

Internship Hours of Support/Supervision Requirements for Recommendation of Preliminary Credential

- As an intern, you are required to complete the Intern Requirement Checklist and Activity Log (attached) every semester through collaboration with your Local Support Teacher and University Supervisor.
- You are required to complete **72 hours** of supervision/support (a minimum of **two hours each week**) **and**, unless you hold a previous credential with a valid CLAD or EL Authorization, complete and additional **23 hours** of English Learner (EL) supervision/support (**a minimum of one hour each week**; see next bullet for details) for each semester you are an intern. These EL hours must be separate from your 72 hours of supervision/support; you cannot double count hours.
- You must complete the 23 hours of EL supervision/support each semester (a minimum of **one hour each week**) unless you hold a teaching credential that includes English Authorization (BCLAD, CLAD, ELA1, etc.; if you are not sure, please contact your university advisor). The Commission on Teacher Credentialing requires that all interns address these mandatory EL hours, regardless of school size or setting. As these accommodations need to be made with your employer per the Memorandum of Understanding your employer signed, it is imperative that you work with them to ensure that you can meet this requirement.
- Prorated hours: if starting on an Intern Credential in the middle of the semester the hours need to be prorated.
 - 72 hours prorated: number of weeks teaching times 4 hours per week = the total number of prorated hours.
 - 23 EL hours prorated: number of months times 5 hours per month = the total number of prorated hours.
- **These forms must be completed according to the directions and submitted at the end of each semester.**

HOW TO COMPLETE THE FORMS

Intern Requirement Checklist Form

TOP OF PAGE

- Complete the top of the page with the Intern, Local Support Teacher, University Supervisor Names.
- One of the two boxes at the top right must be checked:
 - Intern will need 23 additional hours of support focused on teacher English Learners (this is marked if you do not have any other credentials; see below).
 - Intern has met the English Learner Authorization by _____. (This would be marked if you have a credential that has English Learner Authorization embedded or an authorization of CTEL or CLAD/BCLAD posted on the Commission on Teacher Credentialing website. If you're not sure contact your University Supervisor.)

MIDDLE OF PAGE

- At the end of the semester you must enter the aggregated hours from your Activity Log under the “Support Hours” and “EL hours” columns.

BOTTOM OF PAGE

- Enter the total hours completed for supervision/support (at least 72 per semester, unless prorated), **and** additional 23 hours of English Language-focused supervision/support per semester, unless prorated (if applicable).

*****All signatures are required before submitting the form*****

Activity Log Form

- All hours on the Activity Log must be during valid dates of the internship contract. If you don't know the dates of the contract, please contact the School of Education. Do not use date ranges—enter the activities and hours for each day an activity was completed.

Q&A Regarding your Internship Credential and getting the Preliminary Credential

My Intern Credential is valid for two years, right?

Yes. However, the Intern Credential is only valid when you are **enrolled** at CSU, Chico. Once you finish the credential program coursework the Intern Credential is no longer valid.

What are the steps to get my Preliminary Credential?

1. Review your To Do List for the pending documents. All documents **MUST** be submitted at one time to Credential Services in Tehama 209 or mailed to CSU, Chico, Credential Services, Chico, CA 95929. If you are required to pass RICA (Multiple Subjects and Ed Specialist only) then wait for these results before submitting all the other documentation, i.e. Request for Recommendation form and CPR.
2. After a final review, including grades, the University's Credential Analyst will determine if you have met all requirements for the Preliminary Credential.
3. Your recommendation for the Preliminary Credential will be electronically submitted by the Credential Analyst to Commission on Teacher Credentialing.

Spring finishers will be recommended by June 30th with an issue date on the Preliminary credential of May 31st.

Fall finishers will be recommend by January 31st with an issue date on the Preliminary credential of December 31st.

4. You may visit the CTC website at ctc.ca.gov to verify if you have been recommended.
www.ctc.ca.gov > Credentialing Information > Complete Your Program's Recommendation > click on the video.
5. The credential will be approved and granted by the CTC. It is **VERY** important that your information is correct on the Preliminary credential because it is a legal document; call Credential Services (530) 898-6455 if you have questions. The electronic Preliminary Credential is the only credential or notification you will receive and it can be printed or emailed to you for your records.

What happens when you don't recommend me until (fall finishers: mid-January; spring finishers: mid-June) and I'm still working with my Intern Credential?

If you have all the documents, coursework including PACT and RICA (for Multiple Subject and Education Specialist), turned in by (for spring finishers: May 31; fall finishers: December 31), then you will be fine. You will receive an issuance date on your credential of (spring finishers: May 31; fall finishers: December 31).

What if I have to resubmit PACT and it is after (for spring finishers: May 31; fall finishers: December 31), but I have all my other documentation turned in?

You will **NOT** be recommended. You will need to contact your program coordinator ASAP and keep Credential Services informed on your deadlines for re-submission. If Credential Services does not hear from you then your Intern Credential will be withdrawn from the Commission on Teacher Credentialing. The end date would be the last day you worked as an intern. You and your employer will be notified of the withdrawn Intern Credential via email.

What happens if I pass PACT/RICA after May 31/December 31?

If you pass PACT /RICA on or before July 15/February 15, then we would use this date for an issuance date on your Preliminary Credential. This issuance date is important if you are currently teaching because you must have a valid credential while you are in the classroom.

What happens if my Intern Credential is withdrawn and I'm still employed?

You will need to work this out with your employer.

Examples of Forms Completed Correctly

Intern Requirement Checklist

Intern's Name _____
 Local Support Teacher's Name _____
 University Supervisor's Name _____

Intern will need 45 additional hours of support focused on teaching English Learners
 Intern has met the English Learner Authorization by CLAD

Interns: Please use the attached log to record time spent in any of the following activities. 144 hours of support are required for all intern candidates each academic year (a minimum of 2 hours each week). Any intern not already possessing specialized EL training needs to record and additional 45 hours of support focused on teaching English learners. Please submit a final copy of this checklist and log to the CSU, Chico Intern Coordinator at the end of each semester.

LST/Supervisor Initials	Total hours for each activity	Support/Supervision Activity
Potential Support & Supervision Activities most likely to be provided through the Intern's Employer		
OC	25	1. Content Specific Coaching (for example: math coaches, reading coaches, EL coaches)*
OC	20	2. Grade Level or Department Meetings related to curriculum, planning, and/or instruction
OC	15	3. New Teacher Orientation
OC	15	4. Coaching (not evaluation) from Administrator
OC	15	5. Co-planning with Special Educator or EL expert to address included special needs students and/or English learners*
OC	15	6. Logistical help before and during school year (bulletin boards, seating arrangements, materials acquisition, parent conferences)
OC	15	7. Release time for participation in district group/regional group (ELAC, Council for Exceptional Children)*
Potential Support and Supervision Activities most likely to be Provided through Intern's Commission Approved Preparation Program		
OC	10	8. Seminars (problem solving issues with students, curriculum, instruction, TPEs, etc.) offered in person, or via the web-enabled video conference/webinar or other video conferencing media*
OC	4	9. Peer/Faculty Support (example: discussion debriefing teaching day at start of each class)
OC	1	10. Provide access/student memberships for participation in district/regional groups (ELAC committee, Council for Exceptional Children, etc.)*
Potential Support and Supervision Activities by Either or Both the Intern's Employer and Commission Approved Preparation Program		
OC	10	11. Classroom Observations and Coaching*
OC	8	12. Demonstration Lessons and/or Co-teaching activities with mentor, coach, or program supervisor*
OC	4	13. Intern Observation of other teachers and classrooms*
OC	4	14. Email, Phone (voice, text), and/or video conferencing support related to observation, problem-solving, planning, curriculum and/or instruction*
OC	1	15. Activities/workshops specifically addressing issues in the intern's classroom—co-attended by intern and support person(s)
OC	1	16. Watching and discussing teaching videos with support person (s)*
OC	1	17. Interactive Journal (Support/ Supervisor and Intern)
OC	1	18. Phone/Email Support Hotline*
OC	2	19. Observe SDAIE/ELD lessons online or in person*
OC	16	20. Weekly planning or review of plans with EL Authorized Credential Holder*
OC	5	21. Editing work-related writing (letters to parents, announcements, etc.)*
OC	9	22. Professional Literature/Research discussion groups facilitated by appropriately credentialed support person or program supervisor*
OC	14	23. Review test results*
<p>Supervision/Support (at least 144 hours): <u>158</u> Additional EL Focused Supervision/Support (at least 45 hours): <u>N/A</u> Total Hours Completed: <u>158</u></p> <p>Prorated hours (for one-semester internship only): Supervision/Support: _____ Additional EL Focused Supervision/Support: _____ Total Hours Completed: _____</p> <p>* May also be used towards the 45-hour EL Support & Supervision Requirement</p>		

CSU, CHICO
 MAY 11 2016
 CREDENTIAL SERVICES

I attest that the information on this form is true and accurate:

Activity Log

Please use this table to record the date, hours, and type of activity during the semester. Another page may be used if necessary. At the end of the semester this information will be aggregated and verified by the Local Support Teacher and University Supervisor on the Intern Requirement Checklist.

Date	Number of Hours	Type of Activity Completed
8/23	2.0	IEP Training/Tier Goals
8/24	2.0	CPE/CPJ Training Keenan + ASO
8/25	4.0	Pre-Summer Day IntFS
8/26	4.0	Dept Meeting w/ School Sit
8/27	4.0	Wkly Mtr Orientation
8/28	1.0	Meeting w/ Principal MW
8/29	2.0	Prep for Classroom for Semester
8/30	2.0	CCOE/AESOP/Autism Expert
8/31	1.5	Parent meeting EP
9/1	2.0	Assembly meeting w/ ST
9/2	1.5	Meeting w/ Kelly Reading groups
9/3	1.5	Reading groups
9/4	1.0	Pre-100 meeting w/ SELPA principal
9/10	1.0	Meeting w/ school principal RE JM
9/10	1.0	State Planning LC Shared calendar
9/11	1.0	Parent meeting Assessment EP
9/11	1.0	IEP meeting IEP transfer
9/10	2.0	IEP mtg
9/9	2.0	Meeting w/ Admin/State EP + SD
9/11	1.0	Meeting w/ KC shared calendar
9/14	2.0	Meeting w/ ST JM BIP
9/14	1.0	Reading workshop meeting w/ KC
9/15	1.0	IEP prep SL
9/15	1.0	IEP prep SL w/ Partner
9/16	2.0	Assess KC Read Domestically Train
9/18	2.0	Meeting w/ Long CSS prep
9/21	1.0	Meeting w/ OT w/ JM strategy
9/21	1.5	Meeting w/ University sup of
9/21	1.0	Chart Curriculum Development
9/21	1.0	IEP prep update Develop
9/22	1.0	IEP EP meeting w/ parents
9/22	2.0	IEP prep JM U
9/23	2.0	IEP meeting JM dad
9/24	2.0	Friday w/ Long CSS prep
9/25	2.0	WJIV Assess RA
9/28	2.0	WJIV Assess AA
9/28	2.0	WJIV Assess SD
9/28	2.0	SEPA meeting CCOE State
10/1	2.0	Friday CSS week prep lesson
10/1	1.5	OT w/ KC
10/9	1.0	Observation w/ Sup Judy Turske
10/8	1.0	Planning meeting w/ State

Activity Log

Please use this table to record the date, hours, and type of activity during the semester. Another page may be used if necessary. At the end of the semester this information will be aggregated and verified by the Local Support Teacher and University Supervisor on the Intern Requirement Checklist.

Date	Number of Hours	Type of Activity Completed
10/8	1.0	APF w/ Will Palvsen
10/8	2.0	Friday Curriculum planning CCSS
10/14	1.0	Parent meeting IEP RP
10/15	2.0	Friday Curriculum planning CCSS
10/22	1.0	Wkly Sup Observation JT, O
10/23	4.0	Community Meeting / Pumpkin Village
10/23	2.0	Friday Curriculum planning CCSS
10/26	1.0	Monday CELAT Testing
10/27	1.0	Observation meeting w/ Study Turske
10/28	1.0	Meeting w/ Long ADU IV Kumpfer/Sup
10/29	1.0	Meeting w/ ST re: JM BIP
10/30	2.0	Friday Curriculum planning
11/2	2.0	IEP meeting JM
11/3	2.0	IEP prep LC
11/4	1.0	IEP meeting RP Mom
11/4	2.0	IEP prep JT, J
11/4	1.0	IEP meeting JT
11/5	1.0	Observation meeting w/ Univ Sup JT
11/5	2.0	IEP prep OC
11/9	1.0	IEP meeting OC Mom
11/12	2.0	Friday CSS Curriculum planning
11/12	2.0	IEP prep for SL OT Assess
11/16	1.0	IEP meeting SL Mom + dad
11/16	1.0	Meeting w/ SS Admin/Cassload
11/17	1.0	Meeting w/ KC Reading to Collabor
11/18	1.0	Meeting w/ KC Reading to Collabor
11/19	6.0	Progress Reports - Cassload Tr
11/20	6.0	Progress Reports - Cassload Tr
11/20	2.0	Friday Planning for Week - Level
12/1	1.0	Meeting w/ Mtr Principal
12/1	1.0	Meeting w/ Lisa Ed: Tr
12/7	1.0	Meeting w/ KM re: reading group
12/8	1.0	Assessment of DC: NITRO
12/14	1.0	Observation/Meeting w/ JT Univ Sup
12/14	1.0	Meeting w/ KC shared calendar
12/17	6.0	Prep Curriculum CCSS for January

Intern Requirement Checklist

Intern's Name _____ Student ID _____

Intern will need 23 additional hours of support focused on teaching English Learners
This applies to ALL interns without a credential with EL Authorization

Local Support Teacher's Name _____

University Supervisor's Name _____

Date Internship Began _____

Intern has met the English Learner Authorization by _____

DUE AT THE END OF EACH SEMESTER WITH ACTIVITY LOG ATTACHED

Interns: Please use the attached Activity Log to record time spent in any of the following activities; **72 hours of supervision/support are required for ALL interns** each academic semester (**a minimum of two hours each week**). Interns must also have EL supervision/support and must record an additional **23 hours of support each semester** focused on teaching English Learners (**a minimum of one hour each week**), except interns who hold a previous teaching credential with an EL Authorization. Please direct any questions regarding EL hours to your University Supervisor. **Submit a final copy of this Checklist and Activity Log to your University Supervisor at the end of each semester.**

Support Hours	EL Hours	Type of Support /Supervision Activity
Potential Support & Supervision Activities <i>most likely</i> to be provided through the Intern's Employer		
		1. Content Specific Coaching (for example: math coaches, reading coaches, EL coaches*)
	N/A	2. Grade Level or Department Meetings related to curriculum, planning, and/or instruction
	N/A	3. New Teacher Orientation
	N/A	4. Coaching (not evaluation) from Administrator
		5. Co-planning with Special Educator or EL expert to address included special needs students and/or English learners*
	N/A	6. Logistical help before and during school year (e.g. bulletin boards, seating arrangements, materials acquisition, parent conferences)
		7. Release time for participation in district group/regional group (e.g. ELAC, Council for Exceptional Children)*
Potential Support and Supervision Activities <i>most likely</i> to be Provided through Intern's Commission Approved Preparation Program		
		8. Seminars (problem solving issues with students, curriculum, instruction, TPEs, etc.) offered in person or via online video conference/webinar*
	N/A	9. Peer/Faculty Support (example: discussion debriefing teaching day at start of each class)
		10. Provide access/student memberships for participation in district /regional groups (ELAC committee, Council for Exceptional Children, etc.)*
Potential Support and Supervision Activities by <i>Either or Both</i> the Intern's Employer and Commission Approved Preparation Program		
		11. Classroom Observations and Coaching*
		12. Demonstration Lessons and/or Co-teaching activities with mentor, coach, or program supervisor*
		13. Intern Observation of other teachers and classrooms*
		14. Email, Phone (voice, text), and/or video conferencing support related to observation, problem-solving, planning, curriculum and/or instruction*
	N/A	15. Activities/workshops specifically addressing issues in the intern's classroom—co-attended by intern and support person(s)
		16. Watching and discussing teaching videos with support person (s)*
	N/A	17. Interactive Journal (Support/ Supervisor and Intern)
		18. Phone/Email Support Hotline*
		19. Observe SDAIE/ELD lessons online or in person*
		20. Weekly planning or review of plans with EL Authorized Credential Holder*
		21. Editing work-related writing (letters to parents, announcements, etc.) *
		22. Professional Literature/Research discussion groups facilitated by appropriately credentialed support person or program supervisor*
		23. Review test results*

General Supervision/Support (at least 72 hours): _____

Additional EL-Focused Supervision/Support (at least 23 hours): _____

*** May be applied to the 23 EL hours OR 72 general support hours, but cannot be double counted for both requirements.**

I attest that the information on this form is true and accurate:

Intern Signature

Date

Local Support Teacher Signature

Date

University Supervisor Signature

Date

