

# 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 3, 2018

☞ THE LAST DAY TO SUBMIT A LETTER OF EMPLOYMENT IS FRIDAY, SEPT. 7 2018

## First Steps

- <sup>a</sup> Read the Intern Manual to determine whether you want to work as an intern and to orient yourself with the requirements.
- <sup>a</sup> Complete Intern Approval Google Form ([https://docs.google.com/forms/d/1v9hGJuYI1hn1BhNQPzn1wo\\_PEFykxPhGVi2fiyMEe](https://docs.google.com/forms/d/1v9hGJuYI1hn1BhNQPzn1wo_PEFykxPhGVi2fiyMEe)) Approval is not guaranteed; please wait for email confirmation from your program coordinator. (Dania Massey- SS, Kelly Moore- MS)
- <sup>a</sup> 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)
- <sup>a</sup> Bring your letter of employment and application for your Intern Credential to the CSSC and pay the fee. **Per statute, You cannot be recommended for an intern credential until after summer grades post. However, districts know how to deal with this anomaly.**
- <sup>a</sup> Fill out and sign/initial the CSU East Bay Intern Contract and have your principal sign it. Then scan it and upload it to Google Classroom. (Access through CSU East Bay account available after September 7)
- <sup>a</sup> Once you have secured employment, your program coordinator will send you a link to provide the following:
  - <sup>a</sup> Name of school
  - <sup>a</sup> Name of District
  - <sup>a</sup> Grade level
  - <sup>a</sup> Full time/part time
  - <sup>a</sup> Subject you are teaching
  - <sup>a</sup> Name and email of school site mentor (cannot be principal or vice principal)
- <sup>a</sup> Start recording support time. (manually until September 7 meeting)
- <sup>a</sup> Sign up for My Internship Journal (link in Intern Manual) 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.
- <sup>a</sup> Develop IIP with mentor and university supervisor. Upload to google classroom. Determine how you will meet the hours requirement stated above.

## Field Experience Requirements

- <sup>a</sup> Schedule 8 visits with your university supervisor (2 may be video)
- <sup>a</sup> Determine schedule for weekly observations with experienced teacher/s (IIP)
- <sup>a</sup> Determine schedule for weekly meetings with your school site mentor (IIP)
- <sup>a</sup> Share formative evaluation form and TPEs with mentor teacher and principal or vice principal (person who will evaluate your performance in the classroom)
- <sup>a</sup> Schedule 3-way formative evaluation conference at the end of the placement with principal or vice principal and university supervisor.

## Portfolio

Your CSU East Bay portfolio serves as evidence for meeting many of the TPEs and showcases your growth as an educator. Your portfolio should be available at all times for review by both your mentor and supervisor and will be used in coursework. The list below are the specific requirements:

- <sup>a</sup> All lessons and observation notes (planning book okay)

- a Formal lesson plans (observed by supervisor)
- a Formative evaluation
- a School directory
- a School policies
- a Schedule
- a Campus map
- a Emergency procedures
- a Seating chart

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Candidate signature

\_\_\_\_\_  
date

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Mentor Teacher signature

\_\_\_\_\_  
date

\_\_\_\_\_  
Supervisor signature

\_\_\_\_\_  
date

## Intern 2nd Placement Checklist

