SUPPORT PROVIDER ORIENTATION

THANKS FOR SUPPORTING A NEW TEACHER!
WELCOME TO THE CSUN INTERNSHIP PROGRAM
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 your local educational agency (LEA) to provide preservice, support, and supervision to interns participating in the CSUN Special Education Intern Program.
CSUN’S SPECIAL EDUCATION INTERN PROGRAM

CSUN Special Education Interns are required to complete a 2-year Education Specialist Credential Program that includes:

• **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.
YOUR ROLE AS A SUPPORT PROVIDER

The Support Provider is an invaluable asset to the program. Interns need your support and expertise!

**Required Responsibilities of the Support Provider**

- A minimum of 20 hours of contact supporting the intern each semester
- Three observations with written feedback
- Contact with the University Supervisor

**Examples of Contact with the Intern**

- 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
THE UNIVERSITY SUPERVISOR

• Makes a minimum of 2 visits each semester, observing the intern and providing feedback

• Communicates with the support provider as needed

• Completes an evaluation form on the intern each semester

THE SUPPORT PROVIDER

• Provides 20 hours of contact with the intern each semester as documented on the Tan Log

• Assists and guides the intern in developing effective practices

• Completes 3 observation/feedback forms
INFORMATION AND FORMS FOR THE INTERN PROGRAM

The Intern Handbook
Observation Form
Tan Log