



# California State University, Monterey Bay

The Department of Education and Leadership - CSUMB Internship Programs

Building 3 • 100 Campus Center • Seaside, CA 93955-8001 (831) 582-3639

**INTERN Memorandum of Understanding  
between  
CSU Monterey Bay Internship Programs  
and**

Hollister School District

Name of School/District

University intern programs are a partnership between the Commission on Teacher Credentialing approved program sponsor (CSU Monterey Bay) and the California employing agency (School District/County Office of Education/Charter School) that elects to employ an individual on the basis of an intern credential. Prior to an intern teacher assuming daily teaching responsibilities, a signed Memorandum of Understanding must be in place between the Commission approved program sponsor and the California employing agency detailing the support and supervision that will be provided. (California Code of Regulations 80033)

**By signing this agreement, the School agrees to:**

- Assign the intern an appropriate placement authorized by their intern credential
- Offer the intern a contract that qualifies for the intern credential and meets the requirements of ED Code 44462 which states, "In no event may an intern be paid less than a minimum salary required to be paid by the state to a regularly certified teacher."
- Assign the intern a class that includes the presence of students with exceptionalities and English Language Learners, at a site with a fully qualified site administrator
- Assign the intern a classroom with technology that can be used for educational purposes
- Agree not to assign the intern adjunct duties or professional development/training obligations that interfere with his/her university class schedule or are inappropriate for a beginning teacher. Interns must be on campus by 4:15pm on class meeting days.
- Provide release time for both the intern (minimum of 1 day per semester) and the intern Support Provider to do observations (minimum of 2 days per semester)
- To terminate the training at any time, if it is found that continuation would be detrimental to the children involved; consider terminating it at the end of the semester if the intern support provider assigned by the district and/or the university supervisor report that based on performance to date, the intern would not be recommended for a credential.
- Assign a teacher within the school setting and with equivalent instructional assignment as a Support Provider to the intern, prior to the intern assuming daily teaching responsibilities (CTC Coded Correspondence 14-04). The assigned teacher will hold a Clear credential with an English Learner Authorization, in the same subject area, and have a minimum of three years of successful experience teaching.

- Understand that the CSUMB intern program is now a two year program, and the intern must maintain a Support Provider for the duration of time while serving on an intern credential.
- CSUMB will not be responsible for any payment to Support Providers.
- The employer and intern will collaborate to track the hours of support, mentoring and supervision to ensure that all required hours are met
- An intern teacher who is employed after the beginning of a school year shall be provided support, mentoring and supervision in the amount of 4 hours times the number of instructional weeks remaining in the school year
- Provide staff development activities and other resources (site and district support) that enhance the intern’s teaching skills
- Hire as interns only those teacher candidates who are properly credentialed and who have met pre-service professional preparation required by the Commission on Teacher Credentialing
- Require attendance at a Support Provider training, if offered by CSUMB
- Return the signed copy of the Intern MOU to CSU Monterey Bay
- In collaboration with CSUMB, ensure that the intern receives a minimum of 2 to 4 hours of support, mentoring and supervision per week as required by the California Code of Regulations 80033. The School will be responsible for providing 169 hours of support, mentoring and supervision to each CSUMB intern per year, which will include 45 hours of support and mentoring for those who do not hold an English Learner Authorization. CSUMB will ensure that the intern has completed 45 hours of early field experience, 120 hours of pre-service coursework, plus CBEST, CSET or Subject Matter Waiver program, B.A, US Constitution, and fingerprint clearance prior to receiving the intern credential. Support, mentoring and supervision by a Clinical Coach will be provided by CSUMB in the amount of 20 hours each year. Please see the chart below outlining the collaborative effort to support, mentor and supervise interns:

**Support, Mentoring and Supervision Hours Required by the State for Interns**

**45 hours Early Field Experience** (Verified by CSUMB prior to receiving an intern credential.)

**120 hours Preservice** (Verified by CSUMB prior to receiving an intern credential.)

**189 hours Support, Mentoring and Supervision PER YEAR**

School	CSUMB
<p><b>Support, Mentoring, and Supervision provided per year:</b></p> <p><b>169 hours</b> (Forty-five of these hours must be focused on the teaching of English Learners.)</p> <p><b>What hours can count as Support/Mentoring?</b></p> <ul style="list-style-type: none"> <li>• All communication provided by the school site that provides support and mentoring to the intern</li> <li>• Support Provider mentoring</li> <li>• Professional Development provided by the school</li> <li>• Department level meetings</li> <li>• Observation and feedback by other teacher staff</li> <li>• Collaboration time</li> <li>• Evaluations and observations by the Principal</li> <li>• Observation time in other classrooms</li> </ul> <p>If the intern holds a separate credential that contains the English Learner Authorization, they are exempt from the 45 hours that must focus on the teaching of English Learners, and may deduct those hours from the support hours required.</p>	<p><b>CSUMB</b></p> <p><b>45 hours</b> Early Field Experience – Verified prior to the intern credential.</p> <p><b>120 hours</b> Preservice coursework (3 summer courses) – Verified prior to the intern credential.</p> <p><b>Support, Mentoring and Supervision provided per year:</b></p> <p><b>20 hours</b> (10 Class visits during one practicum per year, plus feedback, and one class visit per ED 600 Intern Seminar per year)</p> <p>CSUMB ensures that intern applicants have completed 45 hours of Early Field Experience, and 120 hours of pre-service through completion of summer pre-service coursework, prior to the issuance of the intern credential. CSUMB sends a Clinical Coach to visit interns during the semesters they are taking a practicum course. Interns must enroll in ED 600, Intern Seminar, to provide ongoing support in semesters they do not take practicum. During Intern Seminar, the Seminar instructor visits the classroom of the intern a minimum of one time during the semester, and provides additional support through class meetings. Most candidates will take ED 600 Intern Seminar twice during their program. For the duration of the program, the CSUMB candidate must remain enrolled in CSUMB credential coursework, and remain in good standing. The CSUMB Program Coordinator serves as the academic advisor to the intern.</p>



# California State University, Monterey Bay

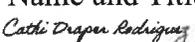
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The CSU Monterey Bay Department of Education and Leadership agrees to:

- Ensure that the intern candidate is in good standing in the program, has completed 45 hours early field experience, 120 hours of pre-service coursework, CBEST, CSET or Subject Matter Waiver program, acceptable bachelor’s degree, US Constitution, and fingerprint clearance, prior to receiving the intern credential.
- Seek available grant funding, if possible.
- Ensure that the employed intern is continuously enrolled in CSUMB intern program coursework while serving on the intern credential, and withdraw the intern credential if enrollment ceases.
- Issue an intern credential to eligible candidates which will include the English Learner Authorization and remain valid for two years in the district specified at time of application, as long as enrollment continues and the intern remains eligible.
- Provide advisement to the intern regarding the best sequence of courses to complete the program in a timely manner (See program plans here: [www.csumb.edu/teach](http://www.csumb.edu/teach))
- Provide 20 hours of support, mentoring and supervision per year to the intern through classroom visits and feedback by a Clinical Coach and Seminar instructor
- Schedule courses to provide flexible offerings for students in intern placements
- Involve the Districts, County Offices of Education, and University, to foster collaborative teacher preparation practices to enrich the Internship Program.

**Please sign, keep a copy for your records, and return the original to:**

*CSUMB Department of Education and Leadership  
Credential Analyst  
100 Campus Center  
Seaside, CA 93955*

	4/22/22
Authorized Signatory	Date
Linda Villalon Human Resources Director	
Name and Title	
	03/28/2022
Dr. Cathi Draper Rodriguez, Chair, Department of Education & Leadership	Date

The term of this Memorandum of Understanding is from July 1, 2022 to June 30, 2027. Provisions of this agreement may be updated during the term in the event of mandatory changes to curriculum or practices required by the Commission on Teacher Credentialing. Should an update be required, it will be the responsibility of CSUMB to issue an updated MOU to the district. It will be the district’s responsibility to review the document and return a signed copy to CSUMB.

**The guidelines set forth in this MOU are directed by the following state documents:**

California Code of Regulations 80033:

[https://govt.westlaw.com/calregs/Document/IB2CCAF809BED11E3AC56D7E7B5173B3B?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=\(sc.Default\)](https://govt.westlaw.com/calregs/Document/IB2CCAF809BED11E3AC56D7E7B5173B3B?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default))

CTC Educator Preparation Program Standards:

<http://www.ctc.ca.gov/educator-prep/STDS-prep-program.html>

California Education Code 44462 States – “In no event may an intern be paid less than a minimum salary required to be paid by the state to a regularly certified teacher.”

<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=edc&group=44001-45000&file=44450-44468>

California Teaching Performance Expectations:

<http://www.ctc.ca.gov/educator-prep/TPA-files/TPEs-adopted-2016.pdf>

Education Code:

44462: <http://law.onecle.com/california/education/44462.html>

CTC Program Sponsor Alert 13-06: <http://www.ctc.ca.gov/educator-prep/PS-alerts/2013/PSA-13-06.pdf>

CTC Coded Correspondence 14-04: <http://www.ctc.ca.gov/notices/coded/2014/1404.pdf>

### **CSU Monterey Bay Program Information**

**Intern Forms Page**

<https://csumb.edu/teach/introduction-internship-step-step-guide-0/intern-forms/>

**Program Plans:**

**Multiple Subject Program:**

[https://csumb.edu/teach/elementary-education/](https://csumb.edu/teach/elementary-education-/)

**Single Subject Program:**

<https://csumb.edu/teach/secondary-education/>

**Special Education Program:**

<https://csumb.edu/teach/special-education/>