

The California Commission on Teacher Credentialing requires all University Interns receive General Support and Supervision, and English Learner Support hours during their teaching assignment. We have broken down the hours based on what is already provided by your program and what is still needed from your school site mentor teacher.

**Mentor teachers are to provide the following number of general and English Learner support hours:**

Program	Course	General Support	English Learner	Total Hrs
Education Specialist	EDSP 586	3 hrs/wk	1 hr/wk	64
Education Specialist	EDSP 587 or 588	2 hrs/wk	1 hr/wk	48
Multiple Subject	EDEL 572	2 hrs/wk	1 hr/wk	48
Single Subject	EDSS 473	2 hrs/wk	1 hr/wk	48

**Spring 21 Timeline (Please note: all hours must be submitted and approved prior to credential issuance.)**

- Hours received between January 19 – February 28: submission window March 1 – 5
- Hours received between March 1 – 31: submission window April 1- 5
- Hours received between April 1 – 30: submission window May 1 – 5
- Hours received between May 1 - 21: submissions due June 1 – 5 (*if Spring 21 is your final semester, all hours must be submitted and verified by your mentor teacher prior to credential recommendation*) .

**List of possible support activities:**

**General Support and Supervision**

- GS - Staff meetings, Grade Level or Department Meetings related to curriculum, planning, and/or instruction
- GS - New Teacher Orientation
- GS - Coaching (not evaluation) from Administrator
- GS - Logistical help before and during school year (bulletin boards, seating arrangements, materials acquisition, parent conferences, etc.)
- GS - Activities/workshops specifically addressing issues in the intern’s classroom—co-attended by intern and support person(s)
- GS - Interactive Journal (Support/Supervisor and Intern)
- GS - Other, explain:

**General Support which can also be counted towards English Learner Support**

- GS/EL - Content Specific Coaching (for example: math coaches, reading coaches, EL coaches)
- GS/EL - Co-planning with Special Educator or EL expert to address included special needs students and/or English learners
- GS/EL - Release time for participation in district meetings, group/regional group (ELAC, Council for Exceptional Children)
- GS/EL - Review/discuss test results with colleagues (CELDT and standardized tests)
- GS/EL - Classroom Observations and Coaching
- GS/EL - Demonstration Lessons and/or Co-teaching activities with mentor, coach, or program supervisor
- GS/EL - Intern Observation of other teachers and classrooms
- GS/EL - Email, Phone (voice, text), and/or video conferencing support related to observation, problem-solving, planning, curriculum and/or instruction
- GS/EL - Watching and discussing teaching videos with support person(s)
- GS/EL - Phone/Email Support Hotline
- GS/EL - Observe SDAIE/ELD lessons online or in person
- GS/EL - Weekly planning or review of plans with EL Authorized Credential Holder
- GS/EL - Editing work-related writing (letters to parents, announcements, etc.)
- GS/EL - Professional Literature/Research discussion groups facilitated by appropriately credentialed support person or program supervisor
- GS/EL - Other, explain:

# Credential Center

## Support and Supervision Logs

### Education Specialist, Multiple and Single Subject University Interns



The following template may be used to track hours but all activities must be submitted for approval by the 5<sup>th</sup> of each month in CSU S4: <https://app.calstates4.com/>. Hours may be entered online daily, weekly or monthly but we ask that you submit for approval only once a month. Interns must click the final “Submit for Approval” button in order to send a link to their mentor teacher. Mentor teachers must approve or provide feedback by the 10<sup>th</sup> of each month.

<b>General Support and Supervision Tasks:</b>	<b>Date(s)</b>	<b>Time(s)</b>
GS - Staff meetings, Grade Level or Department Meetings related to curriculum, planning, and/or instruction		
GS - New Teacher Orientation		
GS - Coaching (not evaluation) from Administrator		
GS - Logistical help before and during school year (bulletin boards, seating arrangements, materials acquisition, parent conferences, etc.)		
GS - Activities/workshops specifically addressing issues in the intern’s classroom—co-attended by intern and support person(s)		
GS - Interactive Journal (Support/Supervisor and Intern)		
GS - Other, explain:		

<b>General Support and Supervision Tasks, which can also be counted towards English Learner Support:</b>		
GS/EL - Content Specific Coaching (for example: math coaches, reading coaches, EL coaches)		
GS/EL - Co-planning with Special Educator or EL expert to address included special needs students and/or English learners		
GS/EL - Release time for participation in district meetings, group/regional group (ELAC, Council for Exceptional Children)		
GS/EL - Review/discuss test results with colleagues (CELDT and standardized tests)		
GS/EL - Classroom Observations and Coaching		
GS/EL - Demonstration Lessons and/or Co-teaching activities with mentor, coach, or program supervisor		
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GS/EL - Watching and discussing teaching videos with support person(s)		
GS/EL - Phone/Email Support Hotline		
GS/EL - Observe SDAIE/ELD lessons online or in person		
GS/EL - Weekly planning or review of plans with EL Authorized Credential Holder		
GS/EL - Editing work-related writing (letters to parents, announcements, etc.)		
GS/EL - Professional Literature/Research discussion groups facilitated by appropriately credentialed support person or program supervisor		
GS/EL - Other, explain:		