**Notre Dame de Namur Intern Support and Supervision Record**

Semester:\_\_\_\_\_\_\_\_\_\_\_\_\_ Year:\_\_\_\_\_\_\_\_\_\_\_\_

Intern Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ District/School:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NDNU Supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ District Support Provider:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please submit no later than the last student teaching seminar of each month to seminar instructor*

The California Commission on Teacher Credentialing requires that interns receive a minimum of **144 hours of support and supervision** per school year **(72 hours per semester),** “including coaching, mentoring an demonstrating within the classroom, assistance with course planning and problem solving regarding students, curriculum and development of effective teaching methodologies. In addition, interns who do not have an English Language Authorization are required to receive **an additional 45 hours of support (23 hours per semester)** by a supervisor or mentor with a valid English Learner authorization. (CTC Program Sponsor Alert 13-06 and 14-04)

*NOTE: A minimum of five hours of support/mentoring and supervision should be provided to the intern teacher every 5 instructional days.*

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| --- | --- | --- | --- | --- |
| Date | Activity Code | Total Duration (hrs./min.) | \* EL specific (hrs./min.) | Description/Comments  *If activity code is (24)”other” include a description of activity* |
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|  |  | Total Duration | Total EL Specific |  |

Adapted from UC Riverside Form

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Intern Teacher Signature Date NDNU or District-employed Supervisor Signature Date

**List of Codes and Activities that Satisfy CTC Support and Supervision Requirements**

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| **Activity Code** | **Potential Support & Supervision Activities Most Likely to be provided through the Intern’s Employ** |
| 1 | Content Specific Coaching (for example: math coaches, reading coaches, EL coaches\*) |
| 2 | Grade Level or Department Meetings related to curriculum, planning, and/or instruction |
| 3 | New Teacher Orientation |
| 4 | Coaching (not evaluation) from Administrator |
| 5 | Co-planning with Special Educator or EL expert to address included special needs students and/or English learners\* |
| 6 | Logistical help before and during school year (bulletin boards, seating arrangements, materials acquisition, parent conferences, etc.) |
| 7 | Release time for participation in district group/regional group (ELAC, Council for Exceptional Children)\* |
| 8 | Review/discuss test results with colleagues (CELDT and standardized tests)\* |

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| **Activity Code** | **Potential Support & Supervision Activities Most Likely to be provided through the Intern’s CTC Approved Prep Program** |
| 9 | Seminars (problem solving issues with students, curriculum, instruction, TPEs, etc.) offered in person, or via the web-enabled video\* |
| 10 | Conference/webinar or other video conferencing media\* |
| 11 | Peer/Faculty Support (example: discussion debriefing teaching day at start of each class) |

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| **Activity Code** | **Potential Support & Supervision Activities Provided by Either or Both the Intern’s Employer and CTC Approved Prep Program** |
| 12 | Classroom Observations and Coaching\* |
| 13 | Demonstration Lessons and/or Co-teaching activities with mentor, coach, or program supervisor\* |
| 14 | Intern Observation of other teachers and classrooms\* |
| 15 | Email, Phone (voice, text), and/or video conferencing support related to observation, problem-solving, planning, curriculum and/or instruction\* |
| 16 | Activities/workshops specifically addressing issues in the intern’s classroom—co-attended by intern and support person(s) |
| 17 | Watching and discussing teaching videos with support person (s)\* |
| 18 | Interactive Journal (Support/ Supervisor and Intern) |
| 19 | Phone/Email Support Hotline\* |
| 20 | Observe SDAIE/ELD lessons online or in person\* |
| 21 | Weekly planning or review of plans with EL Authorized Credential Holder\* |
| 22 | Editing work-related writing (letters to parents, announcements, etc.) \* |
| 23 | Professional Literature/Research discussion groups facilitated by appropriately credentialed support person or program supervisor\* |
| 24 | Other: (Please include description of activity) |

**\*Support Activities can also be used towards the 45-hour EL Support & Supervision Requirement.**