



**Support and Supervision Intern Log** The table below offers types of Support and Supervision activities that may be used to meet the new regulations that university interns are required to complete, per \*CTC Coded Correspondence 14-04. Required hours for university intern credential holders:

**General Support & Supervision: A minimum of 2 hours is required every 5 school days.  
 (72 hours per semester or 4.5 hours per week)**

<b>I. Support &amp; Supervision Activities to be Provided through the Intern’s Employer</b>
a. Content Specific Coaching (for example: math coaches, reading coaches, EL coaches*)
b. Staff meetings, Grade Level or Department Meetings related to curriculum, planning, and/or instruction
c. New Teacher Orientation
d. Coaching (not evaluation) from Administrator
e. Co-planning with Special Educator or EL expert to address included special needs students and/or English learners*
f. Logistical help before and during school year (bulletin boards, seating arrangements, materials acquisition, parent conferences, etc.)
g. Release time for participation in district meetings, group/regional group (ELAC, Council for Exceptional Children)*
h. Review/discuss test results with colleagues (CELDT and standardized tests)*
i. Other, please explain on log
<b>II. Support &amp; Supervision Activities to be Provided through the Intern’s Commission Approved Preparation Program</b>
a. Seminars (problem solving issues with students, curriculum, instruction, TPEs, etc.) offered in person, or via the web-enabled video conference/webinar or other video conferencing media*
b. Peer/Faculty Support (example: discussion debriefing teaching day at start of each class)
c. Provide access/student memberships for participation in district /regional group (ELAC committee, Council for Exceptional Children, etc.)
d. Other, please explain on log
<b>III. Support &amp; Supervision Activities Provided by <i>Either or Both</i> the Intern’s Employer and Commission Approved Preparation Program</b>
a. Classroom Observations and Coaching*
b. Demonstration Lessons and/or Co-teaching activities with mentor, coach, or program supervisor*
c. Intern Observation of other teachers and classrooms*
d. Email, Phone (voice, text), and/or video conferencing support related to observation, problem-solving, planning, curriculum and/or instruction*
e. Activities/workshops specifically addressing issues in the intern’s classroom – co-attended by intern and support person(s)
f. Watching and discussing teaching videos with support person (s)*
g. Interactive Journal (Support/ Supervisor and Intern)
h. Phone/Email Support Hotline*
i. Observe SDAIE/ELD lessons online or in person*
j. Weekly planning or review of plans with EL Authorized Credential Holder*
k. Editing work-related writing (letters to parents, announcements, etc.) *
l. Professional Literature/Research discussion groups facilitated by appropriately credentialed support person or program supervisor*
m. Other, please explain on log

*California Commission on Teacher Credentialing – Coded Correspondence 14-04: Supervision and Support Requirements for Interns*

*\*May also be used towards the EL Support & Supervision Requirement*



California State University, Long Beach  
 Credential Center  
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**Support and Supervision Intern Log** - This log is to be used by the intern to show district and college supervision and support. Signatures of the Intern, On-site Support Provider, and College Supervisor are required below at the end of the semester.

A minimum of 2 hours is required every 5 school days (72 hours per semester required or 4.5 hours per week)

**Intern Name & SID#:** \_\_\_\_\_ **Employer:** \_\_\_\_\_

Activity # (see page 1)	Date	Brief Description of Activity	Hours
<b>Total Hours Needed: 72 hours per semester (min. of 2 hours per every 5 school days)</b>			

\_\_\_\_\_  
 Intern Signature / Date

\_\_\_\_\_  
 On- Site Support Provider Signature / Date

\_\_\_\_\_  
 College Supervisor / Date

