



2011 - 2012  
APPLICATION

**Michael D. Eisner College of Education**  
*A Distinctive and Comprehensive Program for Practicing Teachers*  
Department of Secondary Education

**Single Subject University Intern Program • SSUIP**

**Dr. Janice A. Eckmier, Carolyn R. Burch, Co-Directors**

### COMPLETION AND SUBMISSION CHECKLIST

#### 1. CSUN Graduate Admissions Application:

- **Complete online**

#### 2. Credential Application:

- **Must be completed and submitted before finalizing an application for the Single Subject University Intern Program**

#### 3. SSUIP Application:

- **Include copy of Credential Preparation Application or Checklist from the Credential Office, including verification of interview**
- Complete all items on the Intern Application
- Include copy of CBEST scores, with writing score of 41 or better
- Include copy of CSET scores *OR* Subject Matter Clearance from Specific CSUN Department (**must** have 100% of subject matter teaching option)
- Include copy of provisional or substitute permit (if available) *OR* Request for Live Scan Certificate
- Include U.S. Constitution test results or course approval by Credential Office
- Fulfillment of 160 clock hours of Pre-Service Field Experience Requirement
- If you are a CSUN student, please provide an up-to-date transcript
- Completion of Intern Questionnaire
- Interview with Co-Director or verification of interview with Credential Program
- Submit a **color copy (legible) of your CSUN Student ID Card** or a passport size photo with your SSUIP Application. If you have not yet completed enrollment procedures, you must acquire an ID as soon as you are eligible for admission.

#### 4. Upon Completion of Intern Program Application:

- Once you have completed the SSUIP Application, you **MUST** take the packet to one of the SSUIP Co-Directors for review.
- If you qualify for the Intern Program you can request a **Letter of Internship Eligibility** from the Credential Office. This letter can be taken with you as you apply for employment.
- The Co-Director will complete a Personalized Plan for your program.
- Once you have a firm job offer you will proceed to Step 5.

#### 5. Intern Credential Request Process:

- **Credential Request Form** – Complete Information for the Single Subject Intern
- **Intern Authorization for Employment** - Obtain the authorized signature & return to SSUIP Co-Director
- Take the complete packet to the Credential Office.

**Submission of the application is not a guarantee that you will be accepted into the Credential Program as an Intern.**

- Once you have turned the packet in to the **Credential Office and they approve your application**, they will submit the information to CCTC.
- You will be notified by the **California Commission on Teacher Credentialing** to complete the personal and professional fitness and payment portions of the process.
- Within two - five working days you should receive confirmation that your credential has been recommended, providing there are no extenuating circumstance, followed by a notice of granting.
- **Once you receive notification from CTC, please take a copy of the notification to the SSUIP Office in 3101G.**

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*The Single Subject University Intern Program (SSUIP) Application 2011 - 2012*

New \_\_\_\_\_  
Change of Program \_\_\_\_\_  
Classes \_\_\_\_\_

**1. Information About the Applicant and Current Teaching Position**

*Please print or type*

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Address \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Home E-Mail: \_\_\_\_\_

School in which you are employed: \_\_\_\_\_ School Fax: \_\_\_\_\_ School Phone: \_\_\_\_\_

School Calendar (Traditional, Concept 6, etc. Track Assigned): \_\_\_\_\_

School Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Subjects Taught: \_\_\_\_\_ Grade Level (s): \_\_\_\_\_

Have you ever been a student at the California State University, Northridge? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what was your student number? \_\_\_\_\_ Social Security Number \_\_\_\_\_

Have you passed the CBEST? Yes \_\_\_\_\_ No \_\_\_\_\_

With a writing score of 41 or better? Yes \_\_\_\_\_ No \_\_\_\_\_ What was your writing score? \_\_\_\_\_

**Provide a copy of CBEST scores**

Have you taken the U. S. Constitution? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, did you pass it? Yes \_\_\_\_\_ No \_\_\_\_\_

**Provide a copy of U.S. Constitution Passage**

Have you taken the CSET? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, have you passed it? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have a Subject Matter Waiver? Yes \_\_\_\_\_ No \_\_\_\_\_

**Provide a copy of CSET Scores or Waiver**

Please check the credential(s) you are seeking:  Single Subject in \_\_\_\_\_ Content Area

BCLAD (See Credential Office or SSUIP Co-Director for Additional Requirements)

Overall GPA: \_\_\_\_\_ (2.67 overall or 2.75 in last 60 units)

**Provide a copy of CSUN Transcript**

**2. Information About the Applicant's Academic Background**

*Please list the schools you have attended and the degree(s) or credential(s) received*

College / University: \_\_\_\_\_ Credential / Degree: \_\_\_\_\_ Date: \_\_\_\_\_

College / University: \_\_\_\_\_ Credential / Degree: \_\_\_\_\_ Date: \_\_\_\_\_

College / University: \_\_\_\_\_ Credential / Degree: \_\_\_\_\_ Date: \_\_\_\_\_

What was your undergraduate major? \_\_\_\_\_

If you have completed a graduate degree, what was the discipline or professional field? \_\_\_\_\_

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**3. In addition to the 45 hours of early field experience required for the Credential Application, Interns must complete 120 clock hours of pre-service field experience & 40 clock hours of ELL Training before qualifying for the Intern Program.**

The state requires that a credential candidate participate in 120 clock hours of pre-service field experience. There are a variety of ways in which to complete this requirement. Look on page 7 at the checklist for specific information. Please attach any verifying documents to the application.

**4. CBEST Writing Score**

I understand that the writing requirement (41 or better on CBEST Writing, approved course, or score of 10 on UDWE) must be met **BEFORE** applying for final field experience/student teaching.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**5. Grade Point Average**

I understand that I must maintain an overall GPA of 3.0 while completing the Credential Program. I also understand that I may NOT receive a grade of C- without retaking that course.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**6. I verify that I**

- have a full-time teaching job offer at a public secondary school
- will teach in content area of the Intern Credential
- will teach in a full-class situation (usually 20 students or more)

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**7. Required Enrollment**

- I understand that I must be enrolled in classes each semester in which I hold the Intern Credential **and**
- I understand that I must *immediately* notify the SSUIP Co-Directors of any change in employment status.

***Failure to do one or both of the above can lead to revocation of the Intern Credential.***

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**8. Change of Program Clarification**

When a candidate transfers from the Traditional Single Subject Credential Program to the Intern Program and has already received credit for SED 554 and 554S, SED 554 and 554S will substitute for SED 594 and 594S in the Intern Program, because the Preliminary Teaching Event is completed in both. The candidate would be required to enroll in and pass SED 593 and 593S before qualifying for SED 555I and SED 555S.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**9. Required Statement of Personal and Professional Fitness**

The following question must be answered **yes** or **no** for the application to be considered.

If your answer is "**yes**" please submit a photocopy of your emergency permit as well as a letter of explanation.

Have you ever been convicted or pled "*nolo Contendere*" to any violation of the law in any state or nation (*other than very minor traffic offenses*)?

Yes       No

**10. Verification of All Information Provided**

I verify that all the information provided as a part of this application is true and complete to the fullest of my knowledge.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Co-Director: \_\_\_\_\_ Date: \_\_\_\_\_

## *Intern Questionnaire - SSUIP*

School Name: \_\_\_\_\_

School District: \_\_\_\_\_

1. First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Email address: \_\_\_\_\_

2. Gender: Male  Female

What is your birth date? \_\_\_\_/\_\_\_\_/\_\_\_\_

3. I estimate that I will complete my intern program (month) \_\_\_\_\_, (year) \_\_\_\_\_.

4. For the year immediately preceding entering the internship credential program, please indicate which one of the following career categories best defines your experience:

- \_\_\_ Military (Armed Forces)
- \_\_\_ Technical & Scientific Industries (e.g. engineering)
- \_\_\_ Social Services (e.g. health related, government)
- \_\_\_ Other business or industry (e.g. sales, legal, clerical, manufacturing)
- \_\_\_ College/University (recent graduates)
- \_\_\_ Paraprofessionals (e.g. classroom aides)
- \_\_\_ Provisional/Emergency/Substitute Permit Holders
- \_\_\_ Other Teaching (e.g. private school, college)
- \_\_\_ Other (list job) \_\_\_\_\_

5. What is your ethnicity?

- \_\_\_ African American or Black
- \_\_\_ Asian American/Asian/Indian (e.g. Chinese, Japanese)
- \_\_\_ Latino, Latin American, Puerto Rican, Mexican American, Chicano or other Hispanic
- \_\_\_ SE Asian American SE Asian (e.g. Cambodian, Hmong)
- \_\_\_ Pacific Islander, Filipino
- \_\_\_ Caucasian (non-Hispanic)
- \_\_\_ Native American/Alaskan Native
- \_\_\_ Other \_\_\_\_\_

6. When and where did you receive your undergraduate degree?

- \_\_\_ In California    \_\_\_ Outside California
- \_\_\_ UC                      Which State or Country? \_\_\_\_\_
- \_\_\_ CSU
- \_\_\_ Private Institution

Please indicate campus \_\_\_\_\_

7. Please indicate the credential you are working toward:

<input type="checkbox"/> Agriculture	<input type="checkbox"/> Industrial & Technology Education
<input type="checkbox"/> Art	<input type="checkbox"/> Mathematics
<input type="checkbox"/> Business	<input type="checkbox"/> Music
<input type="checkbox"/> English	<input type="checkbox"/> Physical Education/Dance
<input type="checkbox"/> Languages other than English	<input type="checkbox"/> Science (Biological, Chemistry, Physics and Geo Sciences)
<input type="checkbox"/> Health Science	<input type="checkbox"/> Social Science (History, Economics, Government, other)
<input type="checkbox"/> Home Economics	

8. What grade level(s) will you teach this year? (Mark all that apply.)

6    7    8    9    10    11    12

9. What subject(s) are you assigned to teach this year? (Mark all that apply—select the options that *best* describe your assignment?)

- English (e.g., writing, literature, journalism, yearbook, drama, speech)
- Mathematics (e.g. general, algebra, geometry, statistics, trig, calculus)
- Science (e.g., general, biology, chemistry, physics and geology)
- Social Science (e.g., history, economics, government, geography, civics)
- Physical Education & Dance
- Languages other than English
- Art
- Music
- Agriculture
- Business (e.g., computers, data processing, business law, bookkeeping)
- Health
- Home Economics
- Industrial Arts/ROP
- AVID, or other similar assignment

# Single Subject University Intern Program



## Personalized Plan

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Student ID#: \_\_\_\_\_ Intern Credential Expiration Date: \_\_\_\_\_

COMPLETED	SEMESTER	DATE	NOTES
SED 511			
SED 593			
SED 521			
SED 594			
SED 525			
SED 529			
SED 514			
EPC 420			
ELPS 417			
SPED 420 (401C)			
HSC 496ADO			
SED 555I			

<b>Semester One</b>	<b>Semester Three</b>
<b>Semester Two</b>	<b>Semester Four</b>
<b>Summer I</b>	<b>Summer II</b>

\_\_\_\_\_  
Program Director Signature

\_\_\_\_\_  
Intern Signature

**California State University, Northridge**  
**Secondary Education**  
**Pre-Service for Single Subject Interns**  
**Pre-Service Requirement (must equal a minimum of 120 hours)**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

<b>CSUN Credential Courses Completed:</b> <b>Coursework must be verified by transcript.</b>	<b>Semester Completed</b>
SED 511	
SED 521	
SED 525	
SED 514	
SED 554	
SED 529	
EPC 420	
ELPS 417	
HSC 496ADO	
SPED 420 (401C)	

<b>Independent Study Modules Completed:</b>	<b>Date Completed</b>
Classroom Management & Planning	
Developmentally Appropriate Teaching Practices	
Pedagogy: Single Subject	
Teaching English Learners	
Communication Skills, Including Reading	
Other:	

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."

**Intern Signature:** \_\_\_\_\_

**Co-Director Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_