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