

**Multiple Subject / Single Subject Intern Program
Admission Request Form**

There is an admission process to the university intern credential program. Please complete this five-page application form if you want to be considered for the university internship program. Your packet should also include typewritten answers to the questions listed at the bottom of page 5.

- You must be in good academic standing.
- You must complete an admission interview specifically for the intern program.
- Employment as a classroom teacher does not automatically qualify you as a candidate for the university intern program.
- If you are approved for admission to the intern program, you may request a letter confirming eligibility from your academic advisor. (Bakersfield: [Marcus Duarte Smith](#). College of the Canyons, High Desert & Ventura: [Judy Henson](#).)
- Do not present yourself to a school district as “intern eligible” unless you have the letter of confirmation.

Return this form to your academic advisor.		Campus:	
Name:		ID #:	
Address:			
City:		State, Zip:	
Home Ph:		Cell Ph:	
E-Mail:	@laverne.edu	Work Ph:	
I am seeking a University Internship Credential:	Multiple Subject	Single Subject. Area:	
Enter the name of your university supervisor: (The person from the university who observed your lessons.)			
	We will contact your supervisor for their recommendation.		

Recommendations for the intern program from:	For Office Use Only	
University Supervisor:	<input type="checkbox"/> Support	<input type="checkbox"/> Do not support
Intern Admission Interview #1		
Faculty Name:	<input type="checkbox"/> Support	<input type="checkbox"/> Do not support
Signature: _____ Date: _____		
Intern Admission Interview #2		
Faculty Name:	<input type="checkbox"/> Support	<input type="checkbox"/> Do not support
Signature: _____ Date: _____		

Name:		ID #:	
I am seeking a University Internship Credential:	Multiple Subject	Single Subject. Area:	

The following items are prerequisites to the intern program:			
Requirement	Date/Term	Grade	Verified - Office Use Only
Bachelor's degree posted			BACH
EDUC 460 (old program) or EDUC 425 (MS) or EDUC 427 (SS)			
EDUC 470 (old program) or EDUC 426 (MS) or EDUC 428 (SS)			
Passing score on writing assessment (3 or 4)			EDWR
Passing score on CBEST			EDCB
Passing score on CSET OR Approved subject matter competence program with satisfactory GPA. Subject area: CA Institution: ◆ See Executive Order note below			CSET Or SMW SMW GPA
Fulfillment of US Constitution			CCON
Fulfillment of public speaking			CSPH
Current fingerprint clearance with CCTC			EDCC
Current TB clearance			TB
GPA ≥ 3.0			GPA =
Written Response Interview Questions See page 5 for instructions.			

◆ The Governor's Executive Order and SB 820 suspends the subject matter competence requirement for internship candidates who were unable to complete the CSET exam due to COVID-19 testing center closures between March 19, 2020 and August 31, 2021. The internship credential must have an issuance date no later than August 31, 2021. Applicants for whom CSET was suspended must complete CSET prior to being recommended for a preliminary credential.

To be completed by the academic advisor and/or credential analyst		
<input type="checkbox"/> CAPP or DW Report Check	<input type="checkbox"/> La Verne Transcript	<input type="checkbox"/> Dispositions Check
Intern prerequisites verified as met	Advisor:	Date:
Intern prerequisites verified as met	Analyst:	Date:

Name:		ID #:	
I am seeking a University Internship Credential:	Multiple Subject	Single Subject.	Area:

School District Information			
Complete this section if you are having discussions with a school district about an internship position. (If not, it is okay to leave this section blank.)			
District:			
School:			
Address:		City, Zip:	
School Phone:			
Principal's Name:		Mr.	Ms. Dr.
Principal's Email:			
Proposed teaching assignment	Grade Level(s)		Subject:
School-Site Support Provider:			
Support Provider's Email:			

Partnering School District, School, School-Site Support Provider, and Position Requirements
<p>Partnering School District and School</p> <ul style="list-style-type: none"> • It must be a WASC accredited public or public-supported charter school. • There must be a diverse student population with at least 25% English Language Learners. • We must have a confirmed internship agreement with the school district. <ul style="list-style-type: none"> - If one does not exist, then a Memorandum of Understanding will be sent to the school district for approval. - The school district must agree to the MOU. <p>School-Site Support Provider</p> <ul style="list-style-type: none"> • A qualified mentor teacher must be assigned to you. This cannot be an administrator. <ul style="list-style-type: none"> ○ The Support Provider must have a Clear Credential in same content area as the intern candidate. ○ The Support Provider must have an English Learner Authorization. ○ The Support Provider must have at least 3 years of teaching experience. • The Support Provider must make a commitment to support the intern candidate. • The Support Provider and the University Supervisor have a shared responsibility to provide 144 hours per year in mentorship and supervision. The hours must be documented. • In addition, the Support Provider and the University Supervisor have a shared responsibility to provide 45 hours per year in English Learner instruction mentorship and supervision. The hours must be documented. <p>Position</p> <ul style="list-style-type: none"> • The position must be at least a 75% teaching contract. <ul style="list-style-type: none"> ○ Single Subject candidates must have at least 4 periods a day in their subject area. • The position must be in the intern candidate's credential content area. <ul style="list-style-type: none"> ○ Multiple Subject = either K-6 elementary setting, or ... ○ Multiple Subject = at least 2 different subjects for at least 2 periods each day in a 6-8 middle school setting as a self-contained classroom.

Name:		ID #:	
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If you are intern eligible , and a school district wants to hire you, the following steps must take place:	
Step #1:	The university must confirm we have an internship agreement with the district.
Step #2:	<p>If/when the agreement is in place, the next step is to have the employing school district write a letter stating the following information:</p> <ul style="list-style-type: none"> ✓ School where you will be working. ✓ Subject area. ✓ Grade level(s). ✓ Number of periods. Single Subject candidates must have at least 4 periods a day in their subject content area. ✓ Requested issuance date of the internship credential.
Step #3:	The third step is to apply for the internship credential with the California Commission on Teacher Credentialing. Your academic advisor or credential analyst will assist you with the application process.

Important Notes:

- ❖ The Internship Credential is valid for two (2) years. You **MUST** complete the Teaching Credential program requirements within that time frame.
- ❖ If your school district changes your teaching assignment, you **MUST** communicate with your Regional Academic Director and university supervisor. They need to know you are at a new school.
- ❖ As an Intern you **MUST** register in **EDUC 467: Internship Teaching** every term (unless you are registered in student teaching), until you have finished the program and are recommended for Preliminary Teaching Credential. Intern candidates must be prepared to pay for EDUC 467 if it isn't covered by financial aid.
- ❖ You **MUST** continue to take the methodology courses in the credential program and maintain satisfactory academic progress.
- ❖ You **MUST** stay in good academic standing with the university while on an internship credential.
- ❖ Failure to meet these requirements will result in being dropped from the internship program. If you are dropped from the university intern program, the university must notify the California Commission on Teacher Credentialing and the employing school district.

I have read and understand the statements above.

Student's Signature: _____ Date: _____

Name:		ID #:	
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**University of La Verne
EDUC 467: Internship Teaching
Policies and Procedures**

The intern program is a two-year program only. You must be completed with the program requirements prior to the end of your second year.

EDUC 467: Internship Teaching is for both Multiple Subject and Single Subject interns. It is a course designed to assist you in your first fully contracted position. All EDUC 467 requirements must be completed to maintain your intern status.

You must register your intern program participation online with the California Commission on Teacher Credentialing at the beginning of each year that you are an intern.

EDUC 467 is offered during the Fall, Winter, and Spring terms and must be taken each term that you remain as an intern. All interns must register in EDUC 467 and attend the EDUC 467 Internship Teaching Orientation.

I have read and understand the statements above.

Student's Signature: _____ Date: _____

Interview Questions

On a separate sheet of paper, please type your response to each of the following questions. Write a separate paragraph for each question.

1. Why are you interested in becoming a full-time teacher on a university internship credential?
2. Describe your experience in the classroom. How has this prepared you for becoming an intern teacher?
3. What type of support do you think you will need as an intern teacher?
4. Describe your plan to manage both a full-time teaching position and going to school concurrently.
5. The university will hold you to the same TPA deadlines as a non-intern student teacher. What strategies will you use to manage daily teaching responsibilities and lesson planning as well as meeting the TPA deadlines?

Scan and e-mail your application packet and answers to the questions above to your academic advisor.

Bakersfield	Marcus Duarte Smith	mduarte-smith@laverne.edu
College of Cyns, High Desert, & Ventura	Judy Henson	jhenson@laverne.edu