Single Subject University Intern Program  
FAQs • Frequently Asked Questions

Director’s Office  
Carolyn R. Burch, ED 1205  
carolyn.burch@csun.edu  
(818) 677-6370

1. What are the basic requirements for admission to SSUIP?
   • Be offered a fulltime teaching position in a public middle school or high school. Your teaching situation must be in a full class setting - usually defined as a minimum of 20 students. (No individual tutoring, etc.)
   • Have passed CBEST. You need a writing score of 41 or better to meet upper division writing requirement.
   • Have met the subject matter requirement in your teaching field by examination or subject matter program. - CSET Examinations or 100% subject matter met through subject matter program.
   • Have met the U. S. Constitution requirement by course or examination.
   • Have completed 160 hours of Preservice Instruction. Please see the Intern Director for this information.

2. How do I get started?
   • Make an appointment with the Director of SSUIP at carolyn.burch@csun.edu.
     a. Complete the CSUN Graduate Admissions application (available online www.csumentor.edu).
     b. Complete the application to the Single Subject University Intern Program & Credential Program Application. Filing of the application is not an automatic admission to the Credential Program. Please note that you must have a GPA of 2.67 overall cum or 2.75 in last 60 units.
     c. Complete the application for the University Intern Credential. Intern Authorization for Employment signature must be obtained from employing district.
   • Submit the completed applications (b, c & d) to the Director for review. The Director will advise you about the next steps.

3. How long is the Intern Program?
   • The Intern Program can be completed within two years. Interns may enter the program in the fall or spring semesters.
   • It is possible to complete the program in a shorter time, depending upon the number of courses taken each semester. In order to do so, the Director must approve a Personalized Plan.

4. When are Intern classes offered?
   • Classes are offered in the late afternoon and evening (4:00 p.m. & 7:00 p.m.) during the academic year and summer term.
   • Intern Seminars are restricted the first year for University Interns. The restricted ticket numbers and permission numbers for these classes are available prior to registration from the SSUIP Office.

5. What must be completed prior to the final field experience, SED 555I?
   • Maintain an overall 3.0 GPA in all credential courses.
   • All prerequisite courses must be completed before taking 555I. The Director must approve of any courses to be completed concurrently or after 555I.

6. How do I apply for the final field experience, SED 555I?
   • The SSUIP has a special application for final Field Experience. Get the application from the Director.
   • Intern Seminars are restricted the first year for University Interns. The restricted ticket numbers and permission numbers for these classes are available prior to registration from the SSUIP Office.

7. Do I need to be assigned to another classroom to do my final field experience?
   • You will do your final field experience in your own classroom. However, you must be teaching full-time in the content area of your credential and you must be teaching in a full-class situation (usually 20 students or more).
   • You will be assigned a university supervisor and an on-site cooperating teacher to supervise your final field experience.

8. What about Financial Aid opportunities?
• Explore mini-grants, regular grants, forgivable loans, and other financial aid opportunities by visiting Financial Aid, Room 130, CSUN Student Services Building or by going online at www.csun.edu/finaid.

• Visit the Credential Office reception area for additional financial aid opportunities.