

**INTERNS**

**Cautionary Notice:** As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009) and ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), Education Code 42605 grants district flexibility in "Tier 3" categorical programs. The Mountain Union Elementary School District has accepted this flexibility and thus is deemed in compliance with the statutory or regulatory program and funding requirements for these programs for the 2008-2009 through 2012-2013 fiscal years. As a result, the district may temporarily suspend certain provisions of the following policy or regulation that reflect these requirements. For further information, please contact the Superintendent or designee.

The Governing Board may employ interns to fulfill the district's need for additional instructional resources and to assist future teachers in meeting state credentialing requirements by linking teaching theory with practice.

The Superintendent/Principal or designee may enter into an agreement with an accredited college or university to provide supervised teaching experiences within the district as part of a teacher preparation program. He/she shall ensure that the district collaborates with the college or university in the selection, placement, support, and performance assessment of interns.

*(cf. 4111/4211/4311 - Recruitment and Selection)*

The Superintendent/Principal or designee shall ensure that interns employed by the district possess an appropriate internship credential from the Commission on Teacher Credentialing (CTC) and that their prior experiences and personal qualifications adequately prepare them for the responsibilities of the position.

*(cf. 4112.2 - Certification)*

*(cf. 4112.22 - Staff Teaching Students of Limited English Proficiency)*

*(cf. 4112.23 - Special Education Staff)*

An intern may be assigned to provide the same service as a holder of a regular credential in accordance with the authorizations specified on the internship credential. (Education Code 44454, 44325, 44326, 44830.3)

*(cf. 4113 - Assignment)*

To be assigned to teach core academic subjects, as defined in law, an intern must meet the definition of a "highly qualified" teacher adopted by the State Board of Education. (20 USC 6319, 7801; 5 CCR 6100-6112)

*(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)*

Terms of employment for interns shall be consistent with law and the district's collective bargaining agreement, as applicable. Interns shall not displace certificated district employees.

*(cf. 4116 - Probationary/Permanent Status)*

*(cf. 4141/4241 - Collective Bargaining Agreement)*

## **INTERNS (continued)**

Interns shall receive systematic supervision and guidance by qualified personnel in order to enhance their instructional skills and knowledge. The Superintendent/Principal or designee shall ensure that district staff serving as supervisors, mentor teachers, or other support providers receive appropriate training to fulfill their responsibilities and maintain frequent communication with the interns they are assigned to assist.

*(cf. 4131 - Staff Development)*

*(cf. 4138 - Mentor Teachers)*

Interns shall be provided with ongoing feedback regarding their performance and shall be formally evaluated at least once every year in accordance with Board of Education policy and the district's collective bargaining agreement.

*(cf. 4115 - Evaluation/Supervision)*

When an intern has successfully completed the program, the Board may recommend to the CTC that the intern be awarded a preliminary or professional clear credential commensurate with his/her qualifications. (Education Code 44328, 44468, 44830.3)

The Board shall regularly evaluate the effectiveness of the program to determine whether changes are needed in the support and/or assignment of interns. The Board's evaluation shall be based on a report by the Superintendent/Principal or designee, including, but not limited to, data on student performance in classes taught by interns, feedback from interns and supervisors, and the number of interns who successfully complete the program and obtain teaching or education specialist credentials.

*(cf. 0500 - Accountability)*

*Legal Reference: (see next page)*

**INTERNS (continued)**

*Legal Reference:*

EDUCATION CODE

300-340 *English language education for immigrant children*  
44253.3-44253.4 *Certificate to provide services to limited-English-proficient students*  
44253.10 *Qualifications to provide specially designed academic instruction in English*  
44259 *Minimum requirements for teaching credential*  
44314 *Diversified or liberal arts program*  
44321 *CTC approval of internship programs*  
44325-44329.5 *District interns*  
44339-44341 *Teacher fitness*  
44380-44387 *Alternative certification program; increased funding for internship programs*  
44450-44468 *Teacher Education Internship Act of 1967 (university interns)*  
44560-44562 *Certificated Staff Mentoring Program*  
44830.3 *Employing district interns*  
44885.5 *District interns classified as probationary employees*  
52055.605 *Identification of high priority schools, High Priority Schools Grant Program*

CODE OF REGULATIONS, TITLE 5

6100-6126 *No Child Left Behind teacher requirements*  
13000-13017 *New Careers Program*  
80021.1 *Provisional internship permit*

80055 *Internship credential*

UNITED STATES CODE, TITLE 20

6319 *Highly qualified teachers*  
7801 *Definitions, highly qualified teacher*

*Management Resources:*

COMMISSION ON TEACHER CREDENTIALING CORRESPONDENCE

08-03 *Preparation of Intern Credential Holders Prior to Service as Teacher of Record as an Intern, March 3, 2008*

03-0028 *Changes in District Intern Programs as a Result of Senate Bill 187, December 22, 2003*  
*Implementation of SB 57, Early Completion Internship Option, March 10, 2003*

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

*Administrator's Assignment Manual, 2008*

*CTC Credential Handbook, revised 1997*

*California Standards for the Teaching Profession, 1997*

*Standards of Quality and Effectiveness for Teacher Preparation Programs for Preliminary Multiple and Single Subject Teaching Credentials (including internship programs), rev. April 2008*

*Standards of Quality and Effectiveness for Education Specialist Credential Programs (Including University Internship Options) and Clinical Rehabilitative Services Credential Programs, December 1996*

U.S. DEPARTMENT OF EDUCATION GUIDANCE

*Improving Teacher Quality State Grants, rev. January 16, 2004*

WEB SITES

CSBA: <http://www.csba.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

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**University Internship Program**

The Superintendent/Principal or designee shall cooperate with a college or university in the development, implementation, and coordination of the university internship program. (Education Code 44452, 44465, 44467)

*(cf. 4112.2 - Certification)*

The Superintendent/Principal or designee may enter into an agreement with a college or university for the employment of competent and qualified college or university staff members to supervise and guide interns as they pursue their district responsibilities. (Education Code 44461)

Salary payments for the supervision of interns may be made out of district funds and may be met by proportionately reducing the salaries of paid interns. In such cases, no more than eight interns may be supervised by one staff member and the district salary normally paid to interns may be reduced by no more than one-eighth to pay the supervisor's salary. The intern shall not be paid less than the minimum salary required by the state for a regularly certificated teacher. (Education Code 44462)

*(cf. 4151/4251 - Employee Compensation)*

Before an intern enrolls in any college or university program to renew his/her internship credential, the Superintendent/Principal or designee shall counsel the intern and plan a program for the first and subsequent renewals. (Education Code 44457)

*(cf. 4115 - Evaluation/Supervision)*

*(cf. 4131 - Staff Development)*

**Early Completion Option**

An intern may choose an early completion option leading to a five-year preliminary credential by completing the following requirements: (Education Code 44468)

1. Passing the CTC-approved assessment of knowledge of teaching foundations
2. Passing the CTC-approved Teaching Performance Assessment (TPA)

**INTERNS** (continued)

- a. The intern shall first pass the assessment of teaching foundations described in item #1 before qualifying to take the TPA.
  - b. The intern may take the TPA only one time as part of the early completion option. An intern who is not successful on the TPA may complete his/her internship program and his/her scores shall be used to provide an individualized professional development plan that emphasizes preparation in areas where additional growth is warranted and waiving preparation in areas where the intern has demonstrated competence. The intern shall be required to retake and pass the TPA at the end of the internship in order to be considered for recommendation to the CTC.
3. For interns pursuing a preliminary multiple subjects credential, passing the reading instruction competence assessment described in Education Code 44283
  4. Meeting the requirements for teacher fitness as set forth in Education Code 44339, 44340, and 44341

**Alternative Certification Program for Addressing Teacher Shortages**

To assist with recruitment of teachers in geographic and subject matter shortage areas, the district shall implement an alternative certification program that encourages persons with work experience and others who already have a bachelor's degree in the field in which they plan to teach to obtain a permanent credential. (Education Code 44382)

The district's alternative certification program shall be operated as a university internship program and/or district internship program under the requirements specified above for the applicable program. (Education Code 44384)

**Enhanced Internship Program**

When granted additional state funding as an enhanced internship program, the district's program shall: (Education Code 44387)

1. Provide interns, before they provide instructional services, with the greater of the following:
  - a. 120 hours of intensive preservice training focused on the teaching of English language learners
  - b. 40 hours of preservice training in addition to all other required training, including, but not limited to, training related to services for English language learners pursuant to Education Code 44253.3, 44253.4, and 44253.10

**INTERNS** (continued)

2. Provide all teacher interns with 40 hours of classroom observation, supervision, assistance, and assessment by one or more experienced teachers who possess valid certification to teach the same grade level and the same subject matter and who are employed by the district and assigned to assist the interns

*(cf. 4138 - Mentor Teachers)*

3. Maintain a ratio of one experienced teacher to no more than five