



**Department of Special Education**  
 Connie L. Lurie College of Education, San Jose State University  
 One Washington Square, Sweeney Hall 204  
 San Jose, CA 95192-0078  
 (408) 924-3700 Fax: (408) 924-3701

### Support Provider Contacts

CCTC requires that Interns receive a minimum of 144 hours of support and supervision per school year, ...“including coaching, modeling, and demonstrating within the classroom, assistance with course planning and problem solving regarding students, curriculum, and development of effective teaching methodologies. A minimum of two hours of support/mentoring and supervision shall be provided to an Intern teacher every five instructional days” (CCTC Program Sponsor Alert Number 13-06, June 3, 2013).

**Intern:** \_\_\_\_\_ **District:** \_\_\_\_\_ **School:** \_\_\_\_\_

**Support Provider:** \_\_\_\_\_ **Semester:** \_\_\_\_\_ **Month:** \_\_\_\_\_

<b>Date:</b>	<b>Code:</b> <small>(see attachment)</small>	<b>Total Time:</b> <small>(minutes)</small>	<b>Description/Comments</b>	<b>Next Steps</b>

Please return this form to the Department of Special Education to the address provided above.

California Commission on Teacher Credentialing: Professional Services Division	
Code:	Potential Support & Supervision Activities <b><i>Most Likely</i></b> to be provided through the <b>Intern's Employer</b>
1.	Content Specific Coaching (for example: math coaches, reading coaches, EL coaches)*
2.	Grade Level or Department Meetings related to curriculum, planning, and/or instruction
3.	New Teacher Orientation
4.	Coaching (not evaluation) from Administrator
5.	Co-planning with Special Educator or EL expert to address included special needs students and/or English learners*
6.	Logistical help before and during school year (bulletin boards, seating arrangements, materials acquisition, parent conferences, etc)
7.	Release time for participation in district group/regional group (ELAC, Council for Exceptional Children)*
8.	Review/discuss test results with colleagues (CELDT and standardized tests)*
	Potential Support & supervision Activities <b><i>Most Likely</i></b> to be provided through the <b>Intern's Commission Approved Preparation Program</b>
9.	Seminars (problem solving issues with students, curriculum, instruction, TPEs, etc) offered in person, or via the web-enabled video conference/webinar or other video conferencing media*
10.	Peer/Faculty Support (example: discussion debriefing teaching day at start of each class)
11.	Provide access/student memberships for participation in district/regional group (ELAC committee, Council for Exceptional Children, etc)*
	Potential Support & supervision Activities provided by <b><i>Either or Both</i></b> the <b>Intern's Employer and Commission Approved Preparation Program</b>
12.	Classroom Observations and Coaching*
13.	Demonstration Lessons and/or Co-teaching activities with mentor, coach, or program supervisor*
14.	Intern Observation of other teachers and classrooms*
15.	Email, Phone (voice, text), and/or video conferencing support related to observation, problem-solving, planning, curriculum and/or instruction*
16.	Activities/workshops specifically addressing issues in the intern's classroom – co-attended by intern and support person(s)
17.	Watching and discussing teaching videos with support person(s)*
18.	Interactive Journal (Support/Supervisor and Intern)
19.	Phone/Email Support Hotline*
20.	Observe SDAIE/ELD lessons online or in person*
21.	Weekly planning or review of plans with EL Authorized Credential Holder*
22.	Editing work-related writing (letters to parents, announcements, etc)*
23.	Professional Literature/Research discussion groups facilitated by appropriately credentialed support person or program*

\* May also be used towards the 45-hour EL Support & Supervision Requirement

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