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| **California State University, Fresno - Intern Cooperating Teacher Expectations**  **\*Internship may require 3 semesters depending on the program.** | |
|  | **Meeting between District Content Specialist, Cooperating Teacher, and Intern when internship starts to review district expectations** |
|  | **Onboarding meeting with University to be scheduled when Intern is hired and placed with a district –introduces the process, responsibilities and expectations of the Cooperating Teacher**   * Email invitation will come from University (check spam folder). * To be held within #\_\_\_\_ weeks * Meeting will include TIP Office, Cooperating Teacher, University Coach, and Intern. * Review checklist * Determine number of required support hours   + If new to internship, Intern will need number of hours listed below.   + If Intern is from another program or has partially completed hours, determine remaining number of hours |
|  | **10 hours of approved modules, workshops, and other professional development will be made available to the Cooperating Teacher (complete, as needed)** |
|  | **Collaborative meetings to be scheduled by the University Coach and added to the TIP calendar and Intern calendar (document meetings on University Intern Support Log)**   * At least one triad meeting with University Coach, Cooperating Teacher, and Intern * At least one duo meeting with University Coach and Cooperating Teacher without Intern * Purpose: discuss areas of professional development and growth for the Intern and how the University and District can work together to provide the needed support. |
|  | **Request/receive Individual Learning Plan (ILP/IDP) from Intern and upload to digital system**   * This document will help you understand target areas to support the Intern * Review and upload ILP 3 times: October, December, May * If ILP/IDP not uploaded, inquire and upload a documented reason |
|  | **Determine number of support hours**   * If new to internship, Intern will need number of hours listed below. * If Intern is from another program or has partially completed hours, request previous logs to determine remaining number of hours from total listed below. |
|  | **Tracking Support Hours – INTERN responsibility but check in to make sure it is maintained**   * Special Education and General Education requirements are the same (use University Intern Support Log)   + 144 general hours shared between University and Cooperating Teacher (72 per semester)   + 45 EL hours/year met through course requirements (does not need to be tracked) |
|  | **Request monthly copies of completed University Intern Support Log from Intern and upload to digital system for our records** |
|  | **Ask Intern to notify you when any of the above happens**   * Internship requirements have been met * There have been changes to the Intern’s program * The Intern will continue in the program for another year |