NOTRE DAME DE NAMUR UNIVERSITY
SCHOOL OF EDUCATION and LEADERSHIP

1500 Ralston Avenue   Belmont, CA 94002   www.ndnu.edu

INTERN ORIENTATION AGREEMENT
FOR EDUCATION SPECIALIST CANDIDATES

This form must be returned to Mr. Terrance Hanna in the Credential's Office within the first month of internship

(Approval by Notre Dame de Namur University of any contract between a student and a hiring district will depend on certain orientation guarantees – as specified below. It is understood that no intern shall replace a certificated teacher and that a representative of the local bargaining unit has agreed to the possibility of intern teachers in the district).

**Name of Intern Teacher from
Notre Dame de Namur University:** _____

School Site:_____ **District:**_____
School Site Address:_____
School Site Phone: _____
Dates of Service: Start date_____ End date_____
Name of school or district representative who will be responsible for evaluation of the intern:

Name_____Title_____Phone or email_____

The on-site intern liaison will be:**

Name_____Title_____Phone or email_____

This person **must hold an equivalent or higher credential to the one the candidate is seeking and in the area of emphasis (mild/moderate or moderate/severe). The intern liaison is the designated person who is responsible for on-site support and guidance to the intern on daily matters of instruction, assessment, and special education program management.

Times and place where the liaison will be available for consultation:

_____

Staff members, if other than liaison, who will provide orientation concerning the following:

Plants and facilities _____
Earthquake, fire, disaster procedures _____
Preferred procedures for dealing with student absences, misconduct, illness
and emergencies _____
Teacher services such as duplication, audio-visual (media) and library

_____

Daily routines, such as reporting one's own absence, signing in, parking, restrooms, staff rooms, keys, etc.

_____

Expectations for preparation of substitute lesson plans and procedure for making them readily available
_____ _____

Intern's schedule:

Type of Class/Setting	Time	Location
_____	_____	_____
_____	_____	_____

Intern's Signature_____Date_____

Liaison's Signature_____Date_____

Rev. 8/08