

# National University

Sanford School of Education, Special Education

## Completing the Intern Support Verification Form

As a University Intern, you are required to obtain 144 hours of support/mentoring for each school year that you are employed as an Intern. Candidates who start working as an Intern after the beginning of the school year will have their hours of support prorated. Support can come in various forms. For a detailed list of the types of support you may receive, please see the “Type of Support Provided” list on the attached Intern Support Verification Form.

The California Commission on Teacher Credentialing (CTC) requires that interns receive a **minimum** of two hours of support per five instructional days. Since the length of a school year can vary by district due to holidays and scheduled breaks, **National University recommends** that our interns average four and a half hours of support each week in order to meet the 144-hour requirement by the end of the school year.

Your Internship Support hours will be tracked by completing a digital log. The digital log will be accessible through your SOAR Student Portal once Clinical Practice has been added to your course schedule by your Credential Program Specialist.

Clinical Practice cannot be added to your course schedule until your Internship Credential has been granted by the CTC, your student account is free of locks/holds **and** you have attended the Internship Orientation. The paper *Intern Support Verification Form* is to be used to track support you receive between the time you begin working on your granted internship credential and the time you obtain access to the digital log through the scheduling of Clinical Practice.

When Clinical Practice has been added to your course schedule, and you obtain access to your digital log, you should transfer the hours of support from the paper form to the digital log, and then enter all future hours of support on the digital log.

## Intern Support Verification Form

**Intern Name: Intern 9-Digit NU ID:**

| **University Internship**  (Average 4 .5 hours of support each week with **minimum** support of 2  hours every 5 instructional days) | **Form Objective:** Use this log to document the hours of support required for each year of intern employment. Please review the *Intern Support Verification Cover Sheet* for specific instructions on when and how to use this form.  **The “Type of Support Provided” field should be completed according to this key:**   1. Content Specific Coaching; 2. Grade Level or Department Meetings on Planning, Curriculum and Instruction; 3. New Teacher Orientation or Professional Development; 4. Non-Evaluative Coaching from Administrator; 5. Co-Planning with EL Expert or Certified Mentor or Special Educator to address student needs; 6. Logistical Assistance before/during school year (Parent Conferences, Open House, Back to School Night, Bulletin Boards..); 7. Participation in District group/regional group meetings; and 8. Review and Discussion of test results with colleagues (ELAPC, Standardized Tests…) 9. National University Lesson Plan Differentiation for English Learners\* 10. Digital Observations and Assessments / Domain C/TPE 7\* 11. Peer/Faculty Support\* 12. Other- write in | | |
| --- | --- | --- | --- |
| **Date** | **Type of Support Provided** | **Hours** | **Support**  **Provider Initials** |
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**Intern Signature** Date:

**Support Provider Signature(s)**: Date:

\* Support areas I through K may be obtained during the first 8 months of Clinical Practice

July 31st, 2019