



# INTERN SUPPORT AND SUPERVISION PROGRAM

## INTERN ELIGIBILITY, ROLES, AND RESPONSIBILITIES



The North Coast School of Education (NCSOE) administers and operates a state-approved *Intern Support and Supervision Program (ISSP)* designed to support Interns enrolled in a University Intern Program or the NCSOE's "Be a Teacher" (BAT) Intern Program. The ISSP partners with the Intern's Credential Program and District. This partnership supports Interns in attaining a California Preliminary Credential. Upon successful completion of all program requirements, the University Intern Program or the NCSOE's BAT Intern Program will recommend Interns to the California Commission on Teacher Credentialing (CTC) for their Preliminary Credential.

### **ISSP Eligibility and Enrollment Procedures**

1. **Prior to being hired**, the University Intern Program or the NCSOE's BAT Program faculty and staff review a potential Intern's application to verify Intern credential program eligibility. The Intern Program's Credential Analyst determines if eligibility requirements for the Intern Credential are met. These conditions must be met **PRIOR** to the Intern Program's issuance of an Intern Credential:
  - Must be accepted, or eligible to be accepted, into an Intern Program approved by CTC
  - Has an offer of employment
  - Has fingerprint clearance via Certificate of Clearance or previously-met teaching permit
  - Is enrolled in the NCSOE's Intern Support and Supervision Program
  - Has met the approved pre-service preparation requirements cited below\*
  - Has met the US Constitution requirement
  - Has met the basic skills requirement (CBEST or multi subjects CSET writing option)
  - Has met subject matter competency (through coursework waiver or CSET exam)
  - Has completed 120 clock hours (or the semester and quarter unit equivalent) of initial teacher preparation" **prior** to the issuance of an Intern Credential. The pre-service requirement must be approved by CTC and include the following:
    - a. Classroom Management and planning
    - b. Developmentally appropriate teaching practices
    - c. Pedagogy related to the subject/grade level being taught
    - d. Teaching English Learners (minimum 45 hours)
    - e. Communication skills including reading
2. The Credential Analyst submits the Intern Credential application to CCTC and notifies NCSOE that the credential has been filed. An Intern Credential can only be issued **through an authorized Credentialing Office**. If the potential Intern currently has a teaching permit issued through the county office (Sub Permit, STSP or PIP), he/she is required to file for an Intern Credential regardless of the expiration date of the permit.
  - *If the potential Intern has NOT met the pre-service preparation or the U.S. Constitution requirements, it may be necessary to issue a Short Term Staff Permit (STSP). If the potential Intern has not met Subject Matter Competency, it may be necessary to issue a Provisional Intern Permit (PIP).*
3. Once accepted, the Intern credential program notifies Interns of academic and credential requirements and for the need to enroll in the NCSOE's ISSP.
4. **Interns and Mentors complete the online registration** at [www.ncsoe.org](http://www.ncsoe.org), creating an *account profile* and register for the *Intern Support and Supervision Orientation*. Interns and Mentors will be contacted by the ISSP Coordinator regarding program participation and next steps/timelines that apply to their individual situation. The ISSP Coordinator's contact information is located on the NCSOE website.

5. **Interns meet weekly with their district-assigned Mentor teacher.** Mentors advise the Intern about their involvement in the Intern Program and provide site level support and formative feedback about their participation in and progress towards completion of the Preliminary Credential program requirements.
6. **A Practicum Supervisor** is assigned by the University or the NCSOE's BAT Intern Program to ensure that the Intern is fully meeting University and Credential Program requirements. Interns meet with the Practicum Supervisor several times per year.

## **ISSP Responsibilities**

### **1. Credential Requirements:**

It is the **responsibility of each Intern** to apply for the Intern Credential and to accumulate evidence to document completion of all Intern Credential requirements, and, at the end of the program, to organize this evidence in support of their application for a California Preliminary Credential. The University and the NCSOE supports and facilitates this process.

### **2. Formative Assessment:**

Mentor Teachers observe lessons, both formally and informally, to gather **formative assessment evidence** that may be presented as proof toward Intern Credential completion. Formative assessment results are used to guide professional development and credential requirements, not for the purpose of teacher evaluation, nor employment decisions.

### **3. Meetings:**

Interns and Mentors are required to attend a Program orientation. Mentors also attend three professional development meetings per year. Interns also meet with Mentors on a weekly basis. Weekly meetings are used to ensure that Interns are successful in both their day-to-day teaching and in their Intern Credential Program coursework. Mentors guide the meetings to support Interns in problem-solving activities, completion of coursework assignments, curriculum development, or any other pressing issue being faced by the Intern. These meetings are documented on a monthly **Intern Support and Supervision Log** that is submitted to the Intern's NCSOE Profile page.

### **4. Support and Supervision Hours:**

A minimum of 144 hours of support/mentoring and supervision (*plus 45 hours of English Learner support*) shall be acquired by Interns each school year to may include coaching, modeling, and demonstrating within the classroom; assisting with course planning and problem-solving regarding students and curriculum; and developing effective teaching methodologies. In order to effectively document support and supervision hours, Interns are required to maintain a monthly **Intern Support and Supervision Log** that is reflective of employer-based and Commission-approved activities.

### **5. Required ISSP Documents:**

The Intern and Mentor maintain a complete record of program participation and monitor progress towards completion of program requirements (*e.g. the Annual Summary Overview, Classroom Observation Form, the Intern Program Agreement, the Mentor Application, and the Mentor Self-Assessment*).