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Updated Fall 2018
The California State University, Northridge (CSUN) Special Education Intern Program provides an opportunity for teachers to complete a preliminary credential while on-the-job. The program, offered in collaboration with local school districts and other local educational agencies (LEA’s), is comprised of credential coursework, field experiences, and seminars that prepare teachers to work effectively with special education students. Courses are offered in the late afternoon and evening with the program typically completed in two years. Teachers earn a Preliminary Education Specialist Credential in Mild/Moderate Disabilities, Moderate/Severe Disabilities, Early Childhood Special Education or Deaf and Hard of Hearing. Each program is aligned with the California Standards for the Teaching Profession (CSTP) and approved by the California Commission on Teacher Credentialing (CTC).
The CSUN Special Education Intern Program

Special features of the Special Education University Intern Program assist on-the-job teachers in completing preliminary credential coursework within the 2-year time limit of the credential.

**Cooperative agreement:** CSUN and the local educational agency (LEA) (e.g., district or school) share responsibilities in providing intern support and supervision which are delineated in a Memorandum of Understanding signed by CSUN and the LEA.

**Mentoring and guidance:** A faculty advisor is assigned to each intern at the beginning of the program and provides ongoing credential advisement and support throughout the program.

**Individualized advisement:** Each intern receives at the beginning of the program a detailed list of all requirements to complete the credential.

**Collegial support:** Seminars each semester provide collegial support through the exchange of ideas, networking, and collaborative problem solving.

**Classroom support:** One-to-one support is provided in the intern's own classroom by a CSUN faculty member who supervises for all four semesters (DHH, MM and MS). In ECSE, interns are provided three semesters of support in their own classroom and another supervised experience in an infant/toddler student teaching placement.

**Onsite Support:** Each intern is supported by a district or school assigned support person from his/her own school location to provide a local source for help and assistance for each of the four semesters of internship (DHH, MM, MS). In ECSE, interns are provided three semesters of onsite support in their own classroom and another supervised experience in an infant/toddler student teaching placement.

**Acceleration of advanced study:** Intern coursework may be applied to a Master's Degree in Special Education.

**Program emphasis:** The program is designed to provide a hands-on, reality-based course of study, link theory with practice, and develop reflective practitioners prepared to serve students with disabilities from diverse cultural and linguistic backgrounds.
Intern Program Model

The Conceptual Framework of the Michael D. Eisner College of Education is implemented through its professional education courses. The Special Education University Intern Program is one of its programs providing coursework leading to the Mild/Moderate, Moderate/Severe, Early Childhood Special Education, or Deaf and Hard of Hearing Preliminary Education Specialist Credential. The University Intern Program is based on the California Standards for the Teaching Profession. The program model provides coursework, practica, and seminars based on quality curriculum, support, advisement, and assessment for CSUN interns.

Model of Intern Preparation

Coursework

- Special Ed courses in inclusive education, & positive behavioral supports
- Specialization courses in assessment, curriculum and instruction
- For DHH, MM, and MS, and general Ed methods course (Elementary 565 Math or Secondary 525 methods in appropriate subject area)

Seminars

- Content sequenced to address interns’ needs
- Assignments facilitating & documenting intern progress
- Self-evaluation and reflection
- Development of individualized requirements for Induction
- Collegial support

Practica

- Position in participating Local Educational Agency (LEA) as a special education intern
- University guidance and supervision of interns’ own classrooms
- On-site support providers
- Performance-based assessment

Intern Program Information – Updated Fall 2018
Eligibility Requirements for Admission

The applicant must be employed, or offered employment, as a special education teacher of record at a cooperating local educational agency (LEA) (e.g., district/school). The LEA is designated as a cooperating LEA through a signed Memorandum of Understanding with CSUN.

All University and Credential admission requirements must be met (see credential website: https://www.csun.edu/eisner-education/credential-office. An intern can only receive exceptional admission for a low undergraduate GPA (under 2.67).

Admission requirements include the following.

- Passage of the appropriate subject matter exam (Multiple or Single Subject CSET) or clearance from an academic program
- Passage of basic skills requirement (e.g., passage of CBEST with a writing score of 41 or better or CSET writing skills exam)
- Verification of the U.S. constitution requirement
- Completion of the 165-hour Pre-service requirement (see below)

Intern Preservice Preparation Requirements – 165 hours that include 45 hours devoted to teaching English learners and preparation in classroom management and planning, reading/language arts, specific pedagogy, and human development through one of three options:

- Option 1: Teaching credential (e.g., multiple or single subject) with an English learner authorization or a CLAD Certificate
- Option 2: Completion of CSUN courses or equivalency (taken Fall 2003 or later) (SPED 400, 406, or SPED 431ECSE) AND Extended Learning online module Teaching English Learners
- Option 3: Completion of CSUN courses or equivalency (taken Fall 2003 or later) (SPED 400, 406, or SPED 431ECSE) AND SPED 416 or SPED 500
10 Easy Steps to becoming an INTERN

**Step 1:** Contact an advisor within your specialization area for information and an admission interview

<table>
<thead>
<tr>
<th>Specialization</th>
<th>Advisor</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deaf/Hard of Hearing</td>
<td>Dr. Ellen Schneiderman</td>
<td><a href="mailto:ellen.schneiderman@csun.edu">ellen.schneiderman@csun.edu</a></td>
</tr>
<tr>
<td></td>
<td>Dr. Rachel Friedman Narr</td>
<td><a href="mailto:rachel.narr@csun.edu">rachel.narr@csun.edu</a></td>
</tr>
<tr>
<td>Early Childhood Special Education</td>
<td>Dr. Michele Haney</td>
<td><a href="mailto:michele.haney@csun.edu">michele.haney@csun.edu</a></td>
</tr>
<tr>
<td>Mild/Moderate Disabilities</td>
<td>Dr. Nancy Burstein</td>
<td><a href="mailto:nancy.burstein@csun.edu">nancy.burstein@csun.edu</a></td>
</tr>
<tr>
<td>Moderate/Severe Disabilities</td>
<td>Dr. Kathy Peckham-Hardin</td>
<td><a href="mailto:kathy.phardin@csun.edu">kathy.phardin@csun.edu</a></td>
</tr>
<tr>
<td></td>
<td>Dr. Amy Hanreddy</td>
<td><a href="mailto:amy.hanreddy@csun.edu">amy.hanreddy@csun.edu</a></td>
</tr>
</tbody>
</table>

**Steps 2 – 4 may be completed simultaneously**

- **Step 2.** Contact [Dr. Tamarah Ashton](mailto:Dr.Tamarah.Ashton@csun.edu) for guidance on the Intern Program and requirements to enroll in the Intern Program.
- **Step 3.** Submit CSUN application (if not already admitted to CSUN)
- **Step 4.** Submit Credential Program Application (if not already admitted to the Credential Program)

**Paperwork for Steps 5 – 8 must be reviewed by Dr. Ashton and then submitted to the Credential Office at CSUN**

- **Step 5.** Obtain Verification of Completion of Pre-service Component from Dr. [Tamarah Ashton](mailto:Dr.Tamarah.Ashton@csun.edu) **Step 6.** Request letter of eligibility from credential office.
- **Step 7.** Provide [Intern Authorization for Employment](mailto:Dr.Tamarah.Ashton@csun.edu) to Dr. Ashton for her signature.
- **Step 8.** Complete [Intern Credential Request Form (.pdf)](mailto:Dr.Tamarah.Ashton@csun.edu)
- **Step 9.** Submit the following documents to the Credential Preparation Office
  - Intern Credential Request Form
  - Intern Authorization for Employment
- **Step 10.** Upon receipt of email from Commission on Teacher Credentialing pay online for intern credential

Contact appropriate specialization advisor (see above) for advisement regarding courses.

*Please note that requirements may change whether or not they are specified here.*
Intern Program Requirements

- Interns must complete all program requirements as listed on their Credential Progress Report (CPR).
- Interns must successfully complete a **minimum of six units** each semester, and maintain an overall GPA of 3.0. Failure to do so will result in *cancellation of the intern credential*. (For credential coursework, a grade of **C** or higher must be obtained in order to receive credit for the course.)
- Interns must be hired as the teacher of record in a special education program. Interns must notify their supervisor and the program office immediately when/if employment changes occur.
- Interns must successfully complete their assigned section of SPED 506 each semester of the program.
- Upon completion of all coursework and other program requirements, the intern applies for the Mild/Moderate, Moderate/Severe, Early Childhood Special Education or Deaf and Hard of Hearing *Preliminary Education Specialist Credential* through the CSUN Credential Office.

It is the intern’s responsibility to understand all program requirements. The information on this website has been written as a reference guide that should be referred to often.
The Field Experience Team

As required by the Commission on Teacher Credentialing, all CSUN interns are supervised during their participation in the intern program. This requirement is met through the enrollment in SPED 506 (intern seminar and practicum) each semester for the 2-year period. The intern's field experience is designed and coordinated by a team consisting of the University Supervisor, Support Provider, and the Co-Directors of the Special Education University Intern Program. Open communication is a major responsibility of each member of the field experience team. All members must be aware of the special role each has to fulfill, and that the common goal of the team is the success of the intern.

Interns receive supervision by the CSUN university supervisor and a support provider from the local educational agency (LEA).

University Supervisor
The University Supervisor is the intern's field supervisor, and integrates the various aspects of the teaching assignment by scheduling visits, observing, conferencing, and keeping communication lines open. The University Supervisor makes a minimum of 2 visits each semester for four semesters (minimum of eight site visits and consultations over the 2-year program). The University Supervisor responds quickly when needs arise, and serves as a sounding board and resource for the intern. The University Supervisor also conducts the SPED 506 seminar for a cohort of interns, meeting every other week, and communicates regularly with the Support Provider.

Support Provider
An on-site Support Provider is selected in collaboration with the local educational agency (LEA) to support the intern during the two-year program with responsibilities outlined in the Memorandum of Understanding. The Support Provider assists and guides the intern in developing effective practices. All Support Providers complete a minimum of 3 feedback forms and 20 hours of documented contact (Tan log) with the intern each semester.
CSUN Special Education Intern Program
CSUN/LEA Shared Responsibilities

Teaching Internship Programs are designed to help districts meet shortages of qualified teachers and to attract persons into teaching who would not normally enroll in a traditional preparation program. Internships provide an alternative route to certification that allows candidates to obtain credentials while teaching in classrooms. California State University, Northridge (CSUN) has a cooperative agreement with this LEA to provide preservice, support, and supervision to interns participating in the CSUN Special Education Intern Program. Summarized below are the responsibilities of CSUN and the LEA.

CSUN Education Specialist Preliminary Credential Program
CSUN Special Education Interns are required to complete a 2-year Education Specialist Credential Program that includes the following.

- Coursework – Interns must complete a minimum of two courses each semester and maintain an overall GPA of 3.0 with a grade of C or better in all courses.
- Intern Seminar – The seminar, meeting one to two times a month, is designed to provide support and guidance to a cohort of interns who are learning to teach while on-the-job.
- Supervision - The University Supervisor, typically the seminar instructor, observes and conferences with the intern twice a semester and a minimum of eight times during the 2-year program.

LEA Support Provider
Interns are assigned a Support Provider by the LEA who agrees to mentor the intern for a minimum of 20 hours each semester. Qualifications and responsibilities are outlined below.

Qualifications of the Support Provider

- Valid corresponding Clear or Life Credential and EL Authorization (if responsible for providing specified EL support)
- Education Specialist credential or its equivalent
- Minimum of three years of classroom teaching experience

Required Responsibilities of the Support Provider (Minimum of 20 hours of contact)

- Three observations with written feedback
- Phone and email contact with the University Supervisor

Examples of Support and Supervision Activities

- Classroom observations and coaching
- Demonstration lesson(s) and co-teaching activities
- Contacts through meetings, email, phone (voice, text), and/or video conferencing related to observation, problem-solving, planning, curriculum and/or instruction
- Attendance with intern at professional meetings (professional development, IEP meetings, faculty meetings)
- Planning/assessment activities
- Analysis of student work with intern
- Assistance in IEPs and addressing needs of English learners
Frequently Asked Questions by Interns

What are the criteria for my local educational agency (LEA) to participate in the intern program? Each LEA must be approved as a CSUN cooperating educational agency through a signed Memorandum of Understanding (MOU). The MOU outlines the responsibilities of the LEA and CSUN regarding the intern program and must be signed by both entities.

How many courses must I be enrolled in each semester of the intern program? You must be enrolled in a minimum of 6 units (e.g., a course and the intern seminar) each semester. If you are not enrolled, your intern credential will be cancelled.

What if I become ill or have a family emergency during the semester? You may apply for a medical leave and should discuss the problem with your advisor.

What if I don’t complete the intern program within the 2 years allowed on an intern credential? If you do not complete the program in two years, you may submit an appeal for a 1-year extension. You must complete an application and meet with your advisor to develop a “plan for completion”. The form must be signed by your intern advisor and the intern coordinator.

What if I complete required coursework but have not met all program requirements (e.g., the RICA exam or writing proficiency requirement)? If you have completed courses but have not completed the program, contact your advisor. You must continue to be enrolled or your intern credential will be cancelled.

What if I’m enrolled in the 4th semester SPED 506 but have courses remaining in the program? Interns enrolled in their 4th semester of SPED 506 will receive an Incomplete in the final seminar until all coursework for the Preliminary Credential is completed OR at the end of their 3rd semester SPED 506, interns who have more than 6 units remaining in their programs will have to STEP OUT and postpone their final semester of 506 until they have completed required coursework. The above decision must be made in conjunction with the intern advisor in your specialization.

What if I transfer to the intern program from the traditional program? Typically interns complete a 2-year 4-semester program. However, some interns complete most of their coursework as a traditional student and then apply for an intern credential. Candidates in three specializations (DHH, MM, MS) who become interns when they have 9 or fewer units of courses remaining in their program (not counting student teaching) may register for one semester of SPED 506 (the specific SPED 506 determined by the specialization) and SPED 580/SPED 580S. Candidates in ECSE must complete 3 semesters of SPED 506 and one semester of SPED 578 or SPED 580ECI.