

Department of Elementary Education
Multiple Subject Intern Credential Program

EVALUATION PACKET

Applying to the Intern Program is a 5-step process.

Step 1. Program Application. Apply online to the Traditional Multiple Subject Teaching Credential Program, or enroll as a continuing Traditional/ACT Program candidate.

Step 2. Meet with the Intern Coordinator to go over the **Basic Requirements:**

Fingerprint Clearance	Bachelor’s Degree	Qualifying job offer
Basic Skills	U.S. Constitution	
Subject Matter	GPA	

Step 3. Meet the **Pre-Service Requirements** and obtain the **Letter of Internship Eligibility.**

Step 4: Obtain the Offer of Employment From your school/district through the **Intern Authorization for Employment.**

Step 5. Submit the **Intern Credential Request** to the Credential Office.

Step 1. Program Application

- a) **If you are currently a CSUN Credential Program student,** you can skip Step 1 and go to Step 2, as you are already a University graduate student and a Credential Program student.

However, while you wait to become an Intern, you must enroll in your remaining credential program courses adhering to the normal registration schedule and attend the courses.

If you are already scheduled to do Student Teaching as a Traditional or ACT candidate, you must inform the Field Placement office (elemst@csun.edu) that you may not be needing a Student Teaching placement. If you have been placed, you should also inform your placement school and Mentor Teacher that you are planning on leaving to accept employment as an Intern.

- b) **Otherwise, if you are not currently a CSUN Credential Program student, you first submit a program application to the Multiple Subject Traditional pathway, to the Credential Office.**

Traditional Program Application Deadline: December 1 for Spring, July 1 for Fall

It is only after being admitted to the Traditional Program, and meeting other requirements, that you are then able to request a Letter of Internship Eligibility, and transfer to the Intern Program.

Visit the following link, and look for the “here” link under the heading, “Admission Requirements.”

<https://www.csun.edu/eisner-education/credential-office/how-apply-0>

- If you are a new applicant, elect, under the Preliminary Teaching Credential Programs heading, the Multiple Subject (Elementary Education) link.
- Complete the steps, including reviewing an online information session, applying to: 1) become a University graduate student first (Cal State Apply - \$70), then 2) applying to become a Credential Program student (\$51.38).

Step 2: Consultation with Intern Program Coordinator

Contact the Intern Program Coordinator to discuss basic eligibility requirements and verify that your school of employment and the offered position qualifies for our Intern Program.

DO NOT send the Intern Coordinator any documents. All documentation is to be sent to the Credential Office, principally your Credential Advisor listed below in Step 3.

Name: CSUN Student ID No. CSUN email: @my.csun.edu

Basic Requirements

Note: The Intern Coordinator should only mark the items below if they appear on the candidates' Audit/Credential Progress Report. But this form is non-binding – that is, even if an item is marked here, the only definitive confirmation that the item has been met or completed is on the Audit/Credential Progress Report.

See the Credential Office website for information on the following requirements.

<https://www.csun.edu/eisner-education/credential-office>

a. Valid CTC **Fingerprint Clearance**

Locate the Basic Skills Requirement, and Subject Matter Requirement, on the right-hand side, under Quick Links. At each page, go to the end to find the required forms.

b. **BASIC SKILLS REQUIREMENT**

Notes:

c. **SUBJECT MATTER REQUIREMENT**

1) Subject Matter Waiver (An SM Program Coordinator at an Approved Subject Matter Program would perform a Program Evaluation for SM Competency: the SM Program Coordinator completes the form on the faculty CSUN portal, and the Credential Office receives it electronically.)

--The list of the Commission on Teacher Credentialing-Approved Subject Matter Programs is available on the CTC website: www.ctc.ca.gov/commission/reports/data/app-sub-matt-prog

2) Academic Major (must be named in the Education Code).

3) CSET (multiple subtests – California Subject Examinations for Teachers)

Notes:

 d. **Bachelor's Degree** (Must be from a regionally accredited institution.) (On the Credential Progress Report (CPR), in the ADDITIONAL REQUIREMENTS section near the end.)

 e. **U.S. Constitution** (course or exam) (On the CPR, under the Bachelor's Degree requirement)

1. If by CSUN course, or by external exam:

<https://www.csun.edu/sites/default/files/U.S.-Constitution-Requirement.pdf>

2. If by course from another university: <https://www.csun.edu/eisner-education/credential-office/formsflyers>

Either the Course Substitution form, or the certification of exam completion, must be sent to the Credential Office.

 f. Overall **GPA** of 2.67 (or 2.75 in last 60 units) (On the CPR, under MINIMUM GPA REQUIREMENTS, or on candidate's SOLAR account)

Verification of School of Employment eligibility

School and District / Charter Operator name:

The school/district at which you would like to work, at which you are interviewing, or which has offered you employment, must meet the following requirements.

a. Be recognized by the California State Department of Education with a CDS (County-District-School) code.

School name:

County-District-School Code yes ___ no ___

b. Have, at the time you become an Intern, a Memorandum of Understanding (MOU) with CSU Northridge that describes what each party will do to help train and support the teacher candidate. The MOU stipulates that the school/district must identify an on-site Support Provider (SP), an experienced, credentialed teacher with an English Learner Authorization, within 3 weeks after the beginning date of employment, and be immediately available to assist the Intern with planning lessons that are appropriately designed and differentiated for English learners.

MOU yes ___ no ___

c. Be at such a distance from the CSU Northridge campus that the program can send a University Supervisor to work with you. We **MAY NOT BE ABLE TO** send a University Supervisor if your school is far beyond a 20-mile radius from campus. In such case, our University Supervisor will perform their supervision virtually, while you, the Intern, will have an obligation to attend CSUN classes and seminars in person, where required.

US available yes ___ no ___

d. Your school/district must ensure that your employment meets each of the following criteria:

___ 1. The position is a full-time teaching job at a public or charter school. Private schools do not qualify.

___ 2. The position has you as the teacher of record – it cannot be a position as a classroom aide, teaching assistant, or substitute teacher.

___ 3. The position consists of a self-contained classroom – one group of children taught by a single teacher. Two groups are allowed in the case of a dual language immersion program.

___ 4. The position has you teaching at least 4 periods/hours daily, or 20 hours weekly, or the equivalent. Anything less is a part-time job and does not qualify for the Intern Program.

___ 5. The position consists of teaching multiple subjects, defined as two or more subjects. If you are only responsible for teaching one subject you are not eligible to apply for the MS Intern Program.

CSUN is not responsible for securing your full-time teaching position. We do not offer advisement on searching for and interviewing for a teaching job.

If a Multiple Subject student chooses to do the Bilingual Authorization concurrently with the credential, the candidate should use the link below. The Bilingual Coordinator is Dr. Marlene Batista. marlene.batista@csun.edu

<https://www.csun.edu/eisner-education/credential-office/bilingual-added-authorization-program>

Step 3: Pre-Service Requirements and Letter of Internship Eligibility

Pre-Service Requirements are described on p. 6, and must be met to obtain the **Letter of Internship Eligibility**.

NOTES:

- 1. YOU MUST BE ADMITTED TO BOTH THE CREDENTIAL PROGRAM AND THE UNIVERSITY BEFORE YOU REQUEST A LETTER OF INTERNSHIP ELIGIBILITY.**
- 2. THE CREDENTIAL OFFICE MUST VERIFY THAT YOU HAVE MET ALL OF THE BASIC REQUIREMENTS IN STEP 2 ABOVE BEFORE IT WILL ISSUE YOU THE LETTER OF INTERNSHIP ELIGIBILITY.**

- The Intern Program Coordinator signs the Pre-Service Documentation form (p. 5).
- You complete and sign the Request for Letter of Internship Eligibility (p. 6).
- Scan ONLY the two (2) forms mentioned above, pictured below, contained in the next two pages, with required information and signatures. (DO NOT the entire evaluation packet), and submit the forms to the Credential Office Advisors at:

credprep@csun.edu

Please copy the Intern Coordinator on the email to the Credential Advisors.

The CO generates the Letter of Internship Eligibility in 7-10 business days.

If your employer requires it, you should share the Letter of Internship Eligibility with your employer before moving onto Step 4.

NOTE: If you have arrived at this point, and you had already been placed in a Traditional or ACT Program Student Teaching placement, then you are planning on leaving that placement. It is your responsibility to notify your placement school and Mentor Teacher, and the EED Field Placement Office (elemst@csun.edu), that you will not be Student Teaching, and that you have been offered and will be taking a full-time position as an Intern elsewhere.

Pre-Service Requirements Documentation form

Pre-service Requirements for Multiple Subject Interns

Name:

Student ID:

1. Pre-Service Course (Classroom Preparation, Management, Lesson Planning, Human Development) ~45 hours (ONE of the below):

_____ A. E ED 500 course (or EPC 315 or EPC 500) (Fall 2002 or later): transcript attached; OR

_____ B. Course from another university that Credential Office determines meets pre-service requirements (Fall 2002 or later) : transcript/catalog description/syllabus attached; OR

_____ C. Independent Modules: Classroom Preparation and Management; Lesson Planning; Developmentally Appropriate Pedagogy Components: 1____; 2____; 3____; 4____; 5____ (*Submit the written Tasks to the Intern Program Coordinator all at once, not one by one.*)

2. English Learner Pre-Service Requirement, 45 hours (ONE of the below):

_____ A. E ED 577 course (or E ED 477B) (Fall 2002 or later): transcript attached; OR.

_____ B. Course from another university that Credential Office determines meets pre-service requirements (Fall 2002 or later) : transcript/catalog description/syllabus attached; OR

_____ C. *Foundations in Teaching English Learners* (online, Tseng College of Graduate, International, and Midcareer Education (XCOE 901, 45 hours, \$500). Contact Dr. Fatmana K. Deniz (fatmana.deniz@csun.edu) to enroll in **XCOE 901 Foundations in Teaching English Learners** online course. When you have completed the course, Dr. Deniz will certify this by email to the Intern Program coordinator.

_____ Date 45 Hour Course Completed

3. Additional Pre-Service Requirement (must include reading language arts, subject-specific pedagogy, and students with learning differences and special needs) ~30 hours:

_____ A. Field experiences submitted with credential application Hours completed _____

_____ B. District pre-service (date and verification attached) Hours completed _____

_____ C. Other field experiences (with documentation attached) Hours completed _____

_____ D. CSUN credential course with field hours – Post B.A. No. of units*: ____ = Hours completed: _____

Number of field hours in above course _____

*3 CSUN units = 45 hours of class time

I certify that this Intern applicant has completed the following through the option(s) marked above:

_____ *Pre-Service Course requirement,*

_____ *English Learner Pre-Service requirement*

_____ *Additional Pre-Service requirement*

_____ *120 hours total (combined)*

Signature of the Multiple-Subject Intern Coordinator

Name

Date



REQUEST FOR A LETTER OF INTERNSHIP ELIGIBILITY

This request should only be completed if you have not secured employment as an Intern.

Name: _____

Student ID: _____ Email Address: _____

Mail letter Call for pickup Phone Number: _____

Mailing Address: _____

CREDENTIAL OBJECTIVE:

Education Specialist (check one)

Mild/Moderate

Moderate/Severe

Deaf & Hard of Hearing

Early Childhood

Multiple Subject

Single Subject (_____)

subject area

Important:

- Admission to the traditional credential program is required prior to requesting the Letter of Internship Eligibility.
- Documentation of completion of internship eligibility requirements not previously submitted must be attached.
- Verification of completion of Pre-Service, signed by the Internship Coordinator, must accompany your request.

Signature: _____ Date: _____

-----**FOR OFFICE USE ONLY**-----

Term of Admission _____

Subject Matter Competency _____

Basic Skills _____

U. S. Constitution _____

Bachelor's Degree _____

Pre-service _____

Fingerprint Clearance _____

GPA _____

Prior Internship Status _____

Evaluation Completed by: _____ Date: _____

(signature and title)

Pre-Service Information and Independent Training Modules

Module 1: Preparing for the First Day and First Week Completed _____
a. Sample letter to parents
b. Set of classroom rules
c. Discipline Plan

Module 2: Lesson Planning
Completed _____
Two three-day lesson plans in language arts

Module 3: Classroom Management Completed _____
Scenario A: commentary
Scenario B: commentary
Scenario C: commentary

Module 4: Communication Skills Completed _____
• Completion of communication skills chart
• Anticipation Guide on Cooperative Learning

Module 5: Developmentally Appropriate Pedagogy, Activities and Assessments
Reflection on article “Windows of Opportunity” Completed _____
Commentary on article “Linking Assessment and Instruction” Completed _____

Step 4. Intern Authorization for Employment form

Download the two (2) required forms, the Intern Authorization for Employment form, and the Intern Credential Request form, that appear inside the Multiple Subject link at this page:

[Internship Information | California State University, Northridge \(csun.edu\)](#)

DO NOT USE ANY FORMS YOU HAVE FOUND THROUGH A GOOGLE OR OTHER INTERNET SEARCH – USE ONLY THE FORMS YOU FIND BY VISITING THE ABOVE LINK.

YOU:

- a) Download the **Intern Authorization for Employment form**.
- b) Complete Section I of the form, scan and send it to your employer (*This is normally a district or charter school operator's Personnel or Human Resources office, NOT your school site principal*).

THE EMPLOYER:

- c) A *Personnel or Human Resources representative of the school district or charter operator, NOT your individual school principal or director*, completes Section II, including the:
 - CDS Code of the district or charter operator, NOT that of the individual school
 - Beginning Date of Employment
 -

Your employer signs, scans, and sends you back the form.

YOU:

- d) Scan and send the employer-signed form to the Intern Program Coordinator, as a PDF.

Label the file “Lname, Fname Student ID MS Intern Auth,” using your own name and Student ID number.

DO NOT send a file that is exactly named “Lname, Fname Student ID MS Intern Auth.” Instead, it should resemble this: McGee, Boogers 123456789 MS Intern Auth.pdf

THE INTERN PROGRAM COORDINATOR:

- e) Completes Section III AFTER your employer has done so and sends the form back to you.

YOU:

- f) Finally, you complete the **Intern Credential Request form**.

Step 5: Submission of application

Submit the following forms with required information and signatures to the Credential Office at:

credprep@csun.edu

- a.) Pre-Service Requirements Documentation form for MS Interns (if you had not already done that in Step 3 above) (p. 6)
- a) Intern Authorization for Employment Form (at link above in Step 4)
- b) Intern Credential Request Form (at link above in Step 4)

Please copy the Intern Coordinator on the email to the Credential Advisors.

FINAL STEPS AND CAUTION

- If you have met all requirements, the Credential Office will recommend to the Commission on Teacher Credentialing that an Intern Credential be issued to you. This will be done with an email to you, listing an “issuance date,” and typically sent within 7-10 working days.
- The CTC will email you a request to pay for your Intern Credential. Failure to complete Intern Credential processing, including payment, will jeopardize employment and program eligibility.
- If you fail to pay for your Intern Credential within 90 days of the recommendation date, the CTC will cancel the recommendation, and you will need to start the process from the beginning, including obtaining a new Authorization for Employment Form from your employer.

As soon as you receive an email from the CTC confirming that your Intern Credential has been issued:

• inform the Intern Program Coordinator, including the Issuance and Expiration dates of your Credential.

• provide the Intern Coordinator with the name and email addresses of your school principal or other responsible administrator, and with the same for the required Support Provider when one has been assigned to you.

- You must provide the Intern Coordinator with any change in name, address, phone number, e-mail address, school status, or school site Support Provider contact information.
- You must maintain an overall GPA of 3.0 while completing the Credential Program. If you receive a grade of (C-) you must retake that course.
- You must be enrolled in classes each semester in which you hold the Intern Credential.

CSUN | **MICHAEL D. EISNER**
COLLEGE OF EDUCATION
Credential Office • credprep@csun.edu • (818) 677-2733

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INTERN AUTHORIZATION FOR EMPLOYMENT

I. TO BE COMPLETED BY CANDIDATE

Please check one: New Intern Change of Restriction Intern Extension Intern Re-Activation

Candidate's Name: _____ SSN: XXXX-XX-_____

Signature of Candidate: _____ Date: _____

School District authorization is obtained from the Personnel Division of your school district; contact your employer for procedure. For LAUSD call (213) 241-6520, to be referred to the appropriate Placement & Assignment Personnel Specialist for your school.

II. TO BE COMPLETED BY EMPLOYING DISTRICT/AGENCY:

A. Employer Information

Check District/Agency Type: School District County Office School District Charter School
 Independent Charter School Startup Independent Charter School

District/Agency: _____ County-District-School Code (required): _____

School Site Name: _____ School Site Phone #: (____) _____

School Site Administrator: _____ School Site Administrator Email: _____

B. Assignment Information

Criteria for a qualifying Intern position.

- Full-time teaching position at a public or charter secondary school.
- The position must be in an appropriate setting authorized by the intern credential.
- In Single Subject/Secondary, the position must consist of at least 4 periods/hours daily, or 20 hours weekly, of teaching in the content area of the Intern Credential being sought, in full-class situations (class of at least 20 students or more).

Single Subject Interns are not authorized to teach out-of-subject classes. ELA/English candidates are not authorized to teach separate, departmentalized English Language Development (ELD) courses as part of the 4 periods that qualify for Intern employment. They must teach at least 4 periods of English/ELA classes.

Check Credential Type:

General Education: Multiple Subject Single Subject

Education Specialist: Mild/Moderate Moderate/Severe Deaf/Hard-of-Hearing Early Childhood

Pupil Personnel Services: School Counseling School Psychology

Subject(s) assigned to teach: _____ Grade(s): _____

Beginning Date of Intern Employment or Extension (month/day/year): _____

INTERN CREDENTIAL REQUEST FORM

Please type your Full Legal Name as it will appear on your credential. Do not fax or email this form.

Name: _____ CSUN ID#: _____
First Middle Last

Former/Maiden Name: _____ E-Mail Address: _____

Phone (____) _____

Credential Applying For:

Please check (✓) the appropriate box.

Multiple Subject Single Subject: _____
Subject Area

Education Specialist: MM MS EC DHH

Pupil Personnel Services: School Psychology School Counseling

Terms and Conditions

I understand that this university internship credential will only remain valid while I am enrolled in the credential program coursework appropriate for the intern credential, maintain employment at the designated district, and remain in good standing with the program and university.

I understand that I must apply and submit payment for my intern credential, on the CTC website, within five business days of receiving my CTC recommendation email.

I authorize the Credential Office at Cal State, Northridge to release information regarding the issuance or cancellation of my credential to school districts and/or county offices of education for the purpose of my employment.

Signature: _____ Date: _____

OFFICE USE ONLY:

Date Received: _____ Mail Counter Staff Initials: _____

Course Sequence

You have two calendar years in which to complete the Intern Program to earn your Preliminary Credential.

You must be in the Intern Program for a minimum of 3 semesters, including any semesters you have completed in the Traditional or ACT Programs.

Course Substitution Request: If you have taken a course that you believe serves as a substitute for a course in the credential program, you may petition to have the course reviewed by an analyst in the Credential Office. Contact the Credential Office for a “Course Substitution Request Form,” complete the form, and submit it with appropriate documentation that supports your request (e.g., course outline, syllabus, catalog copy of the course description). You can find the form at:

<https://www.csun.edu/eisner-education/credential-office/formsflyers>

Note: A Course Substitution Request should be made as early as possible during your time in the credential program.

Name: **Intern Credential Issuance date:** **Expiration date:**

	Course	Actual Completion	Planned	Planned	Planned
Semester 1	E ED 500/EPC 500/EPC 315 - Fundamentals of Teaching (3)				
	E ED 520 - Teaching Reading in the Elementary School (3) (<i>Pre/Co Req: EED/EPC 500, EED 477A meets the requirement</i>)				
	KIN 595PE – Applied Methods for Physical Education (1) (<i>EED 470 meets the requirement</i>)				
	E ED 550B1 – Supervised Fieldwork (2)				
Semester 2	E ED 577 – Language Arts and ESL Instruction (3) <i>Pre/Co-Req: EED/EPC 500, EED 520</i>				
	E ED 565M – Mathematics Curriculum and Methods (3) <i>(EED 472 meets the requirement)</i>				
	HSCI 465ELM– Teaching Health in the Elementary School Classroom (1) <i>(HSCI 365 meets the requirement)</i>				
	E ED 550B2 – Supervised Fieldwork (2)				
Semester 3	ELPS/CHS/AAS/AFRS 417– Equity and Diversity in Schools (3) (<i>CHS 430 AND ELPS 203 meet the requirement</i>)				
	E ED 565S – Science Curriculum and Methods (3) <i>Pre-Req: EED/EPC 500, EED 520, EED 565M</i> <i>Pre/Co-Req: EED 515, ELPS 417, EED 577</i>				
	SPED 420 – Improving the Learning of Students with Special Needs through Differentiated Instruction & Collaboration (3)				
	E ED 550B3 – Supervised Fieldwork (2)				
	E ED 559C– Supervised Fieldwork Seminar (2) – edTPA (Teacher Performance Assessment) rehearsal <i>Co-Req: EED 560C or 550B / Should be taken the semester prior to the Intern’s final semester in the program.</i>				
Semester 4	E ED 575 – Integrated Social Studies and Arts: Curriculum and Methods (3) <i>Pre-Req: EED/EPC 500, EED 520, EED 565M</i> <i>Pre/Co-Req: EED 515, ELPS 417, EED 577</i>				
	E ED 515 – Basic Technology Methods (3) <i>Pre/Co Req: EED/EPC 500</i>				
	E ED 551C– Supervised Practicum (3) (Student Teaching)				
	E ED 559F – Student Teaching Seminar (1) – edTPA (Teacher Performance Assessment) <i>Pre-Reqs: EED 560C, EED 559C / Co-Reqs: EED 551C</i>				
	For Bilingual Authorization/BA: EED 525 Bilingual and Bicultural Teaching (3) / ARMN 440 or SED 516KOL or CHS 430 (3) / CSET LOTE / consult w/ Dr. Marlene Batista (marlene.batista@csun.edu)				
Semester 5 and beyond	E ED 550B – Supervised Fieldwork (2) – every semester until all requirements are met, including edTPA/RICA, and Preliminary Credential is issued.				

NOTE: It is your responsibility to check with the Financial Aid office to determine the minimum number of units you need in a given semester as a condition to receiving financial aid.

ADDITIONAL REQUIREMENTS

In addition to the coursework on the previous page, the following are other requirements that must be met to obtain your preliminary credential.

Required Exams:

_____ Reading Instruction Competence Assessment (RICA)

Other Requirements:

Teacher Performance Assessment (edTPA)

192 Hours of Fieldwork *

GPA: Must maintain an overall GPA of 2.75, cumulative 3.0 GPA in Professional Education Courses

_____ Forty hours of fieldwork due: **Alternative Experiences** that include English Language Learners/Inclusive Students/Emergent Learners/Different Grade Level (*)

_____ Intern Support Provider Services Log (20 hours per semester) (*)

Notes:

- ✓ If you already completed the first semester Student Teaching in the Traditional pathway, please note that EED560C (3 units) in the Traditional program is equivalent to:

EED550B1(2)+EED550B2(2) in the Intern program.

- ✓ The field work hours in the Traditional pathway:

12 credits =

EED560C(3)+EED559C(2)+EED561F(6)+ EED559F(1)

are equivalent to the fieldwork hours in the Intern program

12 credits =

EED550B1(2)+EED550B2(2)+EED559C(2)+EED550B3(2)+EED551C(3)+EED559F(1)

- ✓ Your first Student Teaching seminar (E ED 559C) needs to be taken simultaneously with one of your E ED 550B experiences, and your final Student Teaching seminar (E ED 559F) is taken during the same semester that you complete E ED 551C.

Early Completion Option (ECO) - Checklist CSUN Multiple Subject University Intern Program

The Early Completion Option (ECO) is available to candidates who have met conditions 1-4 below.

1. Meeting all Basic (Fingerprint clearance, Basic Skills, Subject Matter, U.S. Constitution, GPA) and Pre-Service requirements to become Intern eligible.
2. Passing the National Evaluation Series Assessment of Professional Knowledge: Elementary (Test Code 051) for Multiple Subject candidates (~\$100), at: http://www.nestest.com/PageView.aspx?f=GEN_Tests.html
 - *The candidate must pass the NES by the end of the first week of the month (January/August) of the semester in which they begin the Early Completion Option.*
 - *ECO candidates must enroll in the correct ECO courses by the end of Week 3 of the CSUN semester.*
3. Passing the edTPA Teaching Performance Assessment on the first attempt *by the end of the first week of the month (January/August) of the semester in which they begin the Early Completion Option.*
4. Meet the requirements for teacher fitness. An intern who chooses the early completion option but is not successful in passing the assessment may complete his or her full internship program. (Ref.: Education Code Section 44468).

To complete the credential program as an ECO candidate, the Intern must meet the following remaining conditions.

ECO candidates advance to the final fieldwork course and associated seminar, the E ED 515 Computer in Instruction course, and **meet all other program requirements (Basic Skills, Subject Matter, etc.)**, by the end of a single semester to obtain the preliminary credential.

Not completing all other program requirements including RICA by the end of the single semester means reverting to the regular Intern Program, and taking 1-3 additional semesters to complete all remaining credential coursework and other requirements.

There is one ECO pathway: the One-Semester ECO: _____ (semester, Fall _____, or Spring _____)

- The One-Semester ECO Intern must first apply for EED 551C Supervised Practicum (Student Teaching) and EED 559F *Student Teaching Seminar* to the Credential Office, **by the end of the first week of the month (January/August) of the semester** and be found eligible to student teach.
- ECO Interns then enroll in *Supervised Practicum*, EED 551C (3 units) and the associated *Student Teaching Seminar*, EED 559F (1 unit). The ECO Intern will NOT be required to meet the normal pre- or co-requisite course requirements for EED 551C.
- ECO Interns must be enrolled in EED 551C Supervised Practicum and EED 559F Student Teaching Seminar by the end of the 4th week of the semester, or else they will have their Intern Credential cancelled.
- ECO Interns must also pass the course EED 515 *Learning Technology* by the end of this ECO semester.

Completion Dates for the ECO

A One-Semester ECO Intern who attempts the option in the Fall semester must:

- Initiate the request for the Preliminary Credential at the beginning of the SED 559F semester, at: <https://www.csun.edu/eisner-education/credential-office/program-completion-process>
- Complete all other program requirements by the last day of the Fall semester in late December

A One-Semester ECO Intern who attempts the option in the Spring semester, must:

- Initiate the request for the Preliminary Credential at the beginning of the EED 559F semester, at: <https://www.csun.edu/eisner-education/credential-office/program-completion-process>
- Complete all other program requirements by the last day of the academic year in late May

Note: The ECO option may allow a candidate to earn *only* limited salary point credits in their school district because the candidate is not earning all the graduate course credits available in the full program.