



INTERN AGREEMENT

The information contained in this document represents an agreement among all parties outlining responsibilities for the provision of experiences and instruction that will assist and support the Intern in meeting California credentialing requirements as part of the North Coast School of Education.

Intern Name: _____

University: _____ Circle One: Mult Subj Single Subj Ed Spec

Starting Date of Intern Program: _____ Anticipated Ending Date: _____

School Site: _____ District: _____

Districts and Universities participating in an Intern Program must adhere to all requirements in state law and provisions and regulations set forth for teacher preparation programs by the California Commission on Teacher Credentialing. Signatures on this document indicate each participating agency's and individual's acceptance of that basic responsibility. Beyond those laws and regulations, the parties agree to the following responsibilities:

Responsibilities of School District and Site Administrator

1. Assign the Intern to a paid teaching position authorized by the Single Subject, Multiple Subject, or Education Specialist Credential. Interns are paid on a full, non-reduced teacher's salary, based on the district's regular salary schedule.
2. Identify and assign a qualified Mentor and facilitate Mentor compensation.
3. Provide up to 5 release days per year for each Mentor and/or Intern. These release days may be used for observations, professional development, and/or to address the Intern Program responsibilities.
4. Provide appropriate district orientation and training for the Intern, Mentor and University supervisor.
5. Acknowledge the novice status of Interns and adjust assignments accordingly.
6. Acknowledge the need for the Intern to attend University courses and adjust the schedule accordingly.

Roles and Responsibilities of the University Supervisor

1. Understand the requirements of the Intern's state-approved professional preparation program.
2. Attend Intern Program orientations, seminars or training, as needed.
3. Observe the Intern teaching and provide feedback in accordance with University procedures.
4. Be available as a resource to answer the Intern's questions and to provide mentoring.
5. Communicate on a regular basis with the Mentor.
6. Maintain a written record of classroom observations and conferences.
7. Participate with the Mentor in assessing the Intern's progress each semester and document the credential recommendation at the end of the preparation program.

North Coast School of Education Responsibilities

1. Provide administrative oversight, coordination and compliance in regards to state requirements.
2. Provide training and guidance for Mentors.
3. Distribute funds to districts to be used for Mentor compensation.
4. Distribute funds to the University as delineated in the MOU or Budget Agreement.
5. Through the NCSOE Advisory Board and communication with NCSOE staff, provide a regular forum for communication and feedback about the program.

Responsibilities of Mentors

1. Complete *Professional Coaching & Mentoring Series* and attend any additional meetings or training.
2. Develop effective coaching and communication skills.
3. Understand the requirements of the Intern's state-approved professional preparation program.
4. Help orient the Intern to school and district procedures, routines, and regulations.

5. Develop a sustaining and thoughtful mentoring relationship with the Intern.
6. Meet weekly with the Intern to offer guidance and consultation.
7. Maintain regular communication with the University Supervisor.
8. Participate with the University Supervisor in assessing the Intern’s progress each semester.
9. Be available as a resource to answer the Intern’s questions and to provide general support and mentoring.
10. Share instructional ideas/materials with the Intern.
11. Serve as a role model for the teaching profession.
12. Create a profile/account on the NCSOE website and enroll in Intern Program.
13. Conduct guided conversations with the Intern to reflect on and self-assess classroom performance.
14. Conduct formal and informal classroom observations and provide specific written feedback to the Intern a minimum of two times per year.
15. Work with Intern to maintain the Intern Annual Program Summary.
16. Complete local program evaluation activities.
17. Complete a Self Assessment that is submitted via the online management system, Canvas.

Responsibilities of Interns

1. Apply and be accepted into the University and into the appropriate Intern Credential Program.
2. Apply for the California Intern Credential through the University Credential Analyst.
3. Understand the requirements of the Intern’s state-approved professional preparation program.
4. Create a profile/account on the NCSOE website, then register for and maintain continuous enrollment and participation in the Intern Program (courses and seminars and all responsibilities pertaining thereto).
5. Consult the Mentor, as necessary and appropriate, regarding school and district policies, procedures, and expectations.
6. Attend program orientations, seminars or trainings provided for the Intern.
7. Communicate regularly with the Mentor and University Supervisor regarding professional progress and development needs.
8. Provide lesson plans for observed lessons, as requested, to the Mentor and/or University Supervisor as part of the observation/support process.
9. Participate in observation conferences with the Mentor and University Supervisor, as appropriate.
10. Develop professional goals based on the California Standards for the Teaching Profession and the Teacher Performance Expectations.
11. Work collaboratively with the Mentor, site administrator, and NCSOE staff.
12. Meet weekly with the Mentor.
13. Maintain a monthly Intern Support and Supervision Table that is submitted to the NCSOE and the University.
14. Maintain the Intern Program Annual Overview Summary and submit to NCSOE via Canvas. This form is distributed to the school district and may be placed in an Intern’s personnel file as evidence of completion of the Intern Program.
15. Complete local evaluation activities and Retention Data Form.
16. Complete enrollment forms and submit to the NCSOE.
17. Complete the Intern Agreement (this form) and distribute accordingly.

Signatures below indicate understanding and acceptance of the terms spelled out in this agreement:

Intern:	_____	_____	_____
	print name	signature	date
Principal:	_____	_____	_____
	print name	signature	date
Mentor:	_____	_____	_____
	print name	signature	date
University Supervisor:	_____	_____	_____
	print name	signature	date