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| **San Francisco State University – District Support Provider Expectations** | |
|  | **Meeting between District Content Specialist, District Support Provider, and Intern when internship starts to review district expectations** |
|  | **Initial orientation for district-employed supervisors provided by University to ensure understanding of roles, expectations, and TPEs and TPA model.** |
|  | **Request/receive Individual Learning Plan (ILP/IDP) from Intern and upload to digital system**   * This document will help you understand target areas to support the Intern * If University does not have an ILP/IDP for interns, then the PAC form will be used. * 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 – Support and Supervision Record Form**   * Minimum of 2 hours for every 5 instructional days (minimum of 144 hours required); program recommends 5 hours per week. * 45 hours specific to teaching English Learners |
|  | **Request monthly copies of completed University Support and Supervision Record Form from Intern and upload to PAC digital system for our records** |
|  | **Ask Intern to notify you when any of the above happens**   * Internship requirements have been met * There have been changes to the Intern’s program * The Intern will continue in the program for another year |