

Justice Community and Leadership Single Subject 4+1 Teacher Education Program



KALMANOVITZ
SCHOOL OF
EDUCATION

Internship Information Sheet

An internship credential allows you to work as a teacher while completing your preliminary teaching credential. As stated on the California Commission for Teacher Credentialing website,

“Commission approved intern programs are a path to the preliminary teaching credential that allows an individual the ability to complete their teacher preparation coursework concurrent with their first year or two in a paid teaching position, upon completion of the required minimum 120 hour intern preservice preparation. Approved intern programs are sponsored by colleges, universities, school districts or county offices of education. To qualify for intern program participation, an individual must possess a bachelor's degree from a regionally accredited college or university, satisfy the basic skills requirement, meet the subject matter competence and US Constitution requirement, and obtain character and identification clearance. The intern program provides teacher preparation coursework and an organized system of support from college and district faculty. Completion of an intern program results in the same preliminary teaching credential as is earned through a traditional teacher preparation program route.”

(<https://www.ctc.ca.gov/educator-prep/intern/default>)

To qualify to be hired as an intern you must:

- Have a job offer from an eligible district
- Have a Certificate of Clearance
- Have passed a Basic Skills Requirement exam option (for example, CBEST)
- Have fulfilled the US Constitution requirement
- Be subject matter competent in the subject(s) you will teach either by passing the CSET or completing an undergraduate subject matter preparation program.
- Complete 120 hours of instruction (courses listed at the end of this document), including required fieldwork.

Process for becoming an intern:

- Meet with the Placement Coordinator for full instructions and all necessary paperwork (described below):
- Find a teaching position; the hiring manager or district representative may need a copy of the Internship Credential Eligibility Verification letter in order for you to apply for a position. The district representative is usually the principal.
- Once you have a job offer, the Placement Coordinator will provide you with an Internship Agreement; fill out Part I of the agreement and sign the document. Ask the district representative to complete the district portions (Parts II and V) and sign the document. Incomplete agreements will be returned to the student and will result in a delay of processing.
- Submit the completed Internship Agreement to your Placement Coordinator with all original ink signatures. Incomplete agreements or ones with copied signatures will be returned to the student and will result in a delay of processing. The Placement

Coordinator will complete Part III of the document, and the Program Director will sign. The agreement will be submitted to the Credential Analyst, and if requested, a copy can be sent to you and to the district representative.

- Log into TaskStream and upload all supporting documents to the Clinical Compliance area ([instructions found here](#) or go to the Credentials Office link.) Supporting documents are:
 - passing CBEST results (or other evidence of meeting the Basic Skills requirement);
 - passing CSET results (or copy of transcript showing completion of an approved subject matter program); and
 - evidence of meeting the US Constitution requirement
- If everything is in order, the Credential Analyst will recommend you for an Intern Credential from the CTC.
- Pay for your credential recommendation on the CTC's site. Go <http://www.ctc.ca.gov> and click the button that says "Complete your program's recommendation."
- Also make sure your email address is up to date with the CTC.
- Stay in touch with the employing district to tell them how you are progressing. Saint Mary's College cannot do this due to FERPA laws
- Confirm with your district and placement coordinator about when you will begin your internship and what your hours will be.
- Meet with the Program Director to review your Program of Study. If your internship is full-time, it is strongly recommended that you change your Program of Study to part-time. If your internship is part-time, you may either continue on the full-time track (if you feel you can keep up with the work) or change to part-time.

Required Coursework:

You must complete all required coursework for the *Preliminary* Single Subject Credential. As an intern, you will complete some coursework before beginning the internship, and the rest while you are teaching as an intern. It is strongly recommended that you complete and pass the edTPA before starting an internship (or as soon as possible after starting one).

BEFORE beginning an internship you must pass the following courses:

SSTE 215 SSTE 211 SSTE 340 SSTE 350 SSTE 375 (includes fieldwork)

BEFORE OR DURING the internship you must pass the following courses:

SSTE 227 SSTE 274 SSTE 380 SSTE 254 SSTE 276 SSTE 385