University of Phoenix®

INTERNSHIP MEMORANDUM OF UNDERSTANDING
UNIVERSITY OF PHOENIX – California

The University of Phoenix Internship Program is a California Commission on Teacher Credentialing (CCTC) approved program for the **Multiple and Single Subject Credentials**. The Internship Credential has the same legal status as the California Commission on Teacher Credentialing (CCTC) Preliminary Credential, except that it is only valid in one school district or consortium. For this reason, interns must have a contract before a credential can be issued. Each intern candidate will work under the direct and continuing supervision of a University of Phoenix Intern Supervisor and Employer Mentor who provides general support at the classroom level of the Intern's Employer.

Preconditions Established by State Law for Internship Programs

For initial and continuing accreditation by the Committee on Accreditation, participating districts and universities must adhere to the following requirements of state law.

(1) Bachelor's Degree Requirement. Candidates admitted to internship programs must hold baccalaureate degrees or higher from a regionally accredited institution of higher education. (reference: Education Code Section 44453)

(2) Pre-Service Requirement. Each Multiple and Single Subject Internship program must includes a minimum of 120 clock hour (or the semester or quarter unit equivalent) pre-service component which includes foundational preparation in general pedagogy including classroom management and planning, reading/language arts, subject specific pedagogy, human development, and teaching English learners.

(3) Professional Development Plan The employing district has developed and implemented a Professional Development Plan for interns in consultation with a Commission-approved program of teacher preparation. The plan shall include all of the following:

(a) Provisions for an annual evaluation of the district intern.

(b) A description of the courses to be completed by the intern, if any, and a plan for the completion of pre-service or other clinical training, if any, including student teaching.

(d) Additional instruction during the first semester of service, for interns teaching in kindergarten or grades 1 to 6 inclusive, in child development and teaching methods, and special education programs for pupils with mild and moderate disabilities.

(4) Supervision of Interns. In an internship program, the participating institutions shall provide supervision of all interns (see expectations below). No intern's salary may be reduced by more than 1/8 of its total to pay for supervision, and the salary of the intern shall not be less than the minimum base salary paid to a regularly certificated person. If the intern's salary is reduced, no more than eight interns may be advised by one district support person. (Reference: Education Code Section 44462).

(5) Assignment and Authorization. To receive approval, the participating institution authorizes the candidates in an internship program to assume the functions that are authorized by the regular standard credential (Reference: Education Code Section 44454). The institution stipulates that the intern's services meet the instructional or service needs of the participating district(s). (Reference: Education Code Section 44458).

(6) Participating Districts. Participating districts are public school districts or county offices of education. Submissions for approval must identify the specific districts involved and the specific credential involved. (Reference: Education Code Section 44321 and 44452).

(7) **Non-Displacement of Certificated Employees.** The institution and participating district must certify that interns do not displace qualified, certificated employees in participating districts.

(8) **Length and Validity of the Intern Certificate.** Each intern certificate will be valid for a period of two years. However, a certificate may be valid for three years if the intern is participating in a program leading to the attainment of a specialist credential to teach students, or for four years if the intern is participating in a district intern program leading to the attainment of both a multiple subject or a single subject teaching credential and a specialist credential to teach students with mild/moderate disabilities. Reference: Education Code Section 44325 (b).

(9) **Justification of Internship Program.** Programs that are developed to meet employment shortages must include a statement from the participating district(s) about the availability of qualified certificated persons holding the credential.

(10) **Early Completion Option**. Each multiple and single subject intern program must make available to candidates who qualify for the option the opportunity to choose an early program completion option, culminating in a five year preliminary teaching credential.

The University Intern Expectations:

1. Obtain an approved teaching contract
2. Hold an Intern Credential
3. Assume full teaching and legal responsibility for their classroom from the first day of the teaching assignment as a paid employee of the School District for at least one academic semester.
4. Receives salary and benefits based on the School District's current policies. The intern may be assigned to extracurricular activities, department and/or faculty meetings proportionate to the teaching load of a regular contractual teacher. The intern will attend department and faculty meetings and parent-teacher conferences as assigned by the school administration.
5. No intern may coach extra-curricular activities nor be required to attend meetings that present a conflict with their current course schedule at the University of Phoenix.
6. Is expected to attend all school and district in-service training sessions whenever possible.
7. The intern will also attend assigned District and School orientations that occur prior to the start of the school.
8. Is responsible for maintaining up-to-date records of course plans, lesson plans, and unit plans to meet the needs of all students. The intern is expected to:
   - make preparations to accomplish his/her teaching responsibilities outside the classroom, which includes and is not limited to development of lesson plans for all students
   - abide by the policies of the school and district
   - meet administrative due dates
   - communicate with parents by letter, phone, and/or conference when necessary
   - maintain prompt and regular attendance
   - maintain a grade book according to the requirements of the school
   - conference with the University Supervisor and Mentor to discuss progress and receive feedback about his/her teaching performance
   - maintain classroom control and management of all students
   - provide proper supervision of the students
   - complete the University of Phoenix Progression Requirements for its Master of Arts/Teacher Education Program through continuous enrollment
   - meet all requirements of the state standards

The Commission-Approved Intern Program Expectations

1. Provide a University Intern Supervisor with the following qualifications:
   a. 5 years or more K-12 experience
   b. EL Authorization
   c. CLEAR or Life teaching credential

2. Complete yearly university training in supervision, assessment, academic standards and framework
3. Conduct University Internship Orientation with the Intern and Mentor prior to assuming responsibilities.
4. Model professional practices in teaching and learning, collaborating in communities, reflective practice, valuing diversity, innovative practices, integrating technology, and professional development.
5. Provide supervision and in-classroom coaching specific to the needs of English Learners.
6. Communicate with the assigned Mentor to offer support to the intern, including sharing of documentation and monitoring of the Intern.
7. Provide 5 hrs. per month advice and assistance, including in-class observations, evaluations, and coaching as outlined in the Support and Supervision document.
8. Establish communication procedures with Mentor and Intern.
9. Annual review of the Intern.

The Intern's Employer Expectations

1. Assign a district/school Mentor to the Intern to provide support throughout the year.
2. The mentor will serve as an on-site guide, who observes the intern, and provides substantive feedback as outlined in Intern Support and Supervision document.
3. The Mentor qualifications are: Masters degree preferred, and a minimum of three years (five preferred) teaching experience and hold a CLEAR or LIFE credential in the appropriate subject, and hold an EL Authorization.
4. Provide written verification of position, including a letter of intent to hire and a copy of the official teaching contract.
5. Provide sufficient classroom resources, including the use of technology.
6. Communicate with University of Phoenix and the faculty supervisor to offer support to the intern.
7. Provide 72 hrs. of support per intern per semester with a minimum of 2 hrs. of support every 5 instructional days, including coaching and in-class assistance working with English Language Leaners, including lesson planning, assessment of language needs and progress, and resource support options.
8. Provide opportunities and resources for professional development.
9. Annual review of the Intern in conjunction with the University Intern Supervisor.

* We, the San Leandro Unified School District, County Office of Education _____ or Western Association of Schools and Colleges (WASC) approved private school _____, agree to all of the conditions of this Internship Contract Agreement as specified above, to be effective on August 1, 2014 (date), and continue for an indefinite period, unless otherwise terminated in writing by either party with a 60 day prior notice.

* If not applicable, please place N/A on the line.

University of Phoenix Representatives	***District, Consortium, or County Office of Education Representative***
_____	John Thompson, Ed.D., Assistant Superintendent
Signature of Campus College Chair, Education	Print name with Title Human Resources
_____	_____
Signature of Credential Analyst	Signature
_____	_____
Date	Date
_____	San Leandro Unified School District
Address	Organization
_____	01 ---- 61291
Phone	CDS Code

Intern Candidate

David Scalisi	_____
(Intern) Print name	**Address**
_____	_____
Signature of Intern	**Phone**