



National University

Sanford College of Education Internship Eligibility Packet

SPD IE 1

To be eligible to participate in a National University intern program, the University must verify that the candidate has met all of the prerequisites, has an offer of full-time employment as the teacher of record in a setting that matches both the type of credential the candidate seeks and the subject matter competency the candidate holds. The candidate must also meet with lead internship faculty to be interviewed prior to participation in the internship program.

This is NOT the application for the Internship Credential and this eligibility process may take up to one month to complete. This packet has been updated to reflect the changes made September 1, 2017 to the CA Education Code Title 5 Regulations.

Candidate Name: James Buckman

Student ID#: 040063793

Status of Prospective Intern

Mild/Moderate Moderate/Severe LAD DHH

Table with 3 columns: Met, Not Met, Intern Basic Requirements. Rows include Credential Packet, TB Test Results, Fingerprint Clearance, GPA, Student account, Bachelor's Degree (UCLA), Constitution, Core Area Subject Matter Competency (Phys Ed), California Basic Skills, and Pass American Sign Language Proficiency Interview.

120 Hours of Preservice Coursework Completed

SPD 608 SPD 614 TED 621B Prior to Catalog 82E Intern Eligible Yes No
SPD 600S ITL 604 ITL 530 Catalog 82E and beyond Intern Eligible Yes No

Verified By: Walter Schonhardt Digitally signed by Walter Schonhardt Date: 2020.06.11 12:19:29 -07'00' Date: 06/11/20 National University Credentials Department

Employment

County: Los Angeles District: Palisades Charter School: Palisades Charter High

Initiate partnership agreement with District, School Site or Agency in compliance with Title 5 Regulations

University Internship Credential Recommendation Requirements

Faculty Interview Completed (Internship candidates will need to bring this Internship Eligibility Packet to their faculty interview along with a copy of their faculty interview along with a copy of their resume and current class schedule reflecting course grades.)

Holds Valid English Learner Authorization on previous credential (not permit) Yes No

INTERNSHIP CANDIDATE ACKNOWLEDGEMENT

IE-2

I James Buckman have applied for admission to a National University Internship Program which makes me eligible to utilize a university internship credential as a teacher preparation route toward earning my preliminary credential. As a condition of my admission to this program, I acknowledge that I am accountable to read and understand the following:

- | | |
|---|--|
| <p>1) I understand that I must complete the internship in the appropriate credential area. I understand that the "credential area" is defined by two things: 1) the program, in which I am enrolled and for which I have completed the coursework and 2) my internship placement must be in the subject area in which I have met or will meet subject matter competency. That subject area is _____ Int. _____</p> <p>2) I have been provided with Intern Eligibility Forms. I have read and understand the forms and relevant sections of the catalog including the policies and procedures related to internship credential programs. I agree to abide by such policies and procedures. Int. _____</p> <p>3) I understand that I may be eligible to become a University Intern at any time, contingent upon my employer's willingness to provide 100% of my initial support if I am hired outside of National University's clinical support entry points. National University's clinical support currently has the following entry points: September, October, November, February and March. Int. _____</p> <p>4) I understand that I must submit this completed Internship Eligibility Packet (IE 1-4) in order to be considered for National University's Intern program. I also understand that I do not become an intern and cannot start internship clinical practices, until the CTC sends me official notification that my Internship Credential has been granted. Int. _____</p> <p>5) I understand that if I receive a contract in a classroom or school that does not teach California curriculum standards, that this setting will not be acceptable. However, I also understand if I receive an intern contract (multiple or single subject candidates) in a district or employing agency that is considered nontraditional, such as a court school, community alternative school, independent study or correctional school program, which does teach to the California curriculum standards, that I am required to be placed for ONE MONTH in a traditional public school setting. Int. _____</p> <p>6) If your potential employer is a non-public (education specialist position only) or charter school, I understand my internship may be considered a non-traditional one. If this is the case, a site visit by a National University faculty member may be necessary to determine whether an internship in this environment is appropriate and may require an individualized plan. Int. _____</p> <p>7) I understand that the internship credential is valid for two years from the date of issuance and that I am expected to complete all coursework and credential requirements for my program during this time frame. I understand that a one year extension may be available for candidates with extenuating circumstances and that the CTC will not grant more than three years (total) for an internship document. Requests for extensions will be reviewed on a case by case basis and require documentation of the circumstance. I understand that the appeal request may not be approved if I receive a "U" grade in my TED 628C (for Teacher Education) or SPD 692C or SPD 691C, D, E, F or SPD 693C, D, E, F (for Special Education). Int. _____</p> <p>8) I understand that in order to maintain an active status in the internship program that I must maintain active employment, be continuously enrolled in coursework, must maintain a 3.0 GPA and must keep my account in good standing. I understand if I do not meet these requirements after being afforded due process that my internship credential may be inactivated resulting in loss of employment. Int. _____</p> <p>9) I understand that TED 631A&B (for Teacher Education) and SPD 698A&B (for Special Education candidates in catalog 82D and prior) are seminar courses that must be complete as part of my internship program and that these courses cannot be waived. I understand that these are courses I must complete at National University. Int. _____</p> | <p>10) I understand that the intern program requires support and supervision each year of intern employment. I understand that if my employment changes during the period of my internship credential, it is my responsibility to notify National University immediately so the employment restriction on my document is properly updated with the CTC. Int. _____</p> <p>11) I understand that National University must verify that it has an intern partnership agreement with the school district, school site, or appropriate agency where I hope to/will be employed and that National University will be unable to submit the recommendation for an Internship credential until such an agreement is complete. If National University does not have a partnership agreement with my potential employer, National University will initiate the steps required to complete one, after my employment information (IE-4) is reviewed. Int. _____</p> <p>12) I authorize National University to release to the CTC and my employer, at any time, all pertinent information, including my transcripts, personal statements, applications, and any other information to the CTC or my employer that has a bearing on my qualifications or fitness as an intern or for a credential. Int. _____</p> <p>13) I understand that prior experience does not waive any portion of my internship, and that I cannot revert to student teaching unless the status of my contracted position changes or unless a university initiated candidate assistance plan deems that I am no longer a suitable candidate for an internship placement. Int. _____</p> <p>14) I understand that if my internship is terminated for reasons outside of my control and I have not had the minimum number of observations, I must either gain employment in another position, or complete a requisite number of weeks (to be decided on a case by case basis) in a traditional student teaching placement in order to qualify for the preliminary credential. Int. _____</p> <p>15) I understand that if my internship is terminated for cause, by the employment agency and/or university, and I have not had the minimum number of observations, my continuance in the program will be assessed on a case by case basis using a candidate assistance plan. Int. _____</p> <p>16) I understand that if I decide to withdraw from the University's intern program or if my employment is terminated, I must notify National University. I understand that the Commission on Teacher Credentialing (CTC) is then notified that I am no longer participating in the program, and my University Internship credential will be inactivated. Int. _____</p> <p>17) I understand that TED 628A&B (for Teacher Education) and SPD 692A&B, SPD 649A&B, SPD 691A&B or SPD 693A&B, or LAD 692A&B (for Special Education) are charged tuition and reflect the clinical portion of my program that is being done in the field at my place of employment. Int. _____</p> <p>18) I understand that TED 628C (for Teacher Education) and SPD 692C, SPD 694C, LAD 692C, SPD 691C, D, E, F or SPD 693C, D, E, F (for Special Education) may be required to fulfill internship hours requirements. I understand that TED 628C (for Teacher Education) and SPD 692C, SPD 694C, LAD 692C, may be taken a maximum of eight times to complete internship hours. I understand that these courses do not grant graduate units towards a degree, however tuition is applied for each attempt. Int. _____</p> <p>19) I understand that TED 628C (for Teacher Education) and SPD 692C, SPD 691C, D, E, F or SPD 693C, D, E, F (for Special Education) are online courses which require me to log in via Blackboard. I understand that I have to verify intern support hours (and English Learner hours if necessary) during each continued support course in order to secure my teaching position with the University Intern Credential. Int. _____</p> |
|---|--|

James Buckman

06/16/2020

Candidate Name

Candidate Signature

Date

I verify, to the best of my knowledge that as of the date listed, this candidate understands and has completed the acknowledgement statement and meets the above basic requirements for a faculty interview.

6/16/2020

Credential Program Specialist Name

Credential Program Specialist Name Signature

Date



National University

Sanford College of Education

Acknowledgement of Basic Skills and Subject Matter Competency Alignment Requirements for University Interns

The California Commission on Teacher Credentialing (CTC) has allowed various program flexibilities as a result of the impact of the COVID 19 pandemic. In addition, Governor Newsom issued executive order N-66-20 which allows candidates to become Interns prior to meeting the Basic Skills and/or Subject Matter Competency requirements if all other Internship eligibility requirements have been met. Therefore, National University candidates may become University Interns if they have been offered a job and have met all other Internship Eligibility requirements with the exception of Basic Skills and Subject Matter competency.

In order to be recommended for a Preliminary Credential upon completion of Internship Clinical Practice and all other program requirements, all candidates must meet both the Basic Skills Requirement as well as Subject Matter Competency in the subject area that aligns with the University Internship Clinical Practice setting. For example, if you are a University Intern in a Multiple Subject setting, you must meet Subject Matter Competency in the area of Multiple Subjects.

I, _____, acknowledge and understand that while I may be employed as an Intern and complete Intern Clinical Practice prior to meeting the Basic Skills and Subject Matter Competency requirements under the current CTC program flexibilities, I must meet these requirements prior to Preliminary Credential recommendation. Furthermore, I **acknowledge and understand that I must meet subject matter competency in the subject area that aligns with my University Internship Clinical Practice setting.** That subject area is _____. I understand that if I fail to meet subject matter competency in the subject matter area I have completed University Internship clinical practice, that there will be a delay in my recommendation for a Preliminary credential.

James Buckman

Printed Candidate Name

National University Student ID

Candidate Signature

Date

INTERN EMPLOYMENT INFORMATION**SPD-IE-3**

In order to support the following internship candidate at this employing district, school site, or agency National University must verify information regarding the teaching environment. To be eligible for a University Internship credential, the position must be that of a contracted, full-time teacher of record for at least **one school year** in an internship position. **One school year** is defined as a **minimum of 8 months**. Candidates who will not be provided with 3 or more months of classroom time on their contract will not be approved for a University Internship Credential. We understand that the intern candidate must meet the guidelines of the credential sought in order to be compliant with CTC regulations and Education Code Standards. Please describe the position intended for the following candidate at your institution. * Information is required

CANDIDATE INFORMATIONCandidate Name: **James Buckman**Title of Position: **RSP SpEd Teacher**Requested Issuance Date: **7/1/20**Contract End Date: **6/30/21**Grade Level(s) to be Taught: **9-12**

- Mild/Moderate
 Moderate/Severe
 LAD

- Should observe and/or participate in individual, small groups (2/3+) and large groups (6+) with at least some direct instruction (support only positions are not appropriate)
- Instruction must match the authorizations for the Internship Credential sought and the subject matter obtained
- Full-time is understood as a minimum of 4 periods (hours) of instruction per day

Intern Support Information Form (SPD-IE-3a) Completed

WORK SCHEDULE: (Describe the candidates schedule below)Period 1: **PREP**Period 5: **RSP Spec. Ed.**Period 2: **RSP Spec. Ed.**Period 6: **RSP Spec. Ed.**Period 3: **RSP SpEd.**Period 7: **n/a**Period 4: **PREP**Period 8: **n/a****EMPLOYER ACKNOWLEDGMENT AND CONTACT INFORMATION:**

We understand that National University must verify the employment information listed above in connection with CTC standards and must have a valid partnership agreement with the school district/site before an Internship Credential can be requested. Int. AN

We acknowledge that any employing school site must have a CTC site/restriction code on file with the CTC in order to receive a National University Credentials Internship Agreement. Int. AN

We Acknowledge that the candidate will remain employed at the below identified school site for the entirety of their Intern employment. The candidate may not be transferred to any alternate school site without having National University first apply for a Change of Restriction. Int. AN

We verify that the work schedule information provided for the above named candidate is correct and that any significant change in this schedule, which may affect the candidate's credential sought, will be relayed to National University. Int. AN

For initial interns:

We acknowledge that the above candidate does not possess an Internship Credential until his/her necessary documentation is verified by the National University credential department and he/she is recommended to the CTC. The final authority to grant or deny the Internship Credential or Change of Restriction rests with the CTC. Int. AN

District: **PACIFIC PALISADES**District CDS CODE: School: **Palisades Charter High School**School CDS CODE: Contact: **Amy Nguyen**Contact Email: **anguyen@palihigh.org**

Dear Principal,

On behalf of National University and the Sanford College of Education, I would like to thank you for your willingness to employ and support an Education Specialist Intern who may be new to the field of special education and/or new to the teaching profession. Because our university and your school will share this intern's professional development activities, there is a Memorandum of Understanding (MOU) established between our university and your district. As noted in the MOU, every intern is assigned a Site Support Provider (SSP) in his/her school or district of employment to act as a coach/mentor and a University Support Provider (USP). Please note that it may take up to 60 days for the USP to be assigned to the intern. In the meantime, the MOU asks that your school site provide 100% of the intern's support and professional development activities until a USP is assigned. CTC has mandated that 144 hours of general support and an additional 45 hours of EL specific support for interns who do not hold EL authorization.

Please provide the following information on the attached form:

1. Site Support Provider contact information.
2. A general schedule or plan for how you will offer support to the intern (e.g., weekly class visit; co-planning; debriefing after a lesson, etc.) until the USP is assigned.

The identified Site Support Provider must:

1. Hold a clear credential in the area the intern is seeking. For general education, a content expertise is required.
2. Possess second language certification or English Learner Authorization (ELA).
3. Have a minimum of three years teaching experience in the classroom.

We thank you for the opportunity to work with us at National University as we seek to develop inspired and accomplished educators in California.

Dr. Susan Porter, Special Education Department Chair



Sanford College of Education
 Credentials Department

School Site Intern Support Information Form

To be completed by the Principal or Vice Principal at the Intern's School Site of Employment

Intern Teacher Name: James Buckman District/School: Palisades Charter High

Site Support Provider's Name: Mary Bush

E-mail: mbush@palihigh.org Phone: 310-230-6623 x7260

Credentials/Authorizations Held by Site Support Provider: PPS,

Please check support areas that the District will be providing below and specify anticipated hours of support to be provided weekly:

Mark Areas of Support	Areas of Support	Estimated Hours of Weekly Support
<input checked="" type="checkbox"/>	Content specific coaching	
<input type="checkbox"/>	Grade level or department meetings on planning, curriculum, and instruction	
<input type="checkbox"/>	New teacher orientation or professional development	
<input type="checkbox"/>	Non-evaluative coaching from Administrator	
<input checked="" type="checkbox"/>	Co-planning with certified mentor or special educator to address student needs	
<input type="checkbox"/>	Logistical assistance before/during school year (parent conferences, open house, back to school night, bulletin boards, and other)	
<input type="checkbox"/>	Participation in district group/regional group meetings	
<input type="checkbox"/>	Review and discussion of test results with colleagues (CELDYT, standardized tests, other)	
<input type="checkbox"/>	EL support	
<input type="checkbox"/>	Other please describe:	

Estimated Weekly Average of General District Support: _____

Estimated Weekly Average of EL District Support: _____

Identified Person's Name Providing EL Support to Intern: _____

EL Support Provider's E-mail: _____ EL Support Provider's Phone: _____

EL Support Provider's Credentials/Authorizations Held: _____

Principal/Vice Principal Name: _____ Signature: _____ Date: _____

As a National University Faculty Intern Advisor, I have verified the eligibility of: James Buckman for the university internship program. I have made this determination by the following assessment of readiness and employment appropriateness:

- Review of Verification of Program Prerequisites (IE-1)
- Review of Internship Candidate Acknowledgment (IE-2)
- Review of Intern Employment Information (IE-3) - *Contract must be a minimum of one school year. Candidates who will not be provided with 3 or more months of classroom time on their contract will not be approved for a University Internship Credential.*
- Candidate Resume
- Review of current academic progress per copy of candidates schedule and grades
- Review the Intern Support Verification (ISV) and (ISV-EL) hours requirement. Provide the attached forms to the intern.

DO NOT CONTINUE WITH INTERVIEW IF THE ABOVE ITEMS ARE NOT COMPLETE & PRESENT

Complete Faculty Assessment of Readiness and Rating Sheet:

Total Score:

Scoring Rubric:

- Strong Candidate: 41-50
- Acceptable Candidate: 30-40
- Unacceptable Candidate: 29 and below

As a result of the Assessment of Readiness, the review of the requirements above, as well as the appropriateness of the employment site, I have determined that the above named candidate IS an eligible candidate for the university internship program

Signature of Faculty Advisor	Telephone Number	Date
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Or

As a result of the Assessment of Readiness and the review of the requirements above, I have determined that the above named candidate IS NOT an eligible candidate for the university internship program at this time. As the Faculty Intern Advisor, I recommend that candidate take the following measures to either a) re-apply for the internship program at a later date or b) participate in traditional student teaching:

Signature of Faculty Advisor	Telephone Number	Date
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Completing the Intern Support Verification Form

As a University Intern, you are required to obtain 144 hours of support/mentoring for each school year that you are employed as an Intern. Candidates who start working as an Intern after the beginning of the school year will have their hours of support prorated. Support can come in various forms. For a detailed list of the types of support you may receive, please see the “Type of Support Provided” list on the attached Intern Support Verification Form.

The California Commission on Teacher Credentialing (CTC) requires that interns receive a **minimum** of two hours of support per five instructional days. Since the length of a school year can vary by district due to holidays and scheduled breaks, **National University recommends** that our interns average four and a half hours of support each week in order to meet the 144 hour requirement by the end of the school year.

Your Internship Support hours will be tracked by completing a digital log. The digital log will be accessible through your SOAR Student Portal once Clinical Practice has been added to your course schedule by your Credential Program Specialist.

Clinical Practice cannot be added to your course schedule until your Internship Credential has been granted by the CTC, your student account is free of locks/holds **and** you have attended the Internship Orientation. The paper *Intern Support Verification Form* is to be used to track support you receive between the time you begin working on your granted internship credential and the time you obtain access to the digital log through the scheduling of Clinical Practice.

When Clinical Practice has been added to your course schedule, and you obtain access to your digital log, you should transfer the hours of support from the paper form to the digital log, and then enter all future hours of support on the digital log.



Intern Support Verification Form

Intern Name: _____

Intern 9-Digit NU ID: _____

University Internship (Average 4.5 hours of support each week with <u>minimum</u> support of 2 hours every 5 instructional days)	Form Objective: Use this log to document the hours of support required for each year of intern employment. Please review the <i>Intern Support Verification Cover Sheet</i> for specific instructions on when and how to use this form.		
	The "Type of Support Provided" field should be completed according to this key: a) Content Specific Coaching; b) Grade Level or Department Meetings on Planning, Curriculum and Instruction; c) New Teacher Orientation or Professional Development; d) Non-Evaluative Coaching from Administrator; e) Co-Planning with EL Expert or Certified Mentor or Special Educator to address student needs; f) Logistical Assistance before/during school year (Parent Conferences, Open House, Back to School Night, Bulletin Boards.); g) Participation in District group/regional group meetings; and h) Review and Discussion of test results with colleagues (ELAPC, Standardized Tests...) i) National University Lesson Plan Differentiation for English Learners* j) Digital Observations and Assessments / Domain C/TPE 7* k) Peer/Faculty Support* l) Other- write in		
Date	Type of Support Provided	Hours	Support Provider Initials

Intern Signature _____ Date: _____

Support Provider Signature(s): _____ Date: _____

* Support areas I through K may be obtained during the first 8 months of Clinical Practice



Completing the Intern Support Verification Form for English Learner (EL) Support

As a University Intern, who does not hold a valid English Learner Authorization, you are required to obtain 45 hours of EL preparation and support for each year of intern employment. Support can come in various forms. For a detailed list of the types of support you may receive, please see the “Type of Support Provided” list on the attached *Intern Support Verification Form for English Learner (EL) Support*. National University recommends that our interns average six hours of support each month in order to meet the 45 hour requirement by the end of the school year.

Your Internship English Learner Support hours will be tracked by completing a digital log. The digital log will be accessible through your SOAR Student Portal once Clinical Practice has been added to your course schedule by your Credential Program Specialist.

Clinical Practice cannot be added to your course schedule until your Internship Credential has been granted by the CTC, your student account is free of locks/holds **and** you have attended the Internship Orientation. The paper *Intern Support Verification Form for English Learner (EL) Support* is to be used to track support you receive between the time you begin working on your granted internship credential and the time you obtain access to the digital log through the scheduling of Clinical Practice.

When Clinical Practice has been added to your course schedule, and you obtain access to your digital log, you should transfer the hours of support from the paper form to the digital log, and then enter all future hours of support on the digital log.



Intern Support Verification Form for English Learner (EL) Support

Intern Name: _____ Intern 9-Digit NU ID: _____

<p>University Internship</p> <p>(Average 6 hours of support each month)</p>	<p>Form Objective: <i>Title 5 of the CA Ed Code</i> requires the employing agency to identify an individual with an English learner authorization who will be immediately available to assist an intern teacher that enters the program without an English learner or bilingual authorization with the specified activities. Since you do not hold a valid English Learner Authorization, you must use this log to document the hours of EL preparation and support required for each year of intern employment. Please review the <i>Intern Support Verification for English Learners Cover Sheet</i> for specific instructions on when and how to use this form.</p> <p>The "Type of Support Provided" field should be completed according to this key:</p> <ul style="list-style-type: none"> a) Content Specific Coaching; b) Grade Level or Department Meetings on Planning, Curriculum and Instruction; c) New Teacher Orientation or Professional Development; d) Non-Evaluative Coaching from Administrator; e) Co-Planning with EL Expert or Certified Mentor or Special Educator to address student needs; f) Logistical Assistance before/during school year (Parent Conferences, Open House, Back to School Night, Bulletin Boards..); g) Participation in District group/regional group meetings; and h) Review and Discussion of test results with colleagues (ELAPC, Standardized Tests...) i) National University Lesson Plan Differentiation for English Learners* j) Digital Observations and Assessments / Domain C/TPE 7* k) Peer/Faculty Support* l) Other- write in 		
	Date	Type of Support Provided	Hours

Intern Signature: _____ Date: _____

Support Provider Signature(s): _____ Date: _____

* Support areas I through K may be obtained during the first 8 months of Clinical Practice