



Schedule of Responsibilities

Intern Teacher Candidates and District Support Providers: CP I - CP IV

Schedule of Responsibilities

Intern Teacher Candidates on the **Single Subject**, **Multiple Subject**, and **Education Specialist M/M** Program Tracks will complete their clinical practice experiences while employed in a partnering school site / school district as a Teacher of Record. Intern Teacher Candidates, both Standard Intern and ECO, will complete their Clinical Practice hours for Clinical Practice I - IV (CP I - IV) while serving on a University Intern Credential that is restricted to the partnering school site / school district .

Please work closely with your [Credential Analyst](#) regarding the details of your employment as well as all required items necessary for the University Intern Credential recommendation. As a reminder, you may **NOT** leave your school site / school district restriction without prior consent from your [Credential Analyst](#).

Any questions from Intern Teacher Candidates or District Support Providers regarding Clinical Practice responsibilities can be directed to the [Clinical Practice and Records Coordinator](#).

<u>Clinical Practice Course + Week</u>	<u>Intern Teacher Candidate Responsibilities</u>	<u>District Support Provider Responsibilities</u>
PRIOR TO WEEK 1 CP I Single Subject Multiple Subject Education Specialist M/M	<ul style="list-style-type: none"> ✓ Cleared by Credential Analyst ✓ Enrolled in CP I by Academic Advisor ✓ Work with your Administrator to identify your assigned, qualified District Support Provider ✓ Contact your District Support Provider 	<ul style="list-style-type: none"> ✓ Complete Intersegmental Project training as required by the California Commission on Teacher Credentialing. ✓ Complete the Alliant Training Video ✓ Contact the Intern Teacher Candidate to discuss the expectations, policies, and procedures of the school site / school district.
WEEK 1 CP I Single Subject Multiple Subject Education Specialist M/M	<p><i>At the School Site:</i></p> <ul style="list-style-type: none"> ✓ Acclimate to the school and to your classroom. ✓ Assume responsibility of your classroom / employment assignment as Teacher-of-Record. ✓ Introduce yourself to key individuals at your school site. ✓ Introduce yourself to the students and parents of your classroom. ✓ Discuss curriculum planning, lesson planning, and classroom management plans with your District Support Provider. ✓ Develop daily and weekly routines. ✓ Set up a schedule to connect with your District Support Provider for an average of 5 hours per week throughout the term. <p><i>For Your Alliant Courses:</i></p> <ul style="list-style-type: none"> ✓ Review Course syllabus with your District Support Provider. Be sure to highlight all assignments and progress assessments for the term. ✓ Set up the Verification of Hours Log and begin documenting your additional hours of support and supervision as well as EL-specific support. ✓ Complete the Intern / ECO Tracking Form. 	<p><i>At the School Site:</i></p> <ul style="list-style-type: none"> ✓ Assist in acclimating the Intern Teacher Candidate to the school. ✓ Introduce the Intern Teacher Candidate to key individuals at your school site, if needed. ✓ Discuss curriculum planning, lesson planning, and classroom management plans with the Intern Teacher Candidate. ✓ Make yourself available for communication and collaboration with the Intern Teacher Candidate, as needed. ✓ Work with the Intern Teacher Candidate to set up a schedule to connect for an average of 5 hours per week throughout the term. <p><i>For the Intern Teacher's Alliant Courses:</i></p> <ul style="list-style-type: none"> ✓ Review Course syllabus with the Intern Teacher Candidate. ✓ Pay close attention to key assignments and the schedule of progress assessments for the term.



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<u>Clinical Practice Course + Week</u>	<u>Intern Teacher Candidate Responsibilities</u>	<u>District Support Provider Responsibilities</u>
<p>WEEKS 2 - 7</p> <p>CP I Single Subject Multiple Subject Education Specialist M/M</p>	<p><i>At the School Site:</i></p> <ul style="list-style-type: none"> ✓ Continue execute the responsibilities as Teacher-of-Record in your classroom. ✓ Continue to communicate and collaborate with your District Support Provider. ✓ Continue to connect with your District Support Provider for an average of 5 hours per week throughout the term. <p><i>For Your Alliant Courses:</i></p> <ul style="list-style-type: none"> ✓ Continue to review the course syllabus and upcoming assignments. ✓ Be prepared for the Clinical Practice Progress Assessment #1 by the end of Week 3. ✓ Be prepared for the Clinical Practice Progress Assessment #2 by the end of Week 5. ✓ Be prepared for the Clinical Practice Progress Assessment #3 by the end of Week 7. ✓ Continue to document your additional hours of support and supervision as well as EL-specific support hours on the Verification of Hours Log. ✓ Add completed assignments to your Individual Development Plan portfolio. 	<p><i>At the School Site:</i></p> <ul style="list-style-type: none"> ✓ Continue to make yourself available for communication and collaboration with the Intern Teacher Candidate, as needed. ✓ Continue to connect with your Intern Teacher Candidate for an average of 5 hours per week throughout the term. <p><i>For the Intern Teacher's Alliant Courses:</i></p> <ul style="list-style-type: none"> ✓ Continue to review Course syllabus with the Intern Teacher Candidate. ✓ Continue to pay close attention to key assignments and the schedule of progress assessments for the term. ✓ Review the Intern Teacher Verification of Hours Log to ensure Intern Teacher Candidate is documenting a minimum of 36 hours of additional support and supervision + 12 hours of EL-specific support to meet the 48 hour minimum at the end of the term.
<p>WEEK 8</p> <p>CP I Single Subject Multiple Subject Education Specialist M/M</p>	<p><i>At the School Site:</i></p> <ul style="list-style-type: none"> ✓ Continue execute the responsibilities as Teacher-of-Record in your classroom. ✓ Continue to communicate and collaborate with your District Support Provider. ✓ Continue to connect with your District Support Provider for an average of 5 hours per week throughout the term. <p><i>For Your Alliant Courses:</i></p> <ul style="list-style-type: none"> ✓ Finalize your Verification of Hours Log. ✓ Review Verification of Hours Log with your District Support Provider. Your District Support Provider will sign your Verification of Hours Log. ✓ Submit your signed Verification of Hours Log to Canvas by the end of Week 8. ✓ Add final completed assignments to your Individual Development Plan portfolio. 	<p><i>At the School Site:</i></p> <ul style="list-style-type: none"> ✓ Continue to make yourself available for communication and collaboration with the Intern Teacher Candidate, as needed. ✓ Continue to connect with your Intern Teacher Candidate for an average of 5 hours per week throughout the term. <p><i>For the Intern Teacher's Alliant Courses:</i></p> <ul style="list-style-type: none"> ✓ Continue to review Course syllabus with the Intern Teacher Candidate. ✓ Continue to pay close attention to key assignments and the schedule of progress assessments for the term. ✓ Review and sign the Intern Teacher Verification of Hours Log, confirming Intern Teacher Candidate has documented a minimum of 36 hours of additional support and supervision + 12 hours of EL-specific support to meet the 48 hour minimum at the end of the term.



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Next Steps

Intern Teacher Candidates on the **Single Subject**, **Education Specialist M/M**, and **Multiple Subject** Program Track will continue in their employment and Teacher Candidate responsibilities as Teacher-of-Record through Clinical Practice II (CP II), Clinical Practice III (CP III), and Clinical Practice IV (CP IV).

<u>Clinical Practice Course + Week</u>	<u>Intern Teacher Candidate Responsibilities</u>	<u>District Support Provider Responsibilities</u>
<p>WEEKS 1 - 8</p> <p>CP II</p> <p>Single Subject Multiple Subject Education Specialist M/M</p>	<p><i>At the School Site:</i></p> <ul style="list-style-type: none"> ✓ Repeat Schedule of Responsibilities as stated in Weeks 1 - 8 from CP I. <p><i>For Your Alliant Courses:</i></p> <ul style="list-style-type: none"> ✓ Repeat Schedule of Responsibilities as stated in Weeks 1 - 8 from CP I. ✓ Week 1: Register for the edTPA. <small>This applies to Single Subject and Multiple Subject Teacher Candidates ONLY.</small> ✓ Week 8: Submit your edTPA. <small>This applies to Single Subject and Multiple Subject Teacher Candidates ONLY.</small> 	<p><i>At the School Site:</i></p> <ul style="list-style-type: none"> ✓ Repeat Schedule of Responsibilities as stated in Weeks 1 - 8 from CP I. <p><i>For the Intern Teacher's Alliant Courses:</i></p> <ul style="list-style-type: none"> ✓ Repeat Schedule of Responsibilities as stated in Weeks 1 - 8 from CP I.
<p>WEEKS 1 - 8</p> <p>CP III</p> <p>Single Subject Multiple Subject Education Specialist M/M</p>	<p><i>At the School Site:</i></p> <ul style="list-style-type: none"> ✓ Repeat Schedule of Responsibilities as stated in Weeks 1 - 8 from CP I. <p><i>For Your Alliant Courses - Weeks 1 - 8:</i></p> <ul style="list-style-type: none"> ✓ Repeat Schedule of Responsibilities as stated in Weeks 1 - 8 from CP I. 	<p><i>At the School Site:</i></p> <ul style="list-style-type: none"> ✓ Repeat Schedule of Responsibilities as stated in Weeks 1 - 8 from CP I. <p><i>For the Intern Teacher's Alliant Courses:</i></p> <ul style="list-style-type: none"> ✓ Repeat Schedule of Responsibilities as stated in Weeks 1 - 8 from CP I.
<p>WEEKS 1 - 8</p> <p>CP IV</p> <p>Single Subject Multiple Subject Education Specialist M/M</p>	<p><i>At the School Site:</i></p> <ul style="list-style-type: none"> ✓ Repeat Schedule of Responsibilities as stated in Weeks 1 - 8 from CP I. <p><i>For Your Alliant Courses - Weeks 1 - 8:</i></p> <ul style="list-style-type: none"> ✓ Repeat Schedule of Responsibilities as stated in Weeks 1 - 8 from CP I. <p><i>Additions For Your Alliant Courses - Weeks 1:</i></p> <ul style="list-style-type: none"> ✓ Submit your edTPA <small>This applies to Single Subject and Multiple Subject Teacher Candidates ONLY.</small> <p><i>Additions For Your Alliant Courses - Weeks 8:</i></p> <ul style="list-style-type: none"> ✓ Complete the Culminating Reflection and add it to your Individual Development Plan portfolio. 	<p><i>At the School Site:</i></p> <ul style="list-style-type: none"> ✓ Repeat Schedule of Responsibilities as stated in Weeks 1 - 8 from CP I. <p><i>For the Intern Teacher's Alliant Courses:</i></p> <ul style="list-style-type: none"> ✓ Repeat Schedule of Responsibilities as stated in Weeks 1 - 8 from CP I.
<p>FINAL STEPS</p> <p>Single Subject Multiple Subject Education Specialist M/M</p>	<ul style="list-style-type: none"> ✓ Connect with your Credential Analyst to verify that all documents are in place for the Preliminary Credential recommendation. 	