|  |
| --- |
| **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
 |