Supervision and Support Calendar for Sacramento State Interns -- Template

Intern Name: _______________________
Start date:____________
School/District: ____________

University Supervisor: ___________________
Email: ___________________________
Phone: __________________________

Site supervisor: _________________
Email: ________________________
Phone: ________________________

University Advisor: _____________________
Email/Phone: __________________________

Month: _____________________________
(Note: a monthly calendar is required for every month of the internship, from the start month through the end of the academic year.)

<table>
<thead>
<tr>
<th>Week</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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</thead>
<tbody>
<tr>
<td>One</td>
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<td>Four</td>
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</table>

_____ Check here to confirm that the supervision/mentoring/support hours to conform to CTC regulations:

• Full academic year schedule: 144 hours scheduled, with at least 2 hours per week for general support, mentoring, and supervision.

• Less than a full academic year: total number of hours of support must equal 4 hours X the number of instructional weeks remaining in the year with at least 2 hours of support/supervision provided every 5 days. List total here: __________

• Additional support for teaching English learners: 45 hours for a full academic year OR 5 hours X the number of months remaining in the school year. List total here: __________
Supervision and Support Calendar for Sacramento State Interns -- Sample

**Intern Name:** ___ Ima Teacher ______
**Start & finish dates:** 2/6 – 6/6/14
**School/District:** Red School/City USD

**University Supervisor:** ________________ (+ initials)
**Email/Phone:** ___________________

**Site supervisor:** _________________ (+ initials)
**Email/Phone:** ___________________

**University Advisor:** ____________________ (+ initials)
**Email/Phone:** __________________

### MONTHLY SCHEDULE

**KEY:** Supervision times in regular font, Supervision with an EL focus in *italics*, Support sessions in **bold**, US= University Supervisor, SS=Site Supervisor

<table>
<thead>
<tr>
<th>Week</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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</thead>
<tbody>
<tr>
<td>One</td>
<td>SS &amp; US observe ELD time (12:30 – 1:00 pm) SS &amp; US observe Math block (1:00 – 1:55 pm) <strong>Support/debrief with SS &amp; US F2F (3:10-4:10 pm)</strong></td>
<td>EDS339: Seminar (4:00 – 6:00 pm) 6:00 – 7:00 pm: Support session with US – review upcoming lessons, address any issues or questions</td>
<td></td>
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<td>Standing weekly phone conference with US and SS to plan for subsequent week, will address general and EL questions</td>
</tr>
<tr>
<td>Two</td>
<td>SS observes Literacy (10:30 – 11:30 am) SS observes Math block (1:00 – 1:55 pm) <strong>Support/debrief with SS F2F (3:10-4:10 pm)</strong></td>
<td>US observes Literacy (10:30 – 11:30 am) and Math block (1:00 – 1:55 pm) <strong>Support/debrief with US F2F (3:10 – 4:10 pm)</strong></td>
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<td></td>
<td>Standing weekly phone conference (see above)</td>
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<tr>
<td>Three</td>
<td></td>
<td>EDS339: Seminar (4:00 – 6:00 pm) &amp; <strong>US support session, repeats each Wednesday</strong></td>
<td>SS &amp; US observe Literacy (10:30 – 11:30 am) SS &amp; US observe Math block (1:00 – 1:55 pm) <strong>Support/debrief with SS &amp; US F2F (3:10-4:10 pm)</strong></td>
<td></td>
<td>Standing weekly phone conference, include program advisor</td>
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<td>Four</td>
<td>Repeat week one schedule, add in other content areas as appropriate</td>
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</tbody>
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**XX** Check here to confirm that the supervision/mentoring/support hours to conform to CTC regulations:

- Less than a full academic year: total number of hours of support must equal 4 hours X the number of instructional weeks remaining in the year with at least 2 hours of support/ supervision provided every 5 days. FOR THIS CANDIDATE, TOTAL HOURS = 16 x 4 = 64
- Additional support for teaching English learners: 45 hours for a full academic year OR 5 hours X the number of months remaining in the school year. FOR THIS CANDIDATE, TOTAL HOURS = 20 HOURS
SAMPLE INTERN SCREENING FORM

CALIFORNIA STATE UNIVERSITY, SACRAMENTO
Credentials Office  EUREKA HALL 414 -- (916) 278-4567

INTERN POSITION INFORMATION

NOTE: Completed form must be submitted to the Credential Analyst with candidate’s intern credential application and supporting materials (e.g., intern program plan and intern supervision schedule). All documents will be uploaded to the candidate’s eFile.

NAME: __________________________________________________________

TITLE OF POSITION YOU WILL BE SERVING IN: _______________________

________________________

NAME OF EMPLOYING DISTRICT OR AGENCY: ______________________

________________________

COUNTY OF EMPLOYING DISTRICT OR AGENCY: ______________________

________________________

ASSIGNED DISTRICT MENTOR: ______________________
(to be completed by employer)

- The Mentor holds a Clear/Life Credential – YES ☐ NO ☐
- The Mentor has 3 years or more teaching experience – YES ☐ NO ☐
- The Mentor holds an EL Authorization – YES ☐ NO ☐
- The Mentor is available to provide at least one hour of weekly mentoring and supervision to intern teacher and to communicate on a regular basis with program sponsor faculty - YES ☐ NO ☐

BEGINNING DATE OF SERVICE IN THIS POSITION: ______________________

Signature of Employer: _______________________________________________

Title: __________________________________________________________

NOTE: The internship credential is dated the day your application is received in the Credentials Office at CSU Sacramento, OR the beginning date of service, whichever date is the latest.