CSUN | MICHAEL D. EISNER
COLLEGE OF EDUCATION

Single Subject University Intern Program
Department of Secondary Education

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EVALUATION PACKET

</div>

Applying to the Intern Program is a multi-step process.   Deadline

Step 1. Apply to the Traditional Single Subject Teaching Credential Program, or enroll as a continuing   **Dec 1 / Jul 1**
Traditional/ACT Program candidate.

Step 2. Meet with the Intern Coordinator to go over the **Basic Requirements**:
Fingerprint Clearance   Subject Matter   U.S. Constitution   Qualifying job offer
Basic Skills   Bachelor's Degree   GPA

Step 3. Meet the **Pre-Service Requirements**.

Step 4.   Obtain the **Letter of Internship Eligibility**.

Step 5: Apply for SED 554/555 "Student Teaching" - the Field Experience by the priority deadline.   **Dec 1 / Jul 1**

Step 6. Obtain the offer of employment from your school/district through the **Intern Authorization
For Employment**, and submit that and the **Intern Credential Request** to the Credential Office.

Step 1. Program Application

A) **If you are currently a CSUN Credential Program student,** you are also already a University graduate student and need not complete any additional applications.
- However, while you wait to become an Intern, you must enroll in your remaining credential program courses adhering to the normal registration schedule.
- If you are scheduled to do SED 554 or SED 555 student teaching as a Traditional or ACT candidate, you must first apply to the Credential Office to do so, through the Student Teaching Applications pagelet, **even though** you intend to become an Intern, not a Student Teacher: https://www.csun.edu/eisner-education/credential-office

B) If you are NOT currently a CSUN Credential Program student, you first submit a program application to the Single 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 Single Subject (Secondary Education) link.
- Complete the steps, including reviewing an online information session, first applying 1) through CAL STATE APPLY to become a graduate student ($70), then applying 2) to the COLLEGE OF EDUCATION 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.

Name: CSUN Student ID No.   Subject Matter:
CSUN email:

Basic Requirements (1st of 3 sets of 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** (CBEST, test scores, coursework)

_____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).

____d. **Bachelor's Degree** (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, through the Course Substitution form:
     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 (2nd of 3 sets of requirements)

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. **CDS Code requirement**: The school/district/charter operator must have a California State Department of Education **CDS (County-District-School) code**.   yes___ no_____

b. **Intern MOU requirement**: The school/district/charter operator, at the time the candidate becomes an Intern, must have a Memorandum of Understanding (MOU) with CSUN 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.   yes___ no ___

c. **Geographic requirement**: The school must be at such a distance from the CSUN campus that the credential program can send a university supervisor to work with you. We may not be able to accept you into our program if your school is beyond a 20-mile radius from campus. All-virtual supervision is reserved for Interns in remote locations for whom CSUN is the closest option. 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.
University Supervisor available   yes____ no_____

d. **Course attendance requirement**: The Intern must be available for credential courses at the University, generally between 4:00 and 9:45 pm, Mondays through Thursdays. The LEA must not employ the Intern for late afternoon or evening positions (e.g., athletic coaching) that conflict with required University courses, or must agree to arrange to excuse the Intern from teaching or other positions on the days and times that the Intern must attend a required class at CSUN.
Early release for credential courses   yes____ no_____

e. **Teaching position requirements**: Your school/district must ensure that your employment meets each of the following criteria.

_____1. Is a full-time teaching job at a public or charter secondary school. Private schools do not qualify.
_____2. Has you as the teacher of record – it cannot be a position as a classroom aide, teaching assistant or
        substitute teacher.
_____ 3. Has you teaching in a full-class situation (each class at least 18 students or more). Classes consisting only of
        individualized (one-to-one) tutorial assignments do not fulfill the requirements of the Intern Credential.
_____4. 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. Has you teaching in the content area of the Intern Credential being sought.

- *For at least 2 periods/hours daily (in a traditional schedule) or at least 10 hours per week, the Single Subject Intern must teach classes in the most common setting of the credential:*
Art; Dance; English; Health; Mathematics; Music; Physical Education; Science (Biological Science, Chemistry, Geosciences, or Physics); Social Science (U.S History, World History, Government, or Economics).
- *Interns are not authorized to teach out-of-subject classes. As one prominent example, ELA/English candidates are not authorized to teach separate, departmentalized English Language Development (ELD) courses as part of the 4 periods that quality for Intern employment. They must teach at least 4 periods of English/ELA classes.*
- *Theatre (Drama) is now a differently credentialled subject from English, and Dance from Physical Education. CSUN does not currently offer the Theatre credential.*

If a World Language student chooses to do the Bilingual Authorization concurrently with the credential, the candidate should have at least one (1) period of either an ELD or Heritage/Native Speakers class (e.g., Spanish for Spanish speakers). https://www.csun.edu/eisner-education/credential-office/bilingual-added-authorization-program

f. **Elementary School (K-6) setting**: Single Subject Interns teaching primarily in an **elementary school (Grades K – 6) setting**, generally in Art, Music, or Physical Education, have one additional course requirement.
- In their first semester of Internship in an elementary setting, they must take one course cross-listed by the Elementary Education and Educational Psychology departments: EED or EPC 500 (3 units).

TEACHING LOAD (Periods, subjects, grade levels):
___periods, departmentalized class or course, and grade
___periods, departmentalized class or course, and grade

Step 3. Pre-Service Requirements (PSR) (3rd of 3 sets of requirements)

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

- The Intern Program Coordinator signs the Pre-Service Documentation form (p. 7). THIS ONLY INDICATES YOU HAVE MET THE PRE-SERVICE REQUIREMENTS; IT DOES NOT MEAN YOU ARE ELIGIBLE TO BECOME AN INTERN.

Step 4. Letter of Internship Eligibility

- You complete and sign the Request for the Letter of Internship Eligibility (p. 6).
- Scan ONLY the two (2) forms, the Pre-Service Documentation form pictured above, and the Request for a Letter of Internship Eligibility pictured below, with required information and signatures (DO NOT send the entire evaluation packet), and submit the forms to the Credential Office Advisors at: credprep@csun.edu

NOTE: YOU MUST BE ADMITTED TO BOTH THE CREDENTIAL PROGRAM AND THE UNIVERSITY BEFORE YOU REQUEST A LETTER OF INTERNSHIP ELIGIBILITY. 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 Credential Office generates the Letter of Internship Eligibility in 5-7 business days.
If your employer requires it, share the Letter of Internship Eligibility with your employer before moving onto Steps 5 & 6.

Pre-Service Requirements for Single Subject Interns

Name: Student ID:

5 pre-service requirements are met either by a set of written tasks, or coursework, or their combination. *Submit the written Tasks to the Intern Program Coordinator all at once, not one by one.*

Independent Pre-Service Study Requirement	Task	Date Completed
1. Subject Specific Pedagogy (10 hours)	Task 1 - Create one (1) written 1-1.5-hour lesson for your subject area and grade level of no more than 3 pages in length.	
2. Reading/Language Arts (10 hours)	Task 2 - Write a 2-page, double-spaced reflection/essay on how English language arts instruction (except in World Language), and reading and writing, can be incorporated into your subject matter instruction. Provide several examples.	
3. Human Development (10 hours)	Task 3 - Prepare a single assessment instrument and an accompanying rubric for your subject that are aligned with applicable state content and performance standards.	
4. Classroom Management and Planning (10 hours)	Task 4 - Create the following for your first day and first week of instruction: a) a syllabus for at least one of the courses you have been assigned to teach, b) a letter to parents, and c) a set of classroom rules and a discipline plan.	
5. Teaching English Language Learners (80 hours)	• "Foundations in Teaching English Learners" (online course, Tseng College of Graduate, International, and Midcareer Education (XCOE 901, $500 fee) • The course is managed by the Eisner College of Education's Special Education Department. Contact Dr. Fatmana K. Deniz to register for this course, at: fatmana.deniz@csun.edu • When you have completed the course, Dr. Deniz will certify this by email to the Intern Program coordinator.	
Total: 120 hours		

CSUN Credential Courses Completed:	Semester Completed
SED 511 Fundamentals of Teaching in Multiethnic Secondary Schools (meets Pre-Service requirements #1-4 above)	
SED 521 Literacy in Multiethnic/Multilingual Secondary Schools and SED 529 Teaching English Language Learners in Multiethnic Classrooms (Both are required to meet Pre-Service requirement #5 above; 511 is a pre-requisite to SED 529)	

I certify that this participant has received the pre-service instruction prior to applying for an Intern Credential and taking responsibility as "Teacher of Record."

Coordinator Signature/Date: _____

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COLLEGE OF EDUCATION

REQUEST FOR A LETTER OF INTERNSHIP ELIGIBILITY

Name: _____

Student ID: _____ **Email Address:** _____

Mail letter ❑   **Call for pickup** ❑   **Phone Number:** _____

Mailing Address: _____

CREDENTIAL OBJECTIVE:

❑ **Education Specialist** (check one)   ❑ **Multiple Subject**
    ❑ Mild/Moderate
    ❑ Moderate/Severe   ❑ **Single Subject**   (_____)
    ❑ Deaf & Hard of Hearing   *subject area*
    ❑ Early Childhood

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 form, 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)*

Step 5. The SED 554/555/593 Field Experiences

How Do I Enroll in SED 554/555?

All candidates, *regardless of pathway*, must take and pass the SED 554/S and 555/S Field Experiences and Seminars.

- To enroll in SED 554/S, you must complete the Student Teaching Application *(even though you will be an Intern, and not a Student Teacher).*
- For fall enrollment, the application deadline is December 1.
- For spring enrollment, the application deadline is July 1.
- To take SED 555/S in the semester immediately following SED 554/S you do not need to submit another Student Teaching Application. To take SED 555/S in any other circumstance, you must submit another Student Teaching Application. *(Again, even though you will be an Intern, and not a Student Teacher).*
- DO NOT select "Intern" as your program pathway because you are not an Intern yet. If you select "Intern," the Credential Office will inform you that it cannot process your application because you are currently in a different credential program or pathway from the one you selected.
- Any semester that an Intern is not enrolled in either SED 554/S or 555/S, they must take SED 593. The Student Teaching Application is not required for SED 593.

Once you have applied for the 554/S or 555/S Field Experience and Seminar, request enrollment permission numbers from our SED website under the student teaching tab (middle of the page, under "Request for Student Teaching Permission Numbers.")
https://www.csun.edu/eisner-education/secondary-education/student-teaching

Once you are found eligible for SED 554 or 555, then you will be receiving an email with the permission numbers and instructions on how to enroll in BOTH the Field Experience AND the seminar.

What If I'm Not Sure About My Intern Position?

As you approach a semester in which you hope to take SED 554/S or 555/S, if you are not certain whether you will become an Intern, you must choose one of these options:

A) You **request a student-teaching placement**. Under this option:
- You enroll in SED 554/S or 555/S at the start of the semester.
- You begin the semester as a traditional student teacher and remain in that placement unless and until you become an Intern.
- You attend all seminar sessions.
- If you become an Intern during the semester, you discontinue your student-teaching placement and begin your Internship, remaining enrolled in SED 554/S or 555/S.

B) You **decline a student-teaching placement**. For this option:
- We recommend enrolling in SED 554/S or 555/S at the start of the semester and attending seminar. If you obtain an Intern-qualifying job offer by the end of Week 2 of CSUN's semester, you may remain in SED 554/S or 555/S. Otherwise, you must self-disenroll from 554/S or 555/S (before the end of Week 4*).
- If you have not enrolled in SED 554/S or 555/S but then obtain an Intern-qualifying job offer by the end of Week 2 of CSUN's semester, you will be permitted to enroll in SED 554/S or 555/S provided you begin attending seminar by the third session (Week 3 of CSUN's semester). If you fail to enroll in SED 554/S or 555/S and begin attending seminar by Week 3, you will be required to take SED 593, delaying SED 554/S or 555/S to a future semester.

You must notify the SED Intern Coordinator and Field Office Support Coordinator of your choice by December 1 (for fall enrollment) or July 1 (for spring enrollment). If applicable, you must also complete the Student Teaching Application by the deadline (see prior section).

* After Week 4, withdrawal from SED 554/S or 555/S is only granted in extenuating circumstances, as per the Late Change of Academic Schedule form. If you do not obtain an Intern-qualifying job offer by the end of Week 2 of CSUN's semester and do not self-disenroll or are not granted a "Withdrawal" from SED 554/S or 555/S, you will receive grades of NC for the courses.

Step 6. Intern Authorization for Employment form

- This is the most complicated step of the process, and you as the prospective Intern must manage it every step of the way.
- Do NOT email every blank document to each office all at once hoping that someone will figure it all out and complete the paperwork for you.
- Follow each step exactly as it is written, in the order in which it is laid out.

A.   The two (2) required forms

Click on the link provided below - cutting and pasting it onto your browser will not work.

Download the two (2) required forms, the Intern Authorization for Employment form, and the Intern Credential Request form, that appear inside the Single 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 CLICKING ON THE LINK ABOVE.

B.   The Intern Authorization for Employment form

1) 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).*
2) Your employer completes Section II, understanding and including each component:
- CDS Code of the district or charter operator, NOT that of the individual school
- Section B: Beginning Date of Employment *(Later than the date you completed the Intern eligibility requirements, but no earlier than August 1 for the Fall semester, and January 1 for the Spring semester. The reason is that the Intern must start teaching reasonably close to the beginning of CSUN's semester in order for the University to provide proper support through classes, seminars, and a university supervisor.)*
- Section B: Assignment information
- Section C: Support Provider
- Section D: The requirement that you be released early to attend credential courses.

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

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

Label the file "Lname, Fname Student ID SS Intern Auth," using your own name and Student ID number.
DO NOT send a file that is exactly named "Lname, Fname Student ID SS Intern Auth." Instead, it should resemble this:
McGee, Boogers 123456789 SS Intern Auth.pdf

At this point, email ONLY the Intern Authorization form, and ONLY to the Coordinator.

4) The Intern Program Coordinator completes Section III AFTER your employer has done so and sends the form back to you.

C.   The Intern Credential Request form

1) Complete the Intern Credential Request form.
2) At this point you will be in possession of the two forms below, completely filled out and signed.

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): _____

Credential Office | CSUN   Rev. 12-2021

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 cancelation 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: _____

Credential Office | CSUN   Rev. 09/2018

D. Submitting forms to the Credential Office

Submit those two forms, pictured above and listed below, with required information and signatures, to the Credential Office at: credprep@csun.edu

1. Intern Authorization for Employment
2. Intern Credential Request Form

Important note - the prospective Intern must submit these forms to the Credential Office:
  • *within 90 days after the Beginning Date of Employment.*
  • *within 30 days after the employer and the Intern Program Coordinator sign the Intern Authorization for Employment form.*

3. Pre-Service Documentation form

  • If you have not already submitted the Pre-Service Documentation form of Step 3, perhaps because you did not need to obtain your Letter of Internship Eligibility, you must include this form at this point in your email to the Credential Office, accompanying the Intern Authorization for Employment and the Intern Credential Request Form.
  • The reason is that the Credential Office needs the certification of your completion of the Pre-Service Requirements.

Please copy the Intern Coordinator on the email to the Credential Office, BUT ONLY WITH THE FORMS ABOVE COMPLETELY SIGNED.

DO NOT SEND the Intern Authorization for Employment form without the Intern Program Coordinator's signature to the Credential Office – the CO will simply send it back to you and ask for the Intern Coordinator's signature.

FINAL STEPS, CAUTIONS AND REQUIREMENTS

  • 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 5-7 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 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.

- 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.
- If your GPA drops below 3.0, your Intern Credential will be cancelled, you risk losing your employment, and you will revert back to the Traditional Program.
- You must be enrolled in classes each semester in which you hold the Intern Credential.

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 completed as Traditional/ACT.*

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). A Course Substitution Request should be made as early as possible during your time in the credential program: https://www.csun.edu/eisner-education/credential-office/formsflyers

Name: Intern Credential Issuance date: Expiration date:

		Completed or In Progress	Planned	Planned	Planned
Sem 1 13 units	**SED 511** Fundamentals of Teaching in Multi-ethnic Secondary Schools (3 units) *(pre- or co-requisite for SED 554)*				
	SED 525 Specialized Methods (3 units) (AR/MU/PE/SC/WL only Fall semester) *(pre- or co-requisite for SED 554)* *For candidates unable to take SED 525 Methods in Semester 1, the recommendation is to take SED 521 Literacy*				
	SED 554 (3 units/4 visits) & **SED 593** (2 units/4 visits) Supervised Field Experiences = Total - 5 units/8 visits **554S** Seminar (includes the FRED – practice edTPA) (2 units)				
Sem 2 11 units	**SED 521** Literacy in Multiethnic/Multilingual Secondary Schools (3 units) *(pre- or co-requisite for SED 555)* *For candidates who have not taken SED 525 Methods, the recommendation is to take SED 525 Methods at this point, instead of SED 521 Literacy*				
	SED 529 Teaching English Learners in Multiethnic Classrooms (3 units) *(SED 511 is a pre-requisite)* *(pre- or co-requisite for SED 555)*				
	SED 514 Computers in Education (3 units) *(available Summer term)*				
	SED 593 Supervised Field Experience (2 units/4 visits) – NO SEMINAR / taken any semester the Intern is not enrolled in SED 554 or 555				
Sem 3 10 units	**EPC 420** Educ Psychology of the Adolescent (3 units) *(pre- or co-requisite for SED 554)*				
	SPED 420 Special Needs / Differentiated Instruction & Collaboration (3 units) *(pre- or co-requisite for SED 555)*				
	SED 593 Supervised Field Experience (2 units/4 visits) **SED 555S** Seminar (2 units) *[includes the edTPA]* / TOTAL – 4 units				
Semester 4 8 units	ELPS/AAS/AFRS/ARMN/CHS 417 Equity and Diversity in Schools (3 units) *(pre- or co-requisite for SED 555)* *(CHS 430 AND ELPS 203 meet the requirement)*				
	HSCI 466ADO Health Concerns of the Adolescent (1 unit)				
	SED 555 Supervised Field Experience (4 units/6 visits) / ***APPLY FOR SED 555 Field Experience in the PRIOR SEMESTER***		*		
	For Bilingual Authorization/BA: SED 525BL Bilingual and Bicultural Teaching (3) / ARMN 440 or SED 516KOL or CHS 430/31 (3) / CSET LOTE				
Semester 5 and beyond	**SED 593 Supervised Field Experience (2 units)** – taken each semester until all program requirements are met and Preliminary Credential is issued				

- *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 for receiving financial aid.*
- *A transfer Intern with 1 semester remaining can take SED 555 Supervised Field Experience/SED 555S Seminar in their final semester. A transfer Intern with 2 semesters remaining takes SED 593/555S one semester, then SED 555 only in the final semester.*

CSUN | CALIFORNIA
STATE UNIVERSITY
NORTHRIDGE

<p style="text-align:center">Early Completion Option (ECO) - Checklist
CSUN Single Subject University Intern Program</p>

The Early Completion Option (ECO) is available to candidates who have met conditions 1-3 below.

1. Meet all Basic (Fingerprint clearance, Basic Skills, Subject Matter, U.S. Constitution, GPA, CPR) and Pre-Service requirements to become Intern eligible.

2. Pass the National Evaluation Series Assessment of Professional Knowledge: Secondary (Test Code 052) for Single Subject candidates (~$100), at: http://www.nestest.com/PageView.aspx?f=GEN_Tests.html *(Note: DO NOT take the individual subject matter assessment.)*

   - *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 1 of the CSUN semester.*

3. Pass 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 their full internship program. (*Reference: 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, and meet all other program requirements (Basic Skills, Subject Matter, etc.), by the end of one or two semesters to obtain the preliminary credential. **Not completing all other program requirements by the end of one or two-semesters means reverting to the regular Intern Program, and taking 1-3 additional semesters to complete all remaining credential coursework and other requirements.**

There are two ECO pathways: the Two-Semester ECO and the One-Semester ECO.

_____**Two-Semester ECO** (starting semester, Fall_____)

- **The Intern must apply to do SED 554 student teaching before the beginning of the Fall semester and be found eligible to student teach, at: https://www.csun.edu/eisner-education/credential-office/student-teaching-applications**

- In Semester 1 (Fall only), ECO Interns enroll in the *Supervised Field Experiences*, SED 554 (3 units) and SED 593 (2 units), and an associated *Field Experience Seminar*, 554S (2 units). The ECO Intern will not be required to meet the normal pre- or co-requisite course requirements for SED 554/S (SED 511, EPC 420, and SED 525xx).
- Having passed the edTPA, the Intern must complete all assignments for SED 554, SED 593, and 554S with the exception of the FRED (practice edTPA).
- Passage of SED 554/593/554S is required to continue in the ECO and move onto SED 555/S.
- If the ECO Intern passes SED 554/S in the Fall, then in Semester 2 (Spring), ECO Interns enroll in the *Supervised Practicum*, SED 555 (4 units) and the associated *Field Experience Seminar,* SED 555S (2 units).
- Having passed the edTPA, the Intern must complete all assignments for SED 555/S with the exception of a complete draft of the edTPA.
- ECO Interns must pass SED 514 *Computers in Instruction* by the end of the academic year.
- Two-Semester ECO Interns who receive a grade of No Credit for any of SED 554/593/554S or SED 555/S during the ECO year will no longer be allowed to continue in the ECO. The Intern must then complete all remaining credential coursework

and other requirements of the regular Intern program, including enrolling in the appropriate fieldwork course each semester.

_____One-Semester ECO (semester, Fall_____, or Spring_____)

- **A One-Semester ECO Intern must first apply for SED 555 student teaching to the Credential Office by the beginning of the semester and be found eligible to student teach, at: https://www.csun.edu/eisner-education/credential-office/student-teaching-applications**

- ECO Interns then enroll in the *Supervised Practicum*, SED 555 (4 units) and the associated *Field Experience Seminar,* SED 555S (2 units). The ECO Intern will not be required to meet the normal pre- or co-requisite course requirements for SED 555/S (SED 511, EPC 420, SED 525xx, SED 521, SED 529, SPED 420, AAS/AFRS/ARMN/CHS/ELPS 417).
- Having passed the edTPA, the Intern must complete all assignments for SED 555/S with the exception of a complete draft of the edTPA.
- ECO Interns must take and pass SED 514 *Computers in Instruction* by the end of this single 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 555 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.

The ECO option must be completed during a single academic year. Therefore, ECO candidates may not receive a grade of Incomplete for SED 554/S in a Fall semester, because they must be eligible to move into SED 555/S in early January.

A One-Semester ECO Intern who attempts the option in the Spring semester, or a Two-Semester ECO Intern, must:
- Initiate the request for the Preliminary Credential at the beginning of the SED 555 semester in Spring, 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.