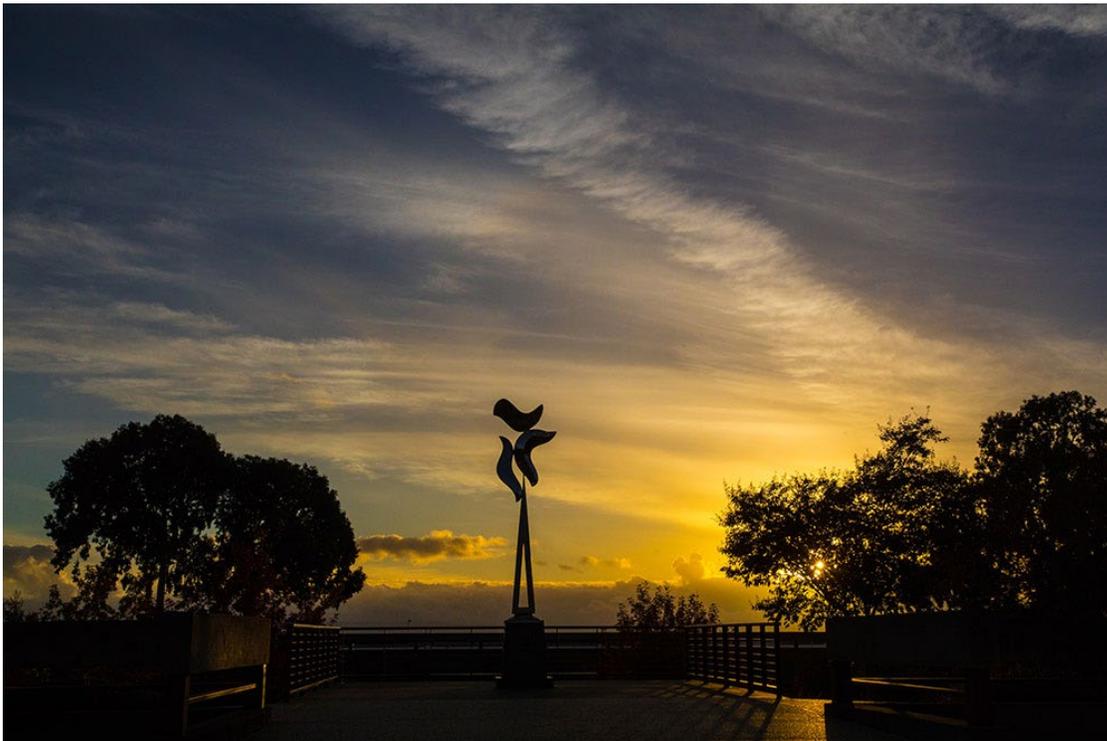


# CALIFORNIA STATE UNIVERSITY

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## E A S T B A Y

**COLLEGE OF EDUCATION AND ALLIED STUDIES**  
**DEPARTMENT OF TEACHER EDUCATION**



**INTERN CREDENTIAL**  
**PROGRAM HANDBOOK 2021 – 2022**  
**Updated 3/22/2021**

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## WELCOME!

We are pleased that you are interested in the Intern Alternate Pathway. Please note that not all credential candidates are allowed to seek an intern credential. You must complete the Intern Approval form and receive approval from the program coordinator to pursue an internship.

The Intern Alternate Pathway is extremely challenging. Internships are not granted automatically or even if you already have a job offer. School districts have different criteria in making a job offer than does the university in granting an Intern Credential. The university reports directly to the California Commission on Teacher Credentialing (CTC) and must follow the CTC guidelines, while school districts do not report to the CTC. The Department of Teacher Education has a responsibility to ensure that only candidates with the dispositions and experience to provide quality education to California’s pk-12 students are granted Intern credentials. As with all our work, quality education for pk-12 students is the most important consideration in all we do. This handbook outlines the expectations of a candidates working under an Intern Credential.

Our credential programs assist candidates in becoming reflective, collegial professionals who exercise values of social justice, collaboration, and democracy in education. Over time we hope each candidate will become a leader in her/his educational community and will develop the skills to create a dynamic learning environment and to assess student learning in order to organize subject matter by planning and delivering effective lessons.

Our credential programs are designed to encompass both the practical teaching component (field practicum) and the curriculum component (coursework). These dual experiences provide our candidates with the opportunity to immediately implement methods and strategies. As part of a team that spends the entire program together, candidates receive unparalleled support from peers and from team faculty.

Social justice and democracy are embedded in the Teacher Education Department (TED) credential and master's degree programs. These ideals permeate not only the coursework and intellectual climate of our programs, but also guide credential candidates' experiences through classroom interaction, written assignments, reading, lectures, team meetings, and field placements.

The following standards are required of all CSUEB credential candidates in the Intern pathway:

- A "B" or better in all credential program courses;
- Use of standard American English;
- Basic technology literacy;
- Use of Time2track/My Internship Journal to track hours;
- Successful teaching experience in the field; and
- Professional behavior at all times.

NOTE: Failure to adhere to any of these professional standards may result in the loss of your intern credential.

The department is distinguished by accomplished instructors and by graduates who are powerful forces in their communities and trains new teachers in accordance with the California Teacher Performance Expectations (TPEs).

The College of Education and Allied Studies is fully accredited by the CTC.

This handbook is intended to provide an overview of the credential programs and to serve as a resource to candidates, mentors, university supervisors, and site administrators. Please read this handbook carefully and thoroughly. **Candidates agree to abide by the policies described in this handbook as a condition of participation in the CSUEB Credential Programs.** We look forward to helping you to achieve your career objectives in teaching. Please note that the information in the handbook is subject to change without notice.

Dr. Eric Engdahl, Chair, Department of Teacher Education

Dr. James Mitchell, Online Single Subject Program Director

Dania Massey, Single Subject Intern Coordinator

Kelly Moore, Multiple Subject Intern Coordinator

## COVID-19 UPDATE

**Flexibility and adaptability will be key for success during the program. Please note that the situation regarding COVID-19 remains dynamic and that the policies listed in this handbook may be altered or changed at any time during the year due to orders/decisions made by the CSUEB University**

Administration, the CSU Office of the Chancellor, county or state health officials, local school district officials, the federal government, the Commission on Teacher Credentialing, and/or the State of California. Candidates are expected to follow all health guidelines, such as a mask mandate, put in place by authorities. Since interns are district employees they must follow all requirements of their employers. If there are differences in policies between a school district and the university, a candidate should follow the district requirements while at work and the university guidelines while in class or on-campus.

## SUMMARY OF INTERN REQUIREMENTS

The most important requirement for an Intern Credential is significant time spent as a teacher, preferably in a public school setting. This may include:

- Being a teacher of record with an emergency credential
- Significant time as a substitute teacher
- Other significant time in a classroom/working with children or youth.
- Dispositions to be a successful teacher.

Please note the following:

- Cal State East Bay does NOT find you a job working under an intern credential. You need to find the job. We recommend that you use [EDJOIN](#) to look for positions.
- Intern credentials cannot be issued if you are working in a private school. Candidates employed in a private school can complete their fieldwork in such a position, but must spend 2 weeks in a California public school prior to being issued their preliminary credential.
- Intern credentials are issued for public schools and non-public schools, as well as public charter schools.
- If you have been approved to seek an intern credential and find a position, you must provide a copy of the offer of employment when applying for your intern credential.
- Intern credentials can only be issued after summer term grades have been officially posted, since the summer classes are required for the credential.

The Commission on Teacher Credentialing (CTC) has mandated intern credential requirements for all teacher credential programs in California. Cal State University East Bay and the District share responsibility for providing each Intern with 189 minimum hours of annual support, mentoring and supervision. The 189 hours will include 144 hours of support, mentoring, and supervision in general education and an additional 45 hours of annual support, mentoring, and supervision related to teaching English learners. A minimum of two hours of support, mentoring, and supervision shall be provided to an intern teacher every five instructional days.

Candidates must maintain a cumulative GPA of 3.0. There can be no Incompletes, No Credits, or grades lower than "B." Failure to adhere to these grading guidelines will result in the cancellation of your Intern Credential and likely loss of employment.

Consistent with CTC policy, Interns who begin their assignment after the beginning of the school

year shall receive a minimum level of support, mentoring, and supervision equal to four hours times the number of instructional weeks remaining in the school year. Candidates with less than full-time placements receive a pro-rated amount of support.

**Cal State East Bay interns may only work in Districts that have a signed Memorandum of Understanding (MOU) with the University and meet the requirements outlined in the MOU. Please check with your Program Coordinator regarding this.**

## EARLY COMPLETER OPTION FOR INTERNS

Multiple Subject and Single Subject Interns may choose to pursue the Early Program Completion Option to earn their preliminary credential. Information about the Option is provided on the CTC website: <http://www.ctc.ca.gov/credentials/leaflets/cl840.pdf>. Any intern considering this option must meet with the Intern Coordinator to discuss the challenges the option presents.

## SUPPORT FROM CAL STATE EAST BAY

### Department of Teacher Education Faculty

The faculty in the department are there to support your development as a teacher. They are there to help you understand the connections between coursework and fieldwork. Reach out to them during office hours.

### Program Director or Intern Coordinator

The Program Director or Intern Coordinator will assist and monitor all Cal State East Bay Interns and University Supervisors. In addition, they will lead Intern Seminars and will monitor the intern's completion of the Internship Journal, documenting that the required number of hours of Support/Mentoring and Supervision have been met. (10 hours)

Dr. James Mitchell is the Single Subject Online Program Director. Dania Massey is the Single Subject Intern Coordinator. Kelly Moore is the Multiple Subject Intern Coordinator.

Please contact Dr. Mitchell, Ms. Massey or Ms. Moore with Intern-related questions at the following e-mails: [james.mitchell@csueastbay.edu](mailto:james.mitchell@csueastbay.edu), [daniamassey@csueastbay.edu](mailto:daniamassey@csueastbay.edu) or [kelly.moore@csueastbay.edu](mailto:kelly.moore@csueastbay.edu). Please include your phone number and several good times to reach you.

### University Supervisor

Cal State East Bay will designate a University Supervisor to provide support, mentoring, and supervision to the Intern. This will consist of on-site observations and conferences, email and phone support. The University Supervisor will conduct 12 observations and post observation conferences

over the course of the school year. These may be in person or remote observations.

The University Supervisor will meet with the Employer Provided Mentor at least three times per semester to discuss the Intern's progress.

### Intern Seminars

Interns are required to attend Online and face-to-face seminars over the school year. (30 hours)  
Topics will include problem solving with students, curriculum, and instruction for both regular education and EL students.

## SCHOOL DISTRICT SUPPORT

### Employer Provided Mentor

The employer will appoint a mentor with an English Learner Authorization prior to an intern assuming daily teaching responsibilities. This Employer Provided Mentor will provide support that consists of observations, conferences, email and phone calls to the Intern teacher. The EPM will provide 26 hours of support, mentoring and supervision within the school day of the Intern teaching in the general education or special education classroom. Additionally, the Employer Provided Mentor will provide 10 hours of support and supervision related to English Learners during the school day.

### School Site Meetings (90 hours)

Interns will attend New Teacher Orientation, Grade Level, Department Meetings, Faculty meetings, and Professional Develop Seminars provided to faculty.

## INDIVIDUALIZED INTERN PLANS (IIPS)

### Individualized Intern Plan

The University Supervisor, Employer Provided Mentor, and the Intern shall develop the Individualized Intern Plan (IIP) during the first three weeks of school year. The IIP will specify the support, mentoring, and supervision the Intern will receive so that the total hours of annual Support/Mentoring and Supervision equal to **144 hours plus 45 additional hours** specific to the needs of English Learners. The plan shall be uploaded to the Intern Google Classroom for approval by the CSU East Bay Intern Coordinator.

Any of the following may be included in the plan, to provide more specificity for the time allocated above:

1. Observation of others teaching
2. Intern Supervision by Mentor or University Supervisor

3. Conferences, in person (Zoom)
4. Email or telephone conferences
5. Grade level/department meetings
6. Instructional planning
7. Logistical help before or after school (bulletin boards, seating arrangements)
8. Participation in District or Regional conferences
9. Review and discussion of test results
10. Editing work-related writing (letters to parents, announcement, etc.)
11. Completion of interactive journal (Intern and either US or EPM)
12. Mentoring activities specific to Special Education interns such as the development of IEPs and conference with general education teachers.

## MY INTERNSHIP JOURNAL

Intern Candidates at CSU East Bay must pay for a program called My Internship Journal. This application will allow you to track your support from both CSU East Bay and the District. You will receive more information about this program at the fall Intern meeting.

1. Download the Quick Start Guide available in the Intern Google Classroom
2. Enter your information tied to your school site
3. Follow the prompts to complete your purchase

If you run into any problems, contact [time2trackinfo@liaisoncas.com](mailto:time2trackinfo@liaisoncas.com)

## MANDATORY MEETINGS – 2020-2021

### *Summer Semester*

Thursday, July 22, 7:00 pm – 8:00 pm (After Student Teaching Orientation)

(Candidates seeking internships who do not attend mandatory meetings **WILL NOT BE GRANTED** intern credentials.)

### *Fall Semester*

Friday, September 10, 5:00 pm – 7:00 pm (Zoom meeting)

### *Spring Semester*

Friday, February 4, 5:00 pm – 6:00 pm (Zoom meeting – New Interns Only)

## REQUIRED DOCUMENTS – INTERN CONTRACT & IIP

### Intern Contract with CSU East Bay

Please review the Intern Contracts available in the Intern Google Classroom. Initial and sign that you understand the responsibilities of working as a student teacher under contract/intern. Then please have your principal sign the document and upload it to Google Classroom.

### Individualized Intern Plan or IIP

Work with your University Supervisor and District Mentor to complete your support plan for the year. Remember to look at the professional development opportunities offered by the district, schedule observations of your mentor or other seasoned teachers at least twice a month, and identify dates/times for meeting with your District Mentor and University Supervisor. Then scan and upload this plan to Google Classroom for approval by the Intern Coordinator within one month of starting your employment.