



# Intern Support and Supervision Program PROGRAM AGREEMENT



*The information contained in this document represents an agreement among all parties, outlining responsibilities for the provision of experiences and instruction that will assist and support the Intern in meeting California credentialing requirements as part of the North Coast School of Education.*

Intern Name: \_\_\_\_\_

University: \_\_\_\_\_ Check One:  Mult. Subj  Single Subj.  Ed. Spec.

Program Start Date: \_\_\_\_\_ Anticipated End Date: \_\_\_\_\_

District: \_\_\_\_\_ School Site: \_\_\_\_\_

Districts and Intern Credential Programs/Universities participating in an Intern Program must adhere to all requirements in state law and provisions and regulations set forth for teacher preparation programs by the California Commission on Teacher Credentialing. Signatures on this document indicate each participating agency's and individual's acceptance of that basic responsibility. Beyond those laws and regulations, the parties agree to the following responsibilities:

### Responsibilities of the School District and Site Administrator:

1. Assign Intern to a paid teaching position authorized by the Single Subject, Multiple Subject, or Education Specialist Credential.
2. Identify and assign a qualified Mentor (valid corresponding clear credential, at least 3 years of teaching experience with a Clear Credential, EL Authorization) and facilitate Mentor compensation.
3. Identify an individual (with an EL Authorization) to provide Intern with immediate support in planning, instruction, and assessment of English Learners. (This may be the Intern's assigned Mentor.)
4. Provide release days for each Mentor and/or Intern to be used for observations, professional development, and/or to address Intern Program responsibilities.
5. Provide appropriate district orientation and training for the Intern and Mentor.
6. Meet with Intern, Mentor, and Intern Program Supervisor as advised.
7. Acknowledge the Intern's novice status and required attendance in credential courses; adjust assignments/schedules accordingly.

### Responsibilities of the Intern Credential Program's Practicum Supervisor:

1. Understand the requirements of the Intern's state-approved professional preparation program.
2. Possess current knowledge of Intern's content area, frameworks, standards, and assessments; public school settings; and diverse student populations.
3. Attend Intern Program orientations, seminars, or trainings, as required.
4. Observe the Intern teaching and provide feedback in accordance with Program procedures. Maintain a written record of classroom observations, conferences, and graded assignments to support the credential recommendation process.
5. Be available to answer the Intern's questions and provide mentoring, coaching, and modeling support.
6. Meet twice per year (or as needed) to share information on the Intern's progress with the Mentor and Site Administrator.

### Responsibilities of the Staff of the North Coast School of Education:

1. Provide administrative oversight, coordination and compliance in regards to state requirements.
2. Provide Mentors with professional development and resources and monitor completion of Mentor requirements.
3. Provide Intern's, Satellite Partners, and University Representatives access to the NCSOE's online Support and Supervision Log system.
4. Distribute funds to districts for Mentor compensation.
5. Distribute funds to the Programs and Universities as delineated in the MOU or Budget Agreement.
6. Provide a regular forum for communication and feedback about the program (e.g. Advisory Board, program surveys).

### Responsibilities of the Mentor:

1. Attend the NCSOE's Intern Support and Supervision Orientation and Professional Development Series and any additional meetings or trainings that support development of effective coaching and communication skills.
2. Understand the requirements of the Intern's state-approved professional preparation program.
3. Help orient the Intern to school and district procedures, routines, and regulations.
4. Meet weekly with the Intern to offer guidance and consultation.
5. Develop a sustained and thoughtful mentoring relationship with the Intern.
6. Maintain regular communication with the Intern Credential Program/University Supervisor.

7. Collaborate with the Intern Credential Program/University Supervisor to assess the Intern's progress each semester.
8. Be available as a resource to answer the Intern's questions and to provide general support and mentoring.
9. Serve as a role model for the teaching profession; share enthusiasm, resources, and insights with the Intern.
10. Create a profile/account on the NCSOE website and enroll in Intern Support & Supervision Program.
11. Conduct guided conversations with the Intern to reflect on and self-assess classroom performance.
12. Conduct formal classroom observations and provide specific written feedback to the Intern a minimum of two times per year and submit documentation to Canvas. Conduct optional, informal classroom observations.
13. Complete a Self-Assessment that is submitted via the online management system, Canvas.
14. Review and ensure timely completion of the required activities with Intern as noted on the Annual Summary Overview.
15. Complete local program and NCSOE evaluation activities.

**Responsibilities of the Intern:**

1. Apply to and be accepted into an accredited Intern Credential Program.
2. Apply for the California Intern Credential through the Intern Credential Program/University Credential Analyst.
3. Complete the NCSOE's Intern Support and Supervision enrollment form and submit to the NCSOE.
4. Complete the Intern Agreement (this form) and distribute accordingly.
5. Understand the requirements of the Intern's state-approved professional preparation program.
6. Create a profile/account on the NCSOE website, register for and attend the Intern Support and Supervision Professional Orientation, and complete program requirements (and all responsibilities pertaining thereto).
7. Consult Mentor, as necessary and appropriate, regarding school and district policies, procedures, and expectations.
8. Communicate regularly with the Mentor and Intern Credential Program/University Supervisor regarding professional progress and needs.
9. Provide lesson plans for observed lessons, as requested, to the Mentor and/or Intern Credential Program/University Supervisor as part of the observation/support process.
10. Participate in observation conferences with the Mentor and Intern Credential Program/University Supervisor, as appropriate.
11. Develop professional goals based on California's Teaching Performance Expectations.
12. Work collaboratively with the Mentor, Supervisor, Site Administrator, and NCSOE staff.
13. Maintain monthly Intern Support and Supervision Log on NCSOE Profile page.
14. Complete local evaluation activities and Retention Data Form.

Signatures below indicate understanding and acceptance of the terms spelled out in this agreement:

**Intern:** \_\_\_\_\_  
Print Name Signature Date

**Principal:** \_\_\_\_\_  
Print Name Signature Date

**Mentor:** \_\_\_\_\_  
Print Name Signature Date

**University/Practicum Supervisor:** \_\_\_\_\_  
Print Name Signature Date