September 21, 2009

Dear Special Educator,

Thank you for your interest in becoming a Support Provider for an intern in the CSUN Education Specialist, Intern Credential program. If you are a continuing Support Provider, welcome back! Assistance, support, and feedback from an experienced special education Support Provider is a crucial part of an Intern Teacher’s experience in the first years of teaching.

To qualify as a CSUN Education Specialist Intern Support Provider, the applicant must:

- Have at least two years of classroom teaching experience
- Hold an Education Specialist credential or its equivalent and have experience teaching in special education.

The CSUN Education Specialist Intern Credential program pairs every Intern Teacher with a Support Provider, who provides assistance, observation, and on-going support. The Support Provider chooses to participate in 1 of 2 levels of responsibility:

1. CSUN Education Specialist Intern Support Provider responsibilities:
   - Observe in the Intern Teacher’s classroom and write an observation report once a month (3 observations per semester).
   - Have a minimum of 20 hours of contact with the Intern Teacher each semester.
   - Attend Orientation Training on September 25, 2009.

   Benefits:
   - Stipend for completing 3 written observations, the orientation meeting, and 20 hours of contact.
   - Professional growth and satisfaction from contributing to the successful induction of a beginning special education teacher.

2. Cadre of Professional Support Providers responsibilities:

   In addition to the above responsibilities, Cadre members will:
   - Participate in Support Provider trainings. There will be 3 Cadre trainings per semester, to be held outside of school time.
   - Have weekly contact with the Intern Teacher and the Support Provider, documented on weekly contact sheet.
Benefits:
• Professional stipend for attendance at all Cadre meetings, 3 written observations, and documented weekly contact with intern.
• Training and materials in the support of beginning special education teachers.
• Professional growth and satisfaction from contributing to the successful induction of a beginning special education teacher.

If you have not already done so, please complete the Blue form and return it to your Intern Teacher.

Important dates:
• Minor Contract due by October 15, 2009
• Orientation Training Friday, September 25, 2009 from 4:30pm – 6:30 pm
• Additional Cadre training meetings Friday, October 30 from 4:30 – 6:30 pm, and Friday, December 4 from 4:30 – 6:30 pm.

Looking forward to working with you this semester! Please contact us if you have any questions.

Sincerely,

Virginia Kennedy, Ph.D.                     Sharon Sullivan
Intern Support Provider Coordinator       Intern Support Provider Coordinator

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