



KALMANOVITZ  
SCHOOL OF  
EDUCATION

**Internship Manual**  
**For The**  
**Multiple Subject, Single Subject,**  
**Education Specialist and**  
**School Psychology Intern Programs**

**Saint Mary's College of California**  
**Kalmanovitz School of Education**

**Academic Year 2011-2012**

**Mel Hunt, Credential Analyst**  
**(925) 631-4727**  
**(925) 376-8379 fax**  
**mlhunt@stmarys-ca.edu**

## Table of Contents

<b>Introduction.....</b>	<b>1</b>
<b>Teaching Internships .....</b>	<b>1</b>
<b>Multiple Subject, Single Subject and Education Specialist .....</b>	<b>1</b>
<b>Prerequisites for Teaching Internship Credentials .....</b>	<b>2</b>
<b>CTC Clearance Requirement .....</b>	<b>2</b>
<b>Pre-service Program Coursework Requirement.....</b>	<b>2</b>
<b>Basic Skills Requirement.....</b>	<b>2</b>
<b>Subject Matter Competence Requirement .....</b>	<b>2</b>
<b>PACT Requirement (Multiple and Single Subject Only).....</b>	<b>3</b>
<b>US Constitution Requirement.....</b>	<b>3</b>
<b>Employing District Responsibilities .....</b>	<b>3</b>
<b>School Psychology Internships .....</b>	<b>3</b>
<b>Prerequisites for School Psychology Internship Credentials.....</b>	<b>4</b>
<b>CTC Clearance Requirement .....</b>	<b>4</b>
<b>Basic Skills Requirement.....</b>	<b>4</b>
<b>Employing District Responsibilities .....</b>	<b>4</b>
<b>CTC Contact Information: .....</b>	<b>5</b>
<b>Information About Other Resources and Permits.....</b>	<b>5</b>
<b>Emergency Substitute Teaching Permits (30 Day Permits) .....</b>	<b>5</b>
<b>Short Term Staff Permit (STTP).....</b>	<b>5</b>
<b>Extraordinary Circumstances: .....</b>	<b>6</b>

## **INTRODUCTION**

The State of California has recognized that at times a public school district may not be able to find enough fully credentialed teachers to staff all its classrooms. Specific, perennial teacher shortage areas have been identified that include mathematics, the sciences and special education. However, even in these areas, the State strongly prefers that districts hire credentialed teachers when available. Recognizing the shortage, the State has created an Internship Credential that allows individuals participating in a teacher preparation program to serve as teacher of record in a California classroom.

However, in order to minimize the use of these non-fully credentialed individuals in California's public school classrooms, the Commission on Teacher Credentialing (CTC) has developed a set of policies and requirements that limit a district's ability to hire interns. In addition, the CTC has set a range of prerequisites for individuals who wish to be interns that are intended to ensure those individuals have been prepared to a minimum level.

Employment as an intern is a privilege, not a right. To be recommended by the KSOE as an intern you must be actively enrolled in coursework in the program and have met all the CTC-mandated prerequisites for an internship. In addition, the district hiring you must at a minimum commit to employing you for the remainder of the academic year (a minimum of at least one K-12 semester). Since interns are NCLB compliant, districts may attempt to use an internship to fill a short-term vacancy. However, the Internship is not the appropriate choice for a short term vacancy, which should be filled using an Emergency Permit (such as a 30-day substitute, a STIP or a Waiver).

The KSOE supports internship placements in four programs: Multiple Subject, Single Subject, Education Specialist Mild/Moderate, and PPS School Psychology. The discussion below is divided into two segments. The first deals with the internships in the three teaching credential programs, while the final segment deals with the School Psychology internship. No candidate is admitted to a KSOE program as an intern.

You may, however, be offered internship employment during your participation in your credential program. Once you are offered employment as an intern, you should contact your program director and me, the Credential Analyst as quickly as possible. My name is Mel Hunt and my phone number is (925) 631-4727 (email: mlhunt@stmarys-ca.edu). At that point, we will begin the documentation process necessary to verify that you are eligible for recommendation as an intern.

## **TEACHING INTERNSHIPS**

### **MULTIPLE SUBJECT, SINGLE SUBJECT AND EDUCATION SPECIALIST**

Individuals who hold a teaching internship credential serve as teacher of record in their classroom. This means that the intern is solely responsible for providing instruction to the students and for evaluating their performance. Prior to hiring an intern, the employing district must establish that there is no credentialed teacher available to fill the position and the district must include notice of the

hiring of an intern on the agenda of the next school board meeting. The district must also maintain a current Memorandum of Understanding with the KSOE.

The internship credential is issued for an initial term of two years and is limited to the specific district in which the candidate is employed. In most instances, the KSOE intern has completed the credential program prior to the conclusion of the initial two year term of the document. However, with the concurrence of both the KSOE credential program and the employing district, the internship credential can be extended for a third, and final, year.

## **Prerequisites for Teaching Internship Credentials**

### **CTC Clearance Requirement**

Prior to serving as an intern the candidate must have completed the CTC fingerprint clearance process and had a document issued in their name by the CTC. Since this is also a precondition of full acceptance to the KSOE credential program, the candidate should have completed this requirement prior to eligibility for the internship.

### **Pre-service Program Coursework Requirement**

The CTC requires that prior to assuming the responsibilities of an intern the candidate complete at least 120 hours of instruction in the credential program. In addition, the 120 hours of instruction must also cover initial preparation in specific areas, such as teaching English Learners and classroom management.

Each KSOE teacher preparation program has identified the courses which fulfill the requirements of the 120 hour prerequisite. The candidate must pass each course with a grade to B- or better prior to beginning service as an intern.

The specific courses for each program are:

Single Subject:	SSTE 215	SSTE 254	SSTE 346		
Multiple Subject:	MSTE 212	MSTE 253	MSTE 317	MSTE 318	MSTE 345
Education Specialist:	SPED 290	SPED 291	SPED 292	SPED 293	

### **Basic Skills Requirement**

Prior to being recommended for the internship credential the candidate must have fulfilled one of the options for the Basic Skills Requirement. (See the SB 2042 and/or Education Specialist Credential Handbook for a full explanation of the BSR options.)

### **Subject Matter Competence Requirement**

The candidate must have the full, appropriate subject matter competence for every classroom to which the intern is assigned. Neither Supplementary Authorizations, Subject Matter Authorizations, nor any other options available to districts for the assignment of credentialed teachers under the various provisions of Ed Code may be used by intern candidates. The specific classrooms to which

the intern will be assigned must be specified by the employing district as part of the Internship Agreement and that assignment cannot be changed without the prior approval of the program director and the Credential Analyst. A revised Internship Agreement must also document the modified assignment. (See the SB 2042 and Education Specialist Credential Handbooks for a full explanation of the valid subject matter competence options.)

### **PACT Requirement (Multiple and Single Subject Only)**

**In both programs the candidate will have successfully completed the PACT assessment prior to beginning employment as an intern.**

### **US Constitution Requirement**

The candidate must have completed the US Constitution prior to being recommended as an intern. If the US Constitution requirement is the sole remaining requirement for employment, the KSOE Constitution exam will be administered to the candidate on an individual basis to facilitate employment.

### **Employing District Responsibilities**

Employing districts must agree to provide a mentor to the intern. In most instances, the mentor will also be working at the same school site as the intern, but off-site district mentors can be accommodated. The district must also pay the intern on the basis of the standard teacher salary scale, though some modifications may be made to pay for supervision hours of the district mentor. The intern CANNOT be paid on the substitute teacher salary scale.

The employing district must also assign the intern to a classroom setting that is covered by the candidate's subject matter competence. In addition, the classroom must also meet the other requirements of the standard student teaching placement, such as the presence of English Learners, etc.

The employing district must also agree to evaluate the intern at the end of the first year in the classroom.

## **SCHOOL PSYCHOLOGY INTERNSHIPS**

During your third year in the School Psychology program you will participate in an intensive placement at a K-12 school site as part of the COUN 541 course, which you will take in both Fall and Spring terms. Within the program this placement is called an "internship". All School Psychology candidates will participate in a year-long the KSOE internship.

There is an option for the candidate participating in the COUN 541 placement to be paid by the school district for School Psychology services performed during the placement. Participants in the COUN 541 placement, who are PAID by the employing district, are eligible for a CTC Internship Credential which validates their paid service.

Participants in COUN 541 who are NOT PAID by the district simply complete their KSOE COUN

541 internship without the state internship credential. The credential is only available with concurrent paid employment in a public school as a School Psychologist.

Individuals who hold a School Psychology internship credential serve as School Psychologist of record at the school site. This means that the intern may be solely responsible for providing appropriate services to the students and for evaluating them. Prior to hiring an intern, the employing district must establish that there is no credentialed School Psychologist available to fill the position and the district must include notice of the hiring of an intern on the agenda of the next school board meeting. The district must also maintain a current Memorandum of Understanding with the KSOE.

The internship credential is issued for an initial term of two years and is limited to the specific district in which the candidate is employed. In most instances, the KSOE intern has completed the credential program prior to the conclusion of the initial two year term of the document. However, with the concurrence of both the KSOE credential program and the employing district, the internship credential can be extended for a third, and final, year.

## **Prerequisites for School Psychology Internship Credentials**

### **CTC Clearance Requirement**

Prior to serving as an intern the candidate must have completed the CTC fingerprint clearance process and had a document issued in their name by the CTC. Since this is also a precondition of full acceptance to the KSOE credential program, the candidate should have completed this requirement prior to eligibility for the internship.

### **Basic Skills Requirement**

**Prior to being recommended for the internship credential the candidate must have fulfilled one of the options for the Basic Skills Requirement. (See the Pupil Personnel Services Credential Handbook for a full explanation of the BSR options.)**

### **Employing District Responsibilities**

Employing districts must agree to provide a mentor to the intern. In most instances, the mentor will also be working at the same school site as the intern, but off-site district mentors can be accommodated. The district must also pay the intern on the basis of the standard School Psychologist salary scale, though some modifications may be made to pay for supervision hours of the district mentor. The intern CANNOT be paid on the substitute teacher salary scale.

The employing district must also assign the intern to a setting that is appropriate for the School Psychology authorization. The candidate cannot provide services as a School Counselor, or any other Pupil Personnel Services authorization, as part of the internship.

The employing district must also agree to evaluate the intern at the end of the first year of the internship if the School Psychology program has not been completed.

## CTC CONTACT INFORMATION:

California Commission on Teacher Credentialing  
1900 Capitol Ave.  
Sacramento, CA 94244-2700  
(888) 921-2682  
Web Site: [www.ctc.ca.gov](http://www.ctc.ca.gov).

The phone number noted above is available only for limited hours each day. The web site is your best alternative for information, especially the credential look-up function. The website will answer many of the basic questions you may have regarding credential requirements. The web address gives also access to a great deal of credentialing information and through links to other sites, good information on legal and educational issues in California.

## INFORMATION ABOUT OTHER RESOURCES AND PERMITS

### Emergency Substitute Teaching Permits (30 Day Permits)

Some districts may allow student teachers the opportunity to substitute teach when the Master Teacher is absent from the class. The LEA's, at a minimum, will require the following information before processing an application for an Emergency Permit Application:

1. Official transcript with baccalaureate degree posted
2. Passing score on the entire Basic Skills Requirement exam
3. Fingerprints and Certificate of Clearance fee, unless previously applied for
4. Application fee (you will need to pay the fee **again** for your teaching credential)
5. A "Third Card/Extra Live Scan" may be required at the discretion of the district. This requirement may delay your ability to enter the classroom as a substitute.

As noted above, if you have applied for a Certificate of Clearance through the Credential Office, you can verify your CoC on line at the Commission web site ([www.ctc.ca.gov](http://www.ctc.ca.gov)).

Neither the Credential Office nor the School of Education may supply you with original or xerox copies of the transcripts you have submitted as part of the application process. You need to request copies of your transcripts from the issuing colleges or universities.

As noted above, you should establish your own permanent file of documents related to your teaching career, which include transcripts and exam scores. If you have misplaced some part of your documentation and you need copies of a document the Office is allowed to reproduce, it is your responsibility to provide sufficient time for the copy to be made. In normal circumstances, it takes two working days to process such a request, although it may be longer in holiday periods.

### Short Term Staff Permit (STTP)

The short-term staff permit can be requested by an employing agency when there is an acute staffing need. Examples of reasons that justify the need to request a short-term staff permit are: teacher of

record is unable to finish the school year due to approved leave/illness, enrollment adjustments or as a bridge document when an individual has completed subject matter competency but is unable to enroll in an internship teacher preparation program. Please note that you can only have a single STSP document in your ENTIRE teaching career.

### *Candidate Requirements*

- a. Bachelor's or higher degree
- b. Passage of the a Basic Skills Requirement exam option
- c. Specific course work or experience, explained in detail on the Short-Term Staff Permit Information Leaflet [www.ctc.ca.gov/credentials/leaflets/cl858.html](http://www.ctc.ca.gov/credentials/leaflets/cl858.html).

## **EXTRAORDINARY CIRCUMSTANCES:**

During your program there may be an instance when specific, extraordinary circumstances make it impossible for you to comply with certain School of Education Credential Office procedures. In that event, you must make a cogent and convincing written request to the Dean of the School of Education for an exemption from standard Credential Office procedure. The Dean will make a decision in consultation with the Program Director and the Credential Analyst in as timely a manner as possible. The student needs to understand that the School of Education may not waive, modify, or exclude **any** State requirement or regulation for a credential.