



Checklist for Intern Application Packet

Hello Prospective Intern!

The items in this Intern Application Packet are required before becoming an Intern and after SJSU develops a Memo of Understanding with your school district. **Be sure to read each of these documents. After approval from the Intern Coordinator, you will apply for the Intern Credential.**

Name:

Item:			Check when completed and/or submitted:
1.	Collaborative Intern Program Application	Complete the top portion and submit to Department Office room 204. Be sure to attach your unofficial transcripts so that we have evidence of Pre-Service Hours.	
2.	Intern Agreement Form	Complete the form and get signatures from your new employer's Director of Special Education and School Principal and yourself. Return the form to the Department Office room 204. The Intern Coordinator will review the form and create an "Intern Memo" that you will take to the Credentials Office in room 108 with the items on the Credential Checklist (see Checklist link: http://www.sjsu.edu/education/departments/cred_office/index.html	
3.	Support Provider Application	Your employer will assign a Support Provider to help you during your internship. Please give this form to him/her to complete and return to the Department Office room 204. Note that the Education Specialist Credential he/she holds needs to be attached	
4.	Support Provider Job Description	Please give this form to the Support Provider for his/her signature and return to the Department Office room 204.	
6.	Support Provider Contacts	Please give this form to the Support Provider and complete it with him/her each time you have contact. Please send to the Department Office room 204 at the end of each semester (December and June) of the program.	
7.	Supervision Course Application	You will take EDSE 105 in the first semester of the internship. Complete this form and take it to the Department Office room 204. A permission code will be emailed to you for EDSE 105 prior to classes starting. Be sure to check the web site for the first seminar date/time.	
8.	Intern Institute	Attend the week-long Intern Institute in the summer prior to starting the new job, or in the summer following your start date if it is later than August.	