APPLICATION

Michael D. Eisner College of Education
A Distinctive and Comprehensive Program for Practicing Teachers
Department of Secondary Education
Single Subject University Intern Program • SSUIP
Carolyn R. Burch, Director

COMPLETION AND SUBMISSION CHECKLIST

1. CSUN Graduate Admissions Application:
   • Complete online

2. Credential Application:
   • Must be completed and submitted before finalizing an application for the Single Subject University Intern Program

3. SSUIP Application:
   • Include copy of Credential Preparation Application or Checklist from the Credential Office, including verification of interview
   • Complete all items on the Intern Application
   • Include copy of CBEST scores, with writing score of 41 or better
   • Include copy of CSET scores OR Subject Matter Clearance from Specific CSUN Department (must have 100% of subject matter teaching option)
   • Include copy of provisional or substitute permit (if available) OR Request for Live Scan Certificate
   • Include U.S. Constitution test results or course approval by Credential Office
   • Fulfillment of Pre-Service Field Experience Requirement
   • If you are a CSUN student, please provide an up-to-date transcript
   • Completion of Intern Questionnaire
   • Interview with Director or verification of interview with Credential Program
   • Submit a color copy (legible) of your CSUN Student ID Card or a passport size photo with your SSUIP Application. If you have not yet completed enrollment procedures, you must acquire an ID as soon as you are eligible for admission.

4. Upon Completion of Intern Program Application:
   • Once you have completed the SSUIP Application, you MUST take the packet to the SSUIP Director for review.
   • If you qualify for the Intern Program you can then request a Letter of Internship Eligibility from the Credential Office. This letter can be taken with you as you apply for employment.
   • The Director will complete a Personalized Plan for your program.
   • Once you have a firm job offer you will proceed to Step 5.

5. Intern Credential Request Process:
   • Credential Request Form – Complete Information for the Single Subject Intern Credential
   • Intern Authorization for Employment - Obtain the authorized signature & return to SSUIP Director
   • Take the complete packet to the Credential Office.

Submission of the application is not a guarantee that you will be accepted into the Credential Program as an Intern.

• Once you have turned the packet in to the Credential Office and they approve your application, they will submit the information to CCTC.
• You will be notified by the California Commission on Teacher Credentialing to complete the personal and professional fitness and payment portions of the process.
• Within two - five working days you should receive confirmation that your credential has been recommended, providing there are no extenuating circumstance, followed by a notice of granting.
• Once you receive notification from CTC, please take a copy of the notification to the SSUIP Office in ED 1205.

Carolyn Burch
CSU, Northridge
18111 Nordhoff Street
Northridge, CA 91330–8265
(818) 677–6370
carolyn.burch@csun.edu
Room 1205, Education Bldg.

5/29/14
1. Information About the Applicant and Current Teaching Position

Name: ____________________________ Date of Birth: ____________________________

Home Address: ____________________________ City: ____________________________ State: ____________________________ Zip: ____________________________

Home Phone: ____________________________ Cell: ____________________________ Home E-Mail: ____________________________

School in which you are employed: ____________________________ School Fax: ____________________________ School Phone: ____________________________

School Calendar including Starting Date: ____________________________

School Address: ____________________________ City: ____________________________ State: ____________________________ Zip: ____________________________

Subjects Taught: ____________________________ Grade Level (s): ____________________________

Have you ever been a student at the California State University, Northridge? Yes _____ No _____ If yes, what was your student number? ____________________________ Social Security Number: ____________________________

Have you passed the CBEST? Yes _____ No _____

With a writing score of 41 or better? Yes _____ No ____ What was your writing score? ____________________________

Provide a copy of CBEST scores

Have you taken the U. S. Constitution? Yes _____ No _____ If yes, did you pass it? Yes _____ No _____

Provide a copy of U.S. Constitution Passage or Qualifying Course

Have you taken the CSET? Yes _____ No _____ If yes, have you passed it?* Yes _____ No _____

Do you have a Subject Matter Waiver? Yes _____ No _____

Provide a copy of CSET Scores or Waiver

Please check the credential(s) you are seeking: □ Single Subject in ____________________________ Content Area

□ BCLAD (See Credential Office or SSUIP Director for Additional Requirements)

Overall GPA: ____________________________ (2.67 overall or 2.75 in last 60 units)

Provide a copy of CSUN Transcript

2. Information About the Applicant’s Academic Background

Please list the schools you have attended and the degree(s) or credential(s) received

College / University: ____________________________ Credential / Degree: ____________________________ Date: ____________________________

College / University: ____________________________ Credential / Degree: ____________________________ Date: ____________________________

College / University: ____________________________ Credential / Degree: ____________________________ Date: ____________________________

What was your undergraduate major? ____________________________

If you have completed a graduate degree, what was the discipline or professional field? ____________________________
3. In addition to the 45 hours of early field experience required for the Credential Application, Interns must complete 120 clock hours of pre-service field experience before qualifying for the Intern Program.

The state requires that an Intern credential candidate participate in 120 clock hours of pre-service field experience. There are a variety of ways in which to complete this requirement. Look on page 7 at the checklist for specific information. Please attach any verifying documents to the application.

4. CBEST Writing Score
I understand that the writing requirement (41 or better on CBEST Writing, approved course, or score of 10 on UDWE) must be met BEFORE applying for the Intern Program.

Signature of Applicant: ___________________________ Date: ___________________________

5. Grade Point Average
I understand that I must maintain an overall GPA of 3.0 while completing the Credential Program. I also understand that I may NOT receive a grade of C- without retaking that course.

Signature of Applicant: ___________________________ Date: ___________________________

6. I verify that I
• have a full-time teaching job offer at a public secondary school
• will teach in content area of the Intern Credential
• will teach in a full-class situation (usually 20 students or more)

Signature of Applicant: ___________________________ Date: ___________________________

7. Required Enrollment
• I understand that I must be enrolled in classes each semester in which I hold the Intern Credential and
• I understand that I must immediately notify the SSUIP Directors of any change in employment status.

Failure to do one or both of the above can lead to revocation of the Intern Credential.

Signature of Applicant: ___________________________ Date: ___________________________

8. Change of Program Clarification
When a candidate transfers from the Traditional Single Subject Credential Program to the Intern Program and has already received credit for SED 554 and 554S, SED 554 and 554S will substitute for SED 594 and 594S in the Intern Program, because the Preliminary Teaching Event is completed in both. The candidate would be required to enroll in and pass SED 593 and 593S before qualifying for SED 555I and SED 555S.

Signature of Applicant: ___________________________ Date: ___________________________

9. Required Statement of Personal and Professional Fitness
The following question must be answered yes or no for the application to be considered.

If your answer is “yes” please submit a photocopy of your emergency permit as well as a letter of explanation.

Have you ever been convicted or pled “nolo Contendere” to any violation of the law in any state or nation (other than very minor traffic offenses)?

☐ Yes   ☐ No

10. Verification of All Information Provided
I verify that all the information provided as a part of this application is true and complete to the fullest of my knowledge.

Signature of Applicant: ___________________________ Date: ___________________________

5/29/14
**Intern Questionnaire - SSUIP**

School Name: __________________________________________________________________________

School District: _________________________________________________________________________

1. First Name: _____________________________ Last Name: ______________________________
   Email address: __________________________________

2. Gender:  Male  Female
   What is your birth date? ______/_______/______

3. I estimate that I will complete my intern program (month) _____, (year) _____.

4. For the year immediately preceding entering the internship credential program, please indicate which one of the following career categories best defines your experience:
   ___ Military (Armed Forces)
   ___ Technical & Scientific Industries (e.g. engineering)
   ___ Social Services (e.g. health related, government)
   ___ Other business or industry (e.g. sales, legal, clerical, manufacturing)
   ___ College/University (recent graduates)
   ___ Paraprofessionals (e.g. classroom aides)
   ___ Provisional/Emergency/Substitute Permit Holders
   ___ Other Teaching (e.g. private school, college)
   ___ Other (list job) _________________________________________________________

5. What is your ethnicity?
   ___ African American or Black
   ___ Asian American/Asian/Indian (e.g. Chinese, Japanese)
   ___ Latino, Latin American, Puerto Rican, Mexican American, Chicano or other Hispanic
   ___ SE Asian American SE Asian (e.g. Cambodian, Hmong)
   ___ Pacific Islander, Filipino
   ___ Caucasian (non-Hispanic)
   ___ Native American/Alaskan Native
   ___ Other  _____________________________________________

6. When and where did you receive your undergraduate degree?
   ___ In California  ___ Outside California
   ___ UC  Which State or Country? ______________________
   ___ CSU
   ___ Private Institution
   Please indicate campus ____________________________________________

5/29/14
7. Please indicate the credential you are working toward:

<table>
<thead>
<tr>
<th>Agriculture</th>
<th>Industrial &amp; Technology Education</th>
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</thead>
<tbody>
<tr>
<td>Art</td>
<td>Mathematics</td>
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<tr>
<td>Business</td>
<td>Music</td>
</tr>
<tr>
<td>English</td>
<td>Physical Education/Dance</td>
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<tr>
<td>Languages other than</td>
<td>Science (Biological, Chemistry, Physics and Geo Sciences)</td>
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<tr>
<td>English</td>
<td></td>
</tr>
<tr>
<td>Health Science</td>
<td>Social Science (History, Economics, Government, other)</td>
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<tr>
<td>Home Economics</td>
<td></td>
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</tbody>
</table>

8. What grade level(s) will you teach this year? (Mark all that apply.)

   ___ 6   ___ 7   ___ 8   ___ 9   ___ 10   ___ 11   ___ 12

9. What subject(s) are you assigned to teach this year? (Mark all that apply—select the options that best describe your assignment?)

   ___ English (e.g., writing, literature, journalism, yearbook, drama, speech)
   ___ Mathematics (e.g. general, algebra, geometry, statistics, trig, calculus)
   ___ Science (e.g., general, biology, chemistry, physics and geology)
   ___ Social Science (e.g., history, economics, government, geography, civics)
   ___ Physical Education & Dance
   ___ Languages other than English
   ___ Art
   ___ Music
   ___ Agriculture
   ___ Business (e.g., computers, data processing, business law, bookkeeping)
   ___ Health
   ___ Home Economics
   ___ Industrial Arts/ROP
   ___ AVID, or other similar assignment
Single Subject University Intern Program

**SSUIP**

**Personalized Plan**

Name: ___________________________________  Today’s Date: ___________________________________

Student ID#: ____________________________ Intern Credential Expiration Date: ________________

<table>
<thead>
<tr>
<th>COMPLETED</th>
<th>SEMESTER</th>
<th>DATE</th>
<th>NOTES</th>
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</thead>
<tbody>
<tr>
<td>SED 511</td>
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<tr>
<td>SED 593/593S</td>
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<td>SED 521</td>
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<td>SED 594/594S or 554/554S</td>
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<td>HSC 466AD</td>
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<tr>
<td>SED 555I/555S</td>
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**Semester One**

**Semester Three**

**Semester Two**

**Semester Four**

**Summer I**

**Summer II**

_______________________________________  ___________________________________
Program Director Signature  Intern Signature

5/29/14
**SSUIP Application**

**California State University, Northridge**  
**Secondary Education**  
**Pre-Service Requirement for Single Subject Interns**

Name: ___________________________________________  Email: _______________________

<table>
<thead>
<tr>
<th>CSUN Credential Courses Completed:</th>
<th>Semester Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coursework must be verified by transcript.</td>
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<tr>
<td>SED 511</td>
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<td>SED 521</td>
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<thead>
<tr>
<th>Independent Pre-service Study Modules Completed:</th>
<th>Date Completed</th>
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</thead>
<tbody>
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<td>Classroom Management &amp; Planning</td>
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<tr>
<td>Developmentally Appropriate Teaching Practices</td>
<td></td>
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<tr>
<td>Pedagogy: Single Subject</td>
<td></td>
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<tr>
<td>Communication Skills, Including Reading</td>
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<tr>
<td>Teaching English Learners</td>
<td></td>
</tr>
</tbody>
</table>

I certify that this participant has received the pre-service instruction prior to applying for an intern credential and taking responsibility as “Teacher of Record.”

Intern Signature: ___________________________  Director Signature: ___________________________

Date: ___________________________  Date: ___________________________