

August 2020

**Dear School and District Administrators-**

Thank you for your commitment to supporting Intern Teacher Candidates in the Yolo-Solano Center for Teacher Credentialing Teacher (YSCTC) Intern Program! Listed below and detailed in the attached packet are key information and California Commission on Teacher Credentialing requirements for supporting intern teacher candidates:

**Site administrator credential requirements:** Interns can only be placed at school sites where a designated administrator holds (at a minimum) a preliminary administrative services credential. If you do not yet hold a preliminary credential, please contact YSCTC as soon as possible.

**Site Support Provider:** Each Intern Teacher Candidate must be paired up with a site support provider. It is the responsibility of the school/district to select a site support provider prior to the start of the school year. Please identify a district support provider for the intern teachers at your site and provide us with their name and email. The support provider must hold the same credential and the credential area that the candidate is seeking.

The support provider will work closely with each intern teacher candidate throughout the two years of the Teacher Intern program. The support provider requirements are dictated by the Commission and outlined in the Support Provider MOU in this packet. A key role of the site support provider is to guide interns to professional development, trainings, and resources that will benefit new teachers. The site support provider is expected to meet regularly with their intern teacher candidate(s).

The stipend for each support provider is provided by each district. The stipend amount is determined by each district and adjustments may be made based on the Support Provider's completion of their MOU. Site support providers serve as mentors to intern teacher candidates and are there to provide feedback, offer suggestions for improvement and support interns as they develop as teachers.

**189 annual hours of support and supervision:** Interns are required to receive a combination of employer-provided support and mentoring, and program support and supervision. This support is outside of the intern's weekly coursework; 144 hours are focused on General Education and 45 hours are focused on EL learners. Our interns are required to track their 189 hours, and will need your guidance to involve them in site meetings, professional development, mentoring,

observations, or other professional learning. Interns must also be included in your District's teacher evaluation process. A list of suggested support is included in this packet and YSCTC Field Supervision support is included within the 189 hours. Our combined support is the foundation for creating a valuable partnership between your site/district and the YSCTC Intern Program!

**Field Supervision:** Each Intern Teacher is paired up with a YSCTC Field Supervisor. Our Field Supervisors are experienced teachers or administrators and coach Intern Teacher Candidates in key areas of classroom management, lesson planning, differentiation, and content area instruction. The Field Supervisor will visit your site approximately 2-3 times per month to conduct observations of their Intern Teacher Candidates and provide valuable feedback about what is observed. Field Supervisors wear name badges and will come through the office to sign in. During COVID-19 school closure, Field supervisors will virtual observe candidates instructing students and will hold virtual coaching meetings with candidates.

Field Supervisors will also set up a time to meet with you, the site support provider, and their Intern Teacher Candidate(s) in a collaborative meeting. The purpose of this meeting is for the Field Supervisor to share their role and responsibilities and hear from you goals or feedback you have for the Intern Teacher Candidate(s) they are supporting.

**Video recording for clinical practice requirements and teacher licensure exams:** Video recording of Intern candidates will occur for instructional purposes, such as classroom observations, remote meetings, and field supervision. These videos are archived in YSCTC's learning management system as a part of the Intern's fieldwork and clinical practice experience and will not be shared unless all parties involved have given specific written permission to do so or unless required by law.

Candidates must be employed in a district that permits video capture to be used for reflection of clinical practice (CTC SPED Program Standard 3C.3), TPA completion, and RICA completion. Candidates are advised to thoroughly read and understand their district's acceptable media use policy and ensure that media permission slips have been filled out for each student prior to video recording lessons or students. Candidates are advised to not video record any students for which they do not have media permission slips. Candidates are asked to follow student confidentiality guidelines when recording classes:

**Student Confidentiality Guidelines:** When recording classes (whether in class or remote) as part of the Intern program field supervision observation requirements or other requirements, intern teachers should inform their students that the class will be recorded for

instructional purposes. While recording, intern teachers should be mindful to not disclose any personally identifiable student information beyond the nonconsensual disclosure of designated “directory information” (name, class enrollment, and grade level). Examples of information not to disclose are which students receive special education services or who has been absent from school. If personal information is disclosed on a recording, that information should be redacted prior to sharing the recording.

**Ways you can support Interns:** The school/district administrator is an integral source of support for Intern Teacher Candidates. In addition to your district’s formal observation/evaluation process, here are some other ways you can support interns:

- Identify a support provider on site to assist each teacher intern candidate (see Support Provider MOU).
- Provide site orientation, guidance and assistance to YSCTC interns.
- Communicate regularly with YSCTC if there are concerns or if additional information is needed.
- If there is a change in employment status for any intern candidate at your site, please contact us immediately.

If you have questions, or would like to meet to review any aspect of the Intern program, please feel free to reach out. I am more than happy to come to your school site to meet with you as we collectively support our intern teachers.

I look forward to our work together and to supporting teacher development in your schools/districts!

Warmly,



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Director / Teacher Intern Program

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[Schedule a meeting click here!](#)



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