

Intern Application Packet Checklist

Dear Prospective Interns:

In order to be considered as a candidate for the Intern Program, all of the items listed below need to be submitted in a completed Intern Application Packet. As such, please download these forms (please staple all documents together), complete each section that applies to you, and then submit your completed packet (with this checklist as your cover sheet) to the department of Special Education, located in SH 204.

ITEM #	DOCUMENT TITLE	DOCUMENT INSTRUCTIONS	DATE SUBMITTED (OFFICE USE ONLY)
1.	Collaborative Intern Program Application	Please only complete the top portion of this form; it is to be included in your application packet as page 1.	
2.	IRIS Module Instructions	Please complete two IRIS Modules.	
3.	Intern Agreement Form	<p>Please complete this form*, remembering to obtain the required signatures from the <i>Director of Special Education</i>, your <i>School Principal</i>, and yourself. This form must be included in your application packet.</p> <p>*Your form will be reviewed by the Intern Coordinator who will request that an "Intern Memo" be created for you. Along with the items listed on the Credential Checklist, you will take your Intern Memo to the Credentials Office in SH 108.</p> <p>Credential's Checklist Link: http://www.sjsu.edu/education/departments/cred_office/index.html</p>	
4.	Intern Participant Form	Please complete this form and include it in your application packet.	
5.	Support Provider Application	Your employer will need to assign you a Support Provider that will help you throughout your internship. Present this form to your employer for him or her to complete. It will need to be returned to you so that you can include it in your application packet.	
6.	Support Provider Job Description	Please present this form to your Support Provider for him or her to sign; it is to be included in your application packet.	
7.	Support and Supervision Record	Please read this form <u>carefully</u> , then fill in the appropriate spaces <u>each time</u> you receive support. This form is to be submitted to the department office in SH 204 at the end of each semester .	
8.	Supervision Course Application	<p>All candidates will take EDSE 105* in the first semester of their internship. Please complete this form and include it in your application packet.</p> <p>*A permission code will be emailed to you for EDSE 105 prior to the start of classes. Please check the website for the first seminar date/time.</p>	

In order to be eligible for the Intern Program, all candidates are required to attend a week-long "**Intern Institute**" in the summer prior to the start of a new position.