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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
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|[ ]  **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.
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|[ ]  **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
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|[ ]  **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.
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|[ ]  **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)
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|[ ]  **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
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