

Intern Agreement Form

Single Subject Credential Program San Jose State University

Name: (Last, first) _____ Date _____
Phone: (home or cell) _____ Student ID # _____
E-mail _____ Teaching Subject Area _____
County: _____ District: _____
School: _____ Principal: _____
Principal Email: _____ Effective date of hire _____

Guidelines and Provisions for Interns

I agree to abide by the following expectations for interns:

1. Intern fulfills the classroom duties expected of a teacher at the school site, teaching in the subject area in which he or she will be credentialed, with no more than two (2) course preparations each semester.
2. Intern does not assume any extra-curricular duties (examples: yearbook advisor, head coach) during the initial year, nor does the Intern teach an overload at any point in the program.
3. Intern is assigned a site coach by the school who is not in an administrative/evaluative position. The school ensures that this coach has no less than 4 years of teaching experience and a valid Clear Credential with EL authorization in the same subject area as the intern.
4. Intern meets weekly with the site coach. Intern and Coach jointly complete a collaborative log (which specifies goals for each), review student work, and discuss EL strategies and EL student progress. Intern will submit a copy of the collaborative log once a month to the SJSU Intern Coordinator as verification of support.
5. Intern meets with colleagues in the department (and/or site coach) to co-plan lessons, units and/or assessments, discuss district curriculum or benchmarks, and review standardized test data for students in the intern's classroom.
6. Intern meets regularly with SJSU Supervisor to review progress, discuss challenges, and work to align teaching practice with CA Teacher Performance Expectations and CA Standards for the Teaching Profession.
7. Intern completes all Single Subject Credential Program requirements and remains in good standing throughout program. Intern understands that upon program completion, intern can no longer teach on intern credential and must apply for preliminary credential in a timely manner.
8. Intern completes all additional CTC/Internship Program requirements (such as CTC surveys, logging of support/supervision hours) as requested.

Applicant Signature

Date

School District Personnel/Human Resources Director

I hereby verify that _____ intends to employ this applicant as an
Name of School District

Intern teacher beginning _____ provided that all authorizations are complete. I have read the
Date

Guidelines and provisions for Interns, above, and attest that these guidelines and provisions will be maintained for as long as the applicant is employed by this district.

Print Name

Signature

Date

Program Coordinator Approval of Applicant for Internship Program

Signature (Single Subject Intern Coordinator)

Date