

FORM #12A: INTERNSHIP AGREEMENT for NCBTP



North Coast Beginning Teacher Program
5340 Skylane Blvd., Santa Rosa, CA 95403
Phone: (707) 524-2818 FAX: (707) 524-2815
www.ncbtp.org

Semester: _____ Year: _____

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 Beginning Teacher Program.

Intern Name: _____ SSN: _____

Dominican University of California Check One: Mult Subj Single Subj Ed Spec

Starting date of Intern Program: _____ Anticipated ending date: _____

School Site: _____ District: _____

Districts and Universities participating in an Internship 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 and individual's acceptance of that basic responsibility. Beyond those laws and regulations, the parties agree to the following responsibilities:

Responsibilities of School District and Site Administrator

1. Assign the intern to a paid teaching position authorized by the single subject, multiple subject, or education specialist credential. Interns are paid on a full, non-reduced teacher's salary, based on the district's regular salary schedule.
2. Identify and assign a qualified support provider and facilitate support provider compensation.
3. Provide up to five release days per year for each support provider and/or intern. These release days may be used for observations, professional development, and/or to address the Intern Program responsibilities.
4. Provide appropriate district orientation and training for the intern, support provider and university supervisor.
5. Acknowledge the novice status of interns and adjust assignments accordingly.
6. Acknowledge the need for the intern to attend University courses and adjust the schedule accordingly.

Roles and Responsibilities of the University Supervisor

1. Understand the requirements of the intern's state approved professional preparation program.
2. Attend intern program orientations, seminars or training, as needed.
3. Observe the intern teaching and provide feedback in accordance with University procedures.
4. Be available as a resource to answer the intern's questions and to provide mentoring.
5. Communicate on a regular basis with the support provider.
6. Maintain a written record of classroom observations and conferences.
7. Participate with the support provider in assessing the Intern's progress each semester and document the credential recommendation at the end of the preparation program.

North Coast Beginning Teacher Program Responsibilities

1. Provide administrative oversight, coordination and compliance in regards to state requirements.
2. Provide training and guidance for support providers.
3. Distribute funds to districts to be used to offset the cost of support provider compensation.
4. Distribute funds to the University as delineated in the MOU or Budget Agreement.

Through the NCBTP Advisory Board and communication with NCBTP staff, provide a regular forum for communication and feedback about the program.

Responsibilities of Support Providers

1. Complete Peer Coaching training and attend any additional meetings or training.
2. Develop effective coaching and communication skills.
3. Understand the requirements of the intern’s state approved professional preparation program.
4. Help orient the intern to school and district procedures, routines, and regulations.
5. Develop a sustaining and thoughtful mentoring relationship with the Intern.
6. Meet weekly with the intern to offer guidance and consultation.
7. Maintain regular communication with the university supervisor.
8. Participate with the university supervisor in assessing the intern’s progress each semester.
9. Be available as a resource to answer the intern’s questions and to provide general support and mentoring.
10. Share instructional ideas/materials with the intern.
11. Serve as a role model for the teaching profession.
12. Complete and submit to the NCBTP regional office or website an Enrollment Form.
13. Conduct guided conversations with the Intern to reflect on and self-assess classroom performance.
14. Conduct formal and informal classroom observations and provide specific written feedback to the Intern a minimum of two times per year.
15. Maintain a monthly Activity Log documenting meeting times and topics and submit monthly to the NCBTP staff.
16. Work with Intern to maintain the Intern Annual Program Summary. Sign completed summary and return to the NCBTP Intern Coordinator annually.
17. Complete local and state program evaluation activities.

Responsibilities of Interns

1. Apply and be accepted into the University and into the appropriate Internship Credential Program.
2. Apply for the California Intern Credential through the University Credential Analyst.
3. Understand the requirements of the intern’s state approved professional preparation program.
4. Register for and maintain continuous enrollment and participation in the Internship Program (courses and seminars and all responsibilities pertaining thereto).
5. Consult the support provider, as necessary and appropriate, regarding school and district policies, procedures, and expectations.
6. Attend program orientations, seminars or trainings provided for the Intern.
7. Communicate regularly with the support provider and university supervisor regarding professional progress and development needs.
8. Provide lesson plans for observed lessons, as requested, to the support provider and/or University Supervisor as part of the observation/support process.
9. Participate in observation conferences with the support provider and university supervisor, as appropriate.
10. Develop professional goals based on the California Standards for the Teaching Profession and the Teacher Performance Expectations.
11. Work collaboratively with the support provider, site administrator, and NCBTP staff.
12. Meet weekly with the support provider.
13. Maintain the Intern Program Annual Summary and submit to NCBTP. This form is distributed to the school district and may be placed in an intern’s personnel file as evidence of completion of the Intern Program.
14. Complete local and state evaluation activities and Retention Data Form.
15. Complete enrollment forms and state consent form and submit to the NCBTP.
16. Complete the Internship Agreement (this form) and distribute accordingly.

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

	<u>Printed Name</u>	<u>Signature</u>	<u>Date</u>
Intern:	_____	_____	_____
Principal:	_____	_____	_____
Support Provider:	_____	_____	_____
University Supervisor:	_____	_____	_____