



Teacher Internship Program

University Intern Handbook

Note: This handbook is subject to change.

Revised.: July 2022

Table of Contents

Kremen School of Education and Human Development Overview	4
Mission	4
Goals	4
Initial Intern Credential	5
Teacher Credential Coordinator Contact	5
Education Specialist Candidates	5
Multiple Subject Candidates	5
Single Subject Candidates	5
Teacher Internship Program Admission Requirements	6
Education Specialist Candidates	6
Multiple Subject Candidates	6
Single Subject Candidates	6
Offer of Employment	7
Teacher Internship Program Educational Plans	7
Applying to the Teacher Internship Program (TIP)	7
Applying for Intern Credential	8
Intern Responsibilities	8
Teacher Internship Program Fees	9
Field Placement Courses	9
Dual Candidates	10
Education Specialist Candidates	10
Multiple Subject Candidates	10
Single Subject Candidates	10

Teacher Internship Program Events	10
Makeup Events	10
Teacher Internship Program Paperwork	10
Orientation Agreement	11
School Assignment	11
Cooperating Teacher MOU	11
Intern Support Log	11
Tk20 Time Log	12
University Intern Coach Responsibilities	12
Cooperating Teacher	12
Teacher Internship Program Semester Clearance	12
Continuing Interns	12
Applying for Preliminary Credential	13
Teacher Internship Program Policies	13
Acceptance Policy Provision	15
Frequently Asked Questions	15

Kremen School Of Education and Human Development

The Kremen School of Education and Human Development is a fully [accredited](#) teacher credential program at both the state and national levels. It currently is nationally accredited by the National Council for Accreditation of Teacher Education (NCATE), and the California Commission on Teacher Credentialing (CCTC).

Mission

The Kremen School of Education and Human Development's mission is the recruitment and development of ethically informed leaders for classroom teaching, education administration, counseling, and higher education. This NCATE accredited unit fosters the candidate dispositions of collaboration, valuing diversity, critical thinking, ethical judgments, reflection, and life-long learning. Our mission is realized through a framework of teaching, scholarship, and services that addresses regional, state, national, and international perspectives. Its purpose is to prepare highly competent educators and human development specialists, while providing professional support and leadership to the community, promoting applied research, and providing experiences and opportunities that will enable employed professionals to remain current in their fields.

Guided by Kremen's vision for an inclusive and equitable future, the **Teacher Internship Program (TIP)** is an alternative pathway to prepare high quality teachers who act as agents of change in our community by being employed under the jurisdiction of one of our local community school district partners all the while completing a teacher credential program here at Fresno State.

Goals

The specific goals of the Kremen School are as follows:

- to be at the cutting edge of the application of best practice models and educational technology;

- to prepare education professionals who have a command of content knowledge and pedagogy and who continuously strive to improve their practice;
- to support the lifelong development of practicing professionals with services and programs, including the doctorate;
- to prepare professionals who are committed to leadership and service in diverse community settings;
- to integrate performance assessment as a key evaluation technique in each of our programs;
- to sustain a university work environment that is exemplary in its humanity, ethics, effectiveness, and intellectual vitality;
- to secure, through advancement efforts, the supplemental funding needed to provide the margin of excellence for programs and special initiatives; and
- to be the higher education partner of choice for the public schools and other relevant institutions of the five counties we serve in the Central Valley.

Initial Intern Credential

The Teacher Internship Program (TIP) is an alternative pathway to earning a California Teaching Credential. It is through a partnership between the school district, the university, and potential admitted credential candidates who are on their way to completing one of Fresno state's-approved professional education programs. An "intern" credential allows a teacher credential candidate to become a teacher of record while enrolled in an approved, professional teacher preparation program. Credential candidates admitted into any of the three (3) Teacher Credential Programs are responsible for securing their own employment in a public school setting, as the University is not involved in finding internship positions for its students. The Intern option is available in all the following teacher credential programs here at Fresno State: Multiple Subject, Single Subject, and Education Specialist.

Teacher Credential Coordinator Contact

It is the responsibility of every potential intern to meet with the appropriate Teacher Credential Program Coordinator **before** they get hired, as procuring employment does automatically grant an admitted credential candidate into the

Teacher Internship Program (TIP). Teacher Credential Coordinator contact information is as follows:

Education Specialist (EDS) Candidates	Dr. Michael Mahoney mwmm@csufresno.edu
Multiple Subject (MS) Candidates	TIP Office internship@mail.fresnostate.edu Kremen Advising kremenschool@csufresno.edu
Single Subject (SS) Candidates	Contact your respective Academic Subject Matter Area Department Advisor (LINK). Single Subject Coordinator Dr. Imelda Basurto ibasurto@csufresno.edu

Teacher Internship Program Admission Requirements

All interested students must be admitted into one of Fresno State’s Teaching Credential Programs (Education Specialist, Multiple Subject, and/or Single Subject), and must meet all admission requirements for the program in order to participate in the internship option. For admission requirements and online applications click [here](#) or if you would like to schedule an appointment with one of the advisors, you can send them an email at: kremenschool@csufresno.edu.

Intern Eligibility Requirements

Once a student has been admitted into one of the Teacher Credential Programs (Education Specialists, Multiple Subject and/or Single Subject), the admitted candidate must be intern eligible by complete the following internship eligibility prerequisites:

- Education Specialist Candidates (EDS):** EDS candidates are eligible to be an intern in any phase of the credential program. For specifications, the interested candidate should contact the program coordinator.

- ❑ **Multiple Subject Candidates (MS):** MS candidates are only eligible to be an intern in their third and/or in their final phase of the MS credential program and after successfully completing EHD 50, CI 100, CI 163, LEE 158, LEE 159.
- ❑ **Single Subject Candidates (SS):** SS candidates are eligible to become an intern after they have completed EHD 50, CI 149, CI 161, EHD 155A, and LEE 157 in addition to meeting the Academic Subject Matter Area Department internship specifications. To learn more about the internship eligibility specifications for becoming a Single Subject Intern [click here](#).

Offer of Employment

Once an admitted candidate is intern eligible, and secures an offer of employment, they must email a copy of the employment contract to the Teacher Internship Program (TIP) office to ensure that there is a Superintendent Memorandum of Understanding (MOU) with Kremen School of Education and Human Development in place. The TIP Office will also need to verify that the school site is within 45-mile radius from our college. If there is no MOU on file, the TIP office will procure one on your behalf as long as the employment is with one of our five school district partners (Fresno, Clovis, Tulare, Kings, and Madera Counties). Please note that private or charter schools not affiliated with one of our local public county school districts is prohibited.

Teacher Internship Program Educational Plans

Once an admitted credential program candidate has been given an offer of employment and/or a teaching contract, a candidate must complete a Teacher Internship Program (TIP) Educational Plan specific to their program. These TIP Educational Plans can be found on the [TIP](#) website. After opening the respective TIP Educational Plan, the candidate will need to complete and email it to their program coordinator (Multiple Subject and Educational Specialist candidates only). All Single Subject (SS) Candidates will complete their TIP Educational Plan and will send it to their Academic Subject Matter Area Department Advisor to approve. Once approved, the SS Educational Plan form will need to be forwarded to the Single Subject Credential Program Coordinator for signature.

Applying to the Teacher Internship Program (TIP)

All employment contracts and the TIP Educational plans must be emailed to the TIP office. Once received, the TIP office will release the TIP application link for the

candidate to complete. After the application is reviewed, the TIP Office will send the candidate a Preliminary Approval. The District Memorandum of Understanding (MOU) and a District Contact sheet will be attached. When the MOU and the District Contact sheet are received in the TIP Office, the candidate will then receive the Final Approval and the Intern Credential Application will be attached. Please note: from the time of receipt of the Final Approval, the candidate will only have two weeks to apply for their Intern Credential. Intern Credential applications will be submitted directly to the credential analyst.

Applying for Intern Credential

Once the credential analyst has received the required forms he or she will submit the online recommendation. Candidates will then be notified by the California Commission on Teacher Credentialing (CCTC) to complete the 'Personal and Professional Fitness' questionnaire and payment portion of the process. Please note that the CCTC processing system requires both an email address and a credit card to complete this step. Payment of \$100 must be made within 90 days of the recommendation date or CCTC will cancel the recommendation. A few days after making a payment, the CCTC will forward a payment confirmation number to the candidate. Provided that there are no extenuating circumstances, the CCTC will then send the candidate an email confirming that the credential has been issued. Following that, the candidate will receive one additional email notice which will provide the details of their credential. This final notice is the one that will be used for employment purposes.

NOTE to Candidates: Your credential and all information pertaining to such will appear as granted on the CTC website.

Important Note:

An Intern Credential is only issued for two years. In the event an intern is unable to complete the teacher credential program requirements within the allotted time frame, they may request a one year extension. For information on this process, please contact the Credential Analyst, Sherri Nakashima at sherrin@csufresno.edu.

Intern Responsibilities

The following are responsibilities that need to be upheld by the university intern every semester:

1. Make sure their internship assignment is in the area of their subject matter competency.
2. Interns agree to remain in their assignment for the duration of their internship program. Should there be a need to change assignments, the University Intern will need to request for a transfer with the Teacher Internship Program Office prior to any change in assignment to ensure internship compliance.
3. All interns must be enrolled in a Field Placement course and must maintain their “student” status. If any intern withdraws from the university during the course of the program, the internship credential will be terminated.
4. Interns must maintain a 3.0 grade point average in the credential program, and earn no grades below a “C” in any credential courses.
5. Interns can not hold a second job during their internship year (S).
6. All interns must maintain a professional demeanor, including reading and responding to written communication from the internship office, returning phone calls and turning in paperwork in a timely manner.
7. Interns cannot apply for their Preliminary Credential until all required paperwork has been turned in to the Teacher Internship Program office, have attended all intern professional development seminars, retaken courses with a grade of D, F, W, IC, NC or completed makeup assignments for those classes that are deemed as “I.”
8. Multiple Subject Candidates working at the Middle School level and who teach Math and Science in a block or core delivery system agree to fulfill specific course requirements. The University Intern coach/supervisor and school administration must be involved in the mechanism of fulfilling those requirements.

Teacher Internship Program Fees:

Once accepted into the Teacher Internship Program, there will be a non-refundable (flat-fee) charge of \$1,600 per semester in addition to regular tuition every semester. If the employment site is more than 15 miles from the main university campus there may also be a charge for supervision mileage. These fees help to provide interns with the additional support hours required by the California Commission on Teacher Credentialing. These fees are paid through a monthly proration and/or can be paid out of pocket. Out of pocket fees are paid directly to the Fresno State’s Foundation Office. Note: These fees are subject to change every semester.

Field Placement Courses

All new and continuing interns are required to be enrolled in a field placement course specifically for their Teacher Credential Program every semester they are classified as an “intern.” These field placement courses are identified as follow:

Dual Candidates	EHD 110D, SPED 175, SPED 176
Education Specialist (EDS) Candidates	EHD 178, SPED 171, SPED 172, SPED 175, SPED 176, SPED 160F
Multiple Subject (MS) Candidates	EHD 170, EHD 178, EHD 160A, EHD 160B
Single Subject (SS) Candidates	EHD 155A, EHD 155B

All interns will be assigned a specific university “intern” coach and are expected to abide by all the field placement course requirements as outlined in the Office of Clinical Practice and the Teacher Credential Program handbooks:

- [Education Specialist Handbook](#)
- [Multiple Subject Handbook](#)
- [Single Subject Handbook](#)
- [Office of Clinical Practice Website](#)

Note: It is the responsibility of the candidate to let the Office of Clinical Practice (OCP) know of their recent hire so that OCP does not find him/her a field placement.

Teacher Internship Program Events

All new and continuing university interns are required to attend including but not limited to professional development training sessions, conferences, and/or orientations offered by the Teacher Internship Program (TIP) office and any professional development event presented by the Kremen School of Education and Human Development Teacher Credentialing Programs.

Makeup Events

If an intern is not able to attend any of the professional development events hosted by the Teacher Internship Program (TIP) Office, the candidate will be required to submit a “Makeup Assignment”.

Teacher Internship Program Paperwork

All interns are expected to attend a Teacher Internship Program (TIP) orientation every semester they are an intern. **During these orientations, all interns will be provided with a set of documents that will be needed to be submitted to the internship office either immediately, by the fifth week of the semester, or the last day of instruction.** The documents, aka TIP Paperwork consists of the following documents:

1. Orientation Agreement (due the first week of the semester)
2. School Assignment (due the fifth week of semester)
3. Cooperating Teacher MOU (due the fifth week of the semester)
4. Intern Support Log (due on the last day of instruction)
5. Tk20 Time Log (due on the last day of instruction)

The description of the documentation, aka TIP Paperwork is as follows:

- Orientation Agreement:** The Orientation Agreement is a document that lists all of the responsibilities of the intern. By signing and returning the document, the intern agrees to fulfill all of the responsibilities required for the Teacher Internship Program. This document is submitted to the TIP Office the day after orientation.
- School Assignment:** The School Assignment is a document that lists the school site where the intern is employed, the principal, the cooperating teacher, the university intern coach, the teaching schedule, and the credential candidates schedule. The purpose of this document is to ensure that the intern is teaching in their appropriate credential area and is enrolled in the proper field placement course. This document is due the fifth week of the semester.
- Cooperating Teacher MOU:** The Cooperating Teacher Memorandum of Understanding (MOU) is a document that gets completed by the school district. Its purpose is to outline the responsibilities of the assigned “school district support provider.” This document is due on the fifth week of the semester.
- Intern Support Log:** The Intern Support Log is a document required by the California Commission on Teacher Credentialing (CCTC) in which every intern must receive 144 hours per year or 72 hours per semester of professional support. Its purpose is to ensure that interns are receiving professional development support as they participate in the internship

program. Support hours come from a combination of time spent with the Intern's, Cooperating Teacher at the school site and University Intern Coach. The Intern Support Log is due on the last day of instruction.

- **Tk20 Time Log:** Tk20 Time Log is an electronic timesheet of a student's clinical practice hours. Its purpose is to record attendance at the field placement site as it is expected that all teacher credential candidates including interns complete a minimum of 600 clinical practice hours over the "arc" of the program. Therefore, all interns must adhere to the required number of hours. Completion of the time log is due on the last day of instruction.

Note: Documentation is provided to interns during orientation. Interns might need to submit copies of this documentation to their school district.

University Intern Coach Responsibilities

Intern coaches adhere to the same responsibilities as those outlined by each of the Teacher Credential Programs.

Cooperating Teacher

A Cooperating Teacher is provided by the school district usually after the first week of the semester. It is one who holds a Clear Credential in the content area for which they are providing supervision and have a minimum of three years of content area K-12 teaching experience.

Teacher Internship Program Semester Clearance

Every intern must receive clearance from the Teacher Internship Program (TIP) Office in order to be able to return as a continuing intern the following semester, or apply for their Preliminary Teaching Credential once an intern has completed their credential program. To obtain clearance, interns must attend all events hosted by the TIP Office and submit all the required TIP Program paperwork. Specific details are as follows:

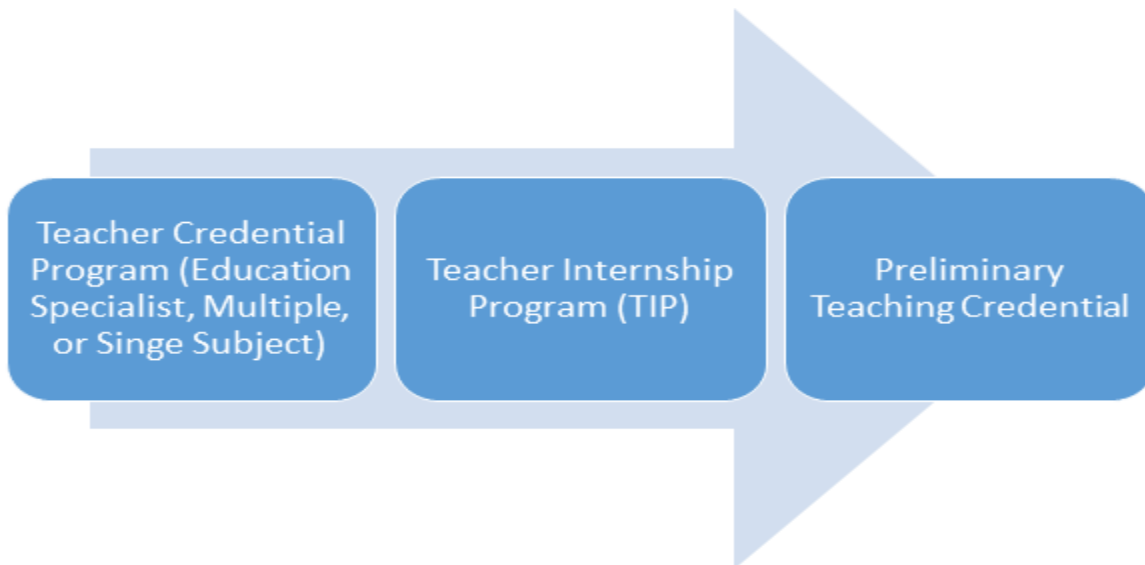
Continuing Interns

If a candidate has not completed their credential program and wishes to remain an intern, the candidate must receive clearance from the Teacher Internship Program (TIP). This step is done by attending all events hosted by the TIP Office and after submitting all the required paperwork by the due dates. After the TIP Office has

cleared a candidate that wishes to come back the following semester, the TIP Office will release the Continuing Intern application. The intern only has two (2) weeks to complete it.

Applying for Preliminary Credential

After the intern has completed their teacher credential program, the Teacher Internship Program (TIP) Office will issue clearance. Clearance will be issued after the intern has attended all TIP events and after submitting all TIP paperwork by the due dates. After clearance has been granted, the intern will need to submit the preliminary credential application to the credential analyst and pay all the necessary fees. If the intern does not apply for the preliminary credential in a timely manner, the credential analyst will terminate the internship credential.



Teacher Internship Program Policies

Effective August 2019

Teacher credential candidates who have completed all credential coursework are not allowed to apply to the Teacher Internship Program.

Effective Spring 2020

- Clinical practice hours for credit may be earned only through student teaching or while teaching under a university internship credential in public schools, pre-approved charter schools or pre-approved non-public schools,

within the university's service area. (CCTC Intern Specific Preconditions, May 2011, page 3).

- Fresno State does not accept field placements or internships in private, charter, or online schools not affiliated with an approved public school district outside the 45-mile radius from Fresno State.
- "Decisions regarding fieldwork placements, including placements as teacher of record, are the responsibility of the program, not the candidate nor the employer." (CCTC Intern Specific Preconditions, May 2011, page 6).

Effective Fall 2020

- Multiple Subject and Dual credential candidates can only be a university intern in their final phase of the program.
- Teachers of record working under a temporary permit including STSPs, PIPs, substitute including long term permits, emergency permits or other permits must move to a university internship credential to receive credit for fieldwork experience while employed as the teacher of record.

Effective August 2021

New Intern Eligibility Requirements for Single Subject: Single Subject Credential Candidates must have a) successfully completed EHD 155A, or b) Depending on Academic Subject Matter Area, may be admitted into the program as a three semester student, if they have successfully completed one year on a Short Term Staffing Permit (STSP). c) Note: Teachers of record working under a temporary permit (including STSPs) CANNOT receive credit for clinical practice, aka student teaching or field placement work while working under such a permit.

General Program Policies

1. Admitted interns must abide by all credential program requirements and expectations.
2. Employment contracts do not supersede teacher credential and internship program requirements.
3. Internships are not approved mid-semester.
4. All internships require pre-approval from the Program Coordinator. All interns must have met the U.S. Constitution requirement, be "subject matter competent," have met the basic skills, possess a bachelorette degree, and be "intern" eligible BEFORE applying to the Teacher Internship Program.

5. Student teaching and/or clinical practice/field placement hours CAN NOT BE WAIVED (replaced or substituted) with "subbing, permits of any kind, or teaching hours incurred outside the program teaching experience, other than those incurred under the university intern credential.
6. Interns must maintain a minimum GPA of 3.00 in all credential coursework and receive a CR in all designated NC/CR courses. CR courses with a NC grade and courses with a grade of "C" or lower will need to be retaken.
7. Interns can only repeat a course "once" to remain eligible for the program (APM 233). Interns with a low GPA and/or on academic probation for a second time, will have their intern credentials revoked.
8. Interns released from their school contracts in the middle of the semester will also be released from the program (credential and internship). Interns dismissed or disqualified from their school sites are not eligible for reinstatement for a minimum of one academic year

Acceptance Policy Provision

The University is under no obligation to accept credential candidates as "university interns" or "internships that are outside of the university's 45 mile radius service area," as the Teacher Internship Program (TIP) is an auxiliary service provided to the teacher credential candidate. The university does not accept teaching employment contracts from private schools, charter schools, or online schools not affiliated with a public school district.

Frequently Asked Questions

Q: What are the prerequisites for the Internship Program?

A: Prerequisites for becoming an Intern:

- Single Subject may vary based on the subject you are pursuing. To learn more about the prerequisites for becoming an S.S. Intern [click here](#).
- Multiple Subject: EHD 50, CI 100, CI 163, LEE 158, LEE 159
- Education Specialist: Please contact EDS Coordinator, Dr. Michael Mahoney

Additional Internship Requirements:

1. Undergraduate Degree from an accredited college/university
2. Complete a course in the U.S. Constitution or pass an approved exam
3. [Admission to our Credential Program](#)
4. Meet the Subject Matter Competency either by CSET exam or coursework

5. Prerequisite coursework: Recommendation from Single Subject Academic Advisor or Program Coordinator for SPED applicants.
6. A complete Teacher Internship Program application

Q: Do I need to have all the CSETs passed before I can become an intern?

A: Yes, however, Fresno State Liberal Studies graduates (Spring 2016 or after) do not need to take CSETs if they are pursuing a Multiple Subject, Dual, or Education Specialist credential.

Q: How do I apply to the Teacher Internship Program (TIP)?

A: Applications are given to “admitted” Fresno State students who have completed steps 1 and 2 under the “How to Apply” section of the TIP website.

Q: How long does it take to process my application?

A: It takes 3-5 business days to process your application.

Q: How long is the Internship Program?

A: Depending on your teacher credentialing program it could take anywhere from 1 to 4 semesters. For specifics, contact your program coordinator.

Q: Is there a program fee?

A: Yes, effective Spring 2019, a \$1,600 flat fee per semester for the duration of the TIP program is charged in addition to regular tuition. An additional mileage fee, at the current mileage fee rate, for school sites that are more than 15 miles from the Kremen School of Education and Human Development will also be charged.

Q: Can Intern fees be paid in a lump sum?

A: Yes, interns have the option of paying the lump sum of \$1600 or can make installment payments. Installments will need to be arranged with the school district.

Q: Are there other fees I should be aware of?

A: Once you are admitted to the Internship Program, you will be directed to apply for the Teacher Internship Credential in ED 100. Credential application processing fee is \$25.00. This fee is non-refundable.

The current CTC fee is \$102.50. You will pay approximately \$52.50 if you hold a current Certificate of Clearance.

Q: Will I take other classes if I go through the internship program?

A: No. Your courses will be the same with the exception of your student teaching. Your student teaching may be a little different depending on how early you start

the program. Completion of an internship program results in the same preliminary credential as is earned through a traditional program.

Q: I have been offered a teaching job, what is the next step?

A: If you are enrolled in the Credential Program AND you meet the minimum intern eligibility requirements, complete steps 1 and 2 under the “How to Apply” section of the TIP website.

If you are not enrolled in the Credential Program, [click here](#) for information on the application process. If you are not sure if you meet the eligibility requirements, you may contact the Internship Office at internship@csufresno.edu.

Q: Can I accept a job offer from a private or charter school?

A: No, the university does not accept teaching employment contracts from private schools or charter schools not affiliated with a public school district.

Q: Can I get a job with any school district?

A: No, as the job offer has to be within 45 miles from campus, and there must be a District MOU on file with the TIP Office. Charter and/or private schools not affiliated with a public school district are ineligible. Check with the TIP office if you're unsure of your job offer.

Q: Will the Teacher Internship Program find me a placement?

A: No, all students are responsible for finding their own placements. At times, the district will contact our office inquiring about applicants in certain subject areas. With your permission, we can share your contact information with school districts.

Q: I was just hired under a STSP/PIP, What do I do?

A: Immediately contact the Office of Clinical Practice if you are enrolled in student teaching as students on a permit cannot be enrolled in field coursework, nor can become interns under these types of permits.

STSP/PIPs are offered through a school district. These permits give you one year to become intern eligible. Once you become intern eligible or your STSP/PIP expires, you could then apply for the Teacher Internship Program if you are an “admitted” Fresno State student.

Q: I was just hired and my school district is asking for an MOU. What is an MOU?

A: An MOU (Memorandum of Understanding) is an agreement between the Kremen School of Ed, the hiring school district, and an intern. Therefore, the MOU will be provided to the intern after submitting the employment contract, educational plan, and receiving preliminary approval from the TIP Office.

Q: Do I need an employment contract before I apply to the program?

A: Yes. All credential program candidates must have a signed contract from an approved school district before applying to the Teacher Internship Program (TIP).

Q: Can the intern complete the program early?

A: Yes, the State of California allows an intern to challenge the coursework portion of either a Multiple or Single Subject Internship Program via an Early Completion Intern Option. Click here for more details: [Early Completion Intern Option Guidelines](#).

Q: Where Can I get more information about my program once I am an intern?

A: Interns can get information about their respective program from their teacher credential handbook.

[Education Specialist Handbook](#)

[Multiple Subject Handbook](#)

[Single Subject Handbook](#)

Q: I am an intern and I just earned a “D” in one of my classes. Will I be removed from the Teacher Internship Program (TIP)?

A: The Teacher Internship Program runs transcripts on all interns at the beginning of every semester. If you earn grades such as D, F, IC, NC, or W you will be placed on academic probation and you will not be able to apply for the Preliminary Credential until you have "retaken," and successfully passed the course.

Q: I've been placed on academic probation, does that mean I will be dropped from the Teacher Internship Program?

A: Interns who are on "academic" probation will remain on academic probation until their credential program (GPA) is above a 3.0. An intern could be dropped from the Internship Program and/or the Teacher Credential Program if they are unable to successfully maintain a 3.0 GPA over three successive terms; and/or for repeated failure to progress towards a successful GPA attainment (see [University Academic Standing Regulations](#)).