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| **National University - Intern Site Support Provider Expectations**   * To be provided an honorarium of $300 for each full-time placement, provided you fill out the form online   <https://www.nucredentials.com> including W-9 (see Intern Site Support Provider Handbook) | |
|  | **Meeting between District Content Specialist, Site Support Provider, and Intern when internship starts to review district expectations** |
|  | * **Onboarding meeting with University – 45-60 min., introduces the process, responsibilities and expectations of Site Support Provider. Onboard meetings scheduled for cohorts in: September, October, November, February, and March** * Site Support Provider receives email invitation from University (check spam folder). * Receive Intern Site Support Provider Handbook and review expectations * If an Intern starts with district after an onboarding date, begin tracking your support hours and attend the next available Onboarding session. |
|  | **Complete Mentor Teacher Professional Development Course**   * You will receive registration link to the course via email from University. (check spam folder) * You may submit evidence to have parts of the course waived. Contact University Support Provider if you have questions. |
|  | **Complete University Professional Development Course**   * You will receive invitation to join the course from “Course Networking” via email from University. (check spam folder) * Complete within first few weeks of mentoring. |
|  | **Initial meeting between University Support Provider, Site Support Provider, and Intern (minimum 1x/yr)**   * To be scheduled by the University Support Provider |
|  | **Request/receive Individual Learning Plan (Induction Development Plan) 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**   * Required hours of support – check monthly to make sure Intern is staying on top of required hours   + Special Education (uses University Intern Support Verification Form)     - 144 general hours shared between USP and SSP     - 45 EL hours/year; 12 per semester provided by University   + General Education (uses running record)     - 36 general hours provided by USP; 108 hours provided by SSP     - 45 EL hours/year; 12 per seminar provided by University * If the Intern starts before a University Support Provider is assigned, have Intern begin tracking hours using the University Intern Hours Log so that all hours are recorded. Request form from University. |
|  | **Request monthly copies of completed University Intern Support Log from Intern and upload to digital system for our records** |
|  | **Email University Support Provider monthly regarding peer coaching discussions** |
|  | **After requirements have been met, Intern will receive an email from University stating “status has changed.”**   * Ask Intern to notify you when this happens |