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| **Fresno Pacific University - Intern District Site Support Provider Expectations*** To be compensated in the form of tuition waiver of 1 unit per semester which can be used to purchase either graduate or professional development coursework through FPU
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|[ ]  **Meeting between District Content Specialist, Site Support Provider (and other district team members, as appropriate), and Intern when internship starts to review district expectations**  |
|[ ]  **Intern attends Practicum Orientation of the University program’s expectations (Intern Candidate, University Mentor, and Program Director)** |
|[ ]  **Initial meeting between University Support Provider, Site Support Provider, and Intern (minimum 1x/yr)*** To be scheduled by the University Support Provider
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|[ ]  **Use PAC Intern Professional Development Form and upload to digital system. The University ILP will be completed at the end of the internship and taken to Induction. This document will help you understand target areas to support the Intern*** Review and upload ILP 3 times: October, December, and May
* If ILP/Intern Professional Development Plan not uploaded, inquire and upload a documented reason why it is not complete
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|[ ]  **Determine number of support hours** * 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. The University Mentor will monitor the support log.*** Required hours of support – check monthly to make sure Intern is staying on top of required hours. University will check quarterly.
	+ Special Education (use University Intern Support and Supervision Log)
		- 144 general hours required. District responsibility = 64 hours (2 hours per week)
		- 45 EL hours/year shared in total; District responsibility = 3 hours per year
	+ General Education (use University Intern Support and Supervision Log)
		- 144 general hours required. District responsibility = 150 hours (5 hours per week)
		- 45 EL hours/year required; District responsibility = 0 hours (all hours met through University coursework)
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|[ ]  **Request monthly copies of completed University Intern Support and Supervision Log from Intern and upload to digital system for our records** |
|[ ]  **Once coursework and requirements complete, Intern will notify the Site Support Provider.**  |