



**Teachers College**  
*of* **San Joaquin**

# IMPACT Intern Credential Program Handbook

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## **Credentials Offered:**

**General Education - Multiple Subject, Single Subject**

**Education Specialist - Mild/Moderate, Moderate/Severe, Early Childhood**

Teachers College of San Joaquin's IMPACT Intern Program is housed within the San Joaquin County Office of Education. The San Joaquin County Office of Education has offered an intern credential program since 2001. TCSJ is a WASC accredited graduate program and offers Candidates a two-year intern program option in Multiple Subject, Single Subject, and Education Specialist.

The philosophy and mission of TCSJ provides staff, faculty and leadership the guidance to safeguard that Candidates are successful and prepared educators who are responsive to the conditions of teaching and learning in California's public schools:

### **Our Mission**

To develop a workforce of teachers and school leaders who are comfortable with collaboration, understand the need to prepare students for both work and higher education, and have the skills to develop, implement and sustain innovative educational ideas. TCSJ exemplifies the notion of learning opportunities that are rigorous, provide relevance, are relationship-driven and incorporate reflection for professional growth.

### **Our Philosophy**

Everyone- students, teacher Candidates, faculty and staff form the Teachers College of San Joaquin learning community. Every member of that community is valued and makes a contribution to its overall success. Faculty and staff work to enhance student learning by interweaving theory with contextual experience of working in the culturally and linguistically diverse classrooms of California.

TCSJ characterizes the spirit of school reform, which may include small learning communities, college and career readiness initiatives, career academies, project-based learning, authentic assessment practices, 21<sup>st</sup> century skills or integrated, academic and career-oriented curriculum.

### **Accreditation**

Teachers College of San Joaquin is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC), 985 Atlantic Avenue, #100, Alameda, CA 94501, 510.748.9001. The TCSJ IMPACT Intern Credential Program is accredited by the California Commission on Teacher Credentialing (CCTC).

## **Program Structure**

The IMPACT Intern Credential Program is a two-year commitment to acquire a Preliminary Credential, which involves coursework, supervised teaching, and the support of a team of experienced and qualified educational professionals.

Preliminary Credential Candidates are assigned to a cohort for all coursework. The cohort model offers a built in support network for the Candidates. All cohort assignments are determined by the Registrar.

## **Admissions Requirements**

To qualify for admission to the IMPACT Intern Credential Program, per state law, Candidates must satisfy the following prerequisites and provide official documentation:

- Be hired to serve as a teacher of record in a teaching assignment, which matches the credential being pursued (minimum 40%);
- Possess a Bachelor's degree from an accredited college or university;
- Official Transcripts from all universities attended (sealed originals are required);
- Passing CBEST scores;
- Passing CSET scores OR a Subject Matter Waiver Letter from an approved program: no other means of demonstrating subject matter competence (even Masters' degrees or Ph.D.s) is accepted for the intern credential;
- Proof of a completed university-level US constitution course or passing scores on the US Constitution exam (exam info: Modesto Junior College Testing center 209-575-7728; American River College 916-485-6000; [www.usconstitutionexam.com](http://www.usconstitutionexam.com));
- Complete a Live Scan for the Commission on Teacher Credentialing (not the same as the Live Scan completed for your employing agency) or hold a valid CA credential, valid sub permit or certificate of clearance <http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf>;
- Submit an online California State Intern consent form in the Fall (instructions TBA).

Upon securing a position as an Intern Teacher, the Candidate is responsible for scheduling an enrollment appointment with the Admissions Department (209-468-4926) and providing all required documents. The Candidate must also schedule an appointment with a Credential Technician (209-468-9132) within ten (10) business days from the date of enrollment to process an Intern Credential.

## **Tuition**

Candidates are charged tuition at the rate specified for the year of program entry. All tuition payment contracts are coordinated with the student accounts office.

***Credential recommendations will only be made to the  
CA Commission on Teacher Credentialing if account is in good standing.***

## **Practicum Supervision**

Candidates are paired with a Practicum Supervisor for the duration of their program. Practicum Supervisors are responsible for a set number of observations and reflective conferences during the time the Candidate is enrolled in the credential program. Practicum Supervisors also conduct

semester reflection conferences with each Candidate for the purpose of deeper reflection of teaching practice and goal setting. Input from site administration is also sought regularly.

The Practicum Supervisor issues a grade each semester that reflects the Candidate's progress and performance as a classroom teacher. The grade will be rated as either "Meets Competencies" or "Needs Improvement". At any time the Practicum Supervisor feels the Candidate is not making adequate progress, a "Corrective Action" is developed as a written improvement contract.

All corrective action forms include the following:

- A required completion date;
- The area(s) of concern tied to the appropriate Teaching Performance Expectations;
- Steps for completing the Corrective Action – specific outline of what the Candidate must do to correct the problem and the plan for intervention.

Before a copy of the corrective action is given to the Candidate it will be reviewed and signed by the Practicum Supervisor and the Program Coordinator. Any time a corrective action is put in place the Lead Practicum Supervisor or designee will accompany the Practicum Supervisor on an observation as a "second set of eyes". After a corrective action has been put in place the Candidate may be invited to observe a veteran teacher accompanied by their Practicum Supervisor.

Candidates who fail a semester of supervision must pass two consecutive semesters of supervision following the failing term. Candidates who fail supervision in the third or fourth semester will be required to enroll in additional semester(s) of supervision to meet this minimum standard and will be responsible for all additional fees.

Candidates who fail three (3) semesters of supervision will be dismissed from the program.

*See Additional Fees- Supervision Appointment Policy for additional information.*

## **Coursework**

The Teachers College of San Joaquin hires instructors to deliver instruction and monitor Candidate's academic progress. The schedule of courses for each Candidate is located on our program database (<http://tdev.sjcoe.org>).

All students are required to come prepared for class each night with a laptop or tablet to access course material. The program is not responsible for lost, stolen, or damaged electronic devices.

Candidates must successfully complete courses and demonstrate growth towards meeting the Teaching Performance Expectations (TPEs) as well as all other requirements of the California Commission on Teaching Credentialing (CCTC) to be recommended for the appropriate credential.

## **Teacher Performance Assessments (TPAs)**

All Multiple and Single Subject Teaching Credential Candidates must pass an assessment of their teaching performance with K-12 students as a requirement of the California Commission on Teacher Credentialing (CCTC) to process a Preliminary Teaching Credential. The TPA assures that teacher Candidates have the knowledge, skills, and abilities required of a beginning teacher in California public schools. The TPA is based on the California Standards for the Teaching Profession, as exemplified in the Teaching Performance Expectations (TPEs) for beginning teaching.

The CalTPA provides the Candidate with a series of four performance tasks, each of which increases in complexity. All but one of the tasks are done with actual K-12 students. Taken as a whole, the four tasks measure the TPEs in multiple ways. The four TPA tasks are strategically embedded into the cohort program as seminars and must be completed and passed in the specified order.

Candidates who score below three (3) on a TPA task will be placed on Academic Probation and must schedule a remediation conference with the TPA Coordinator and submit the \$300 Remediation Fee before resubmitting the task.

*See Additional Fees- Teacher Performance Assessment (TPA) Submission/Extension and Teacher Performance Assessment (TPA) Remediation Policy for additional information.*

### **Reading Instruction Competence Assessment (RICA)**

Multiple Subject and Education Specialist (Early Childhood Candidates exempt) Candidates must pass the RICA prior to being recommended for a Preliminary Teaching Credential. The RICA is taken individually by all Candidates and outside of the IMPACT Intern Program coursework.

<http://www.rica.nesinc.com>.

### **CPR Certification**

All Candidates are required to provide proof of a valid Adult, Child and Infant CPR Certification prior to being recommended for a Preliminary Credential.

### **Early Completion Option**

The Early Completion Option (ECO) is intended to provide individuals who have requisite skills and knowledge an opportunity to challenge the course work portion of a Multiple or Single Subject Intern Program and demonstrate pedagogical skills through a performance assessment while in a Commission-approved intern program. A Candidate must consult with and gain permission from the Registrar in order to participate as an early completion Candidate in the IMPACT program. A complete description of the Early Completion Option can be found at:

<http://www.ctc.ca.gov/notices/coded/2013/1313.pdf>.

### **Professional Responsibilities – Code of Conduct**

Teachers serve as a role model for their students, colleagues and the community. A professional teacher has a set of competencies and a knowledge base to work effectively with children, parents and the community. The following behaviors represent a code of conduct and set of expectations for behavior as a teacher and as a participant in the IMPACT Intern credential program.

- Always be professional. Teachers dress, speak, and conduct themselves at all times in the manner of true professionals.
- Know the rules, regulations, policies, curriculum, and facilities of your school and district.
- Refrain from engaging in “teachers’ lounge” gossip about individual students, parents, or anyone in the school system.
- Communicate with parents as appropriate and in all forms determined by the school district.
- Participate in all aspects of the school program – staff meetings, open house, back-to-school night, parent conferences, in-service meetings, and other school-related activities.

- Treat every pupil as equal in worth. Favoritism must be recognized and avoided.
- Prepare written instructional plans in a manner acceptable to both the principal and Practicum Supervisor. Participate fully and enthusiastically in program activities.
- Respect the confidentiality of your peers and cite any reference used in your work.
- Maintain the attitude of a Learner.
- Respond in a timely manner to any requests for information from program staff, credentials office, and/or Commission on Teacher Credentialing.
- Complete all requirements (coursework, exams, paperwork, fees) as required by the CCTC to process each credential.

### **Attendance**

Candidates are expected to attend all classes. If an absence is unavoidable (illness, Back-to-School Night, family emergency, etc.) the candidate is expected to communicate directly with the instructor in advance. Each instructor includes the attendance/tardy policy in the course syllabus. It is the candidate's responsibility to understand and adhere to this policy. Chronic absences may result in separation from the college.

### **Notification of Changes**

It is the responsibility of the Candidate to immediately notify the TCSJ admissions office [tcsjadmissions@sjcoe.net](mailto:tcsjadmissions@sjcoe.net) of changes in employment status (pink slip, resignation, non-reelection), work location, credential, or changes in contact information.

### **Credential Processing Procedure**

Candidates will receive an email from the TCSJ Credential Technician regarding procedures for processing the intern and/or preliminary credential. It is the Candidate's responsibility to adhere to the directions from the technician.

*See Additional Fees- Credential Recommendation Policy for additional information.*

## **Teachers College of San Joaquin Policies**

### **Additional Fees**

#### *Teacher Performance Assessment (TPA) Submission/Extension*

To earn a passing grade in TPA Seminar, the TPA document must be submitted by the deadline stated in the seminar syllabus. Failure to submit the TPA by the deadline will result in a grade of C- or lower. TPA Seminar may not be repeated and units will not be awarded. An extension may be granted at the discretion of the instructor and is most commonly granted for unforeseen circumstances.

#### *Teacher Performance Assessment (TPA) Remediation*

Candidates who fail a TPA are required to schedule a remediation appointment with the TPA advisor. The Candidate will be assessed a \$300 fee for each TPA remediation. Fee must be paid prior to scores being posted.

### Supervision Appointment

Candidates are responsible for informing Practicum Supervisors of teaching schedule, planned teaching activities and any situation that may arise preventing the Practicum Supervisor from observing the Candidate. If a situation arises (illness, change in schedule, field trip, conference attendance, meeting etc.), requiring the Candidate to cancel a scheduled appointment with the Practicum Supervisor, the Candidate is required to do so within a minimum of three (3) hours prior to the scheduled appointment. Candidates will be assessed \$100 fee for failure to abide by this policy.

### Credential Recommendation

It is the Candidate's responsibility to pay the CCTC credential application fee within 90 days of the online recommendation date. Candidates who do not meet this deadline and allow the credential recommendation to expire will be assessed a program fee of \$150 for each additional submission in addition to all fees required of the CTC. If the Candidate allows the credential recommendation to expire, the issuance date will be delayed and could pose a problem with the Candidate's employer.

### **Academic Credit Transfer**

Credential Candidates may submit transcripts and other requested documentation from a WASC accredited institution to the Registrar for review. Transfer credit will be granted on an individual basis for no more than eight units. Courses considered for transfer must have been completed within seven years. The Registrar will assign equivalencies ("E" grade, no units) for approved coursework only.

### **Grades**

All courses are expected to be completed at mastery level. Course instructors are solely responsible for the determination of course grades. Instructors should clearly define grading criteria on the syllabus including the effect of attendance on the final course grade. Grades must be entered through the password-protected database <https://tdev.sjcoe.org/>.

Grade A	Outstanding knowledge and application of course content; assignments turned in on time and reflect professionalism, effort and application above and beyond minimum course requirements.
Grade B:	Good knowledge and application of course content; assignments reflect professionalism, effort and application of course requirements.
Grade C:	Satisfactory knowledge and application of course content; assignments not typically reflective of graduate level expectations.
Grade C- or below	Failure; Course must be retaken and results in placement on Academic Probation.
Grade F/Fail/ or Does Not Meet Competencies	Failure; Course must be retaken and results in placement on Academic Probation.
Grade Pass/ Meets Competencies	Satisfactory knowledge and application of course content.
Grade I	Incomplete (see Incomplete information below)

### ***Incomplete***

An Incomplete is granted at the discretion of the instructor and is most commonly granted for unforeseen circumstances such as illness, family emergency. If a Candidate is having trouble meeting the requirements of a course due to workload, personal commitments, or work responsibilities, he/she must contact the program coordinator as well as the TCSJ Registrar to revise the individual academic plan.

An Incomplete becomes a failing grade if work is not completed within 10 business days or as agreed upon with the instructor. In the event of this, the Candidate must contact the Registrar and re-enroll in the course and assume responsibility for all fees associated with repeating the course.

### ***Grade Challenge***

If a candidate disagrees with the grade, he/she should, within 10 days of receipt of the grade, meet with the course instructor or fieldwork supervisor to discuss the disagreement. If the issue is not successfully resolved as a result of that meeting, the student may file a written Request for Reconsideration, which should clearly describe the nature of the disagreement and resolution sought. The Request for Reconsideration must be filed with the Dean of the College within 10 days of the meeting with the course instructor or fieldwork supervisor. The dean will provide a copy of the Request for Reconsideration to the course instructor or fieldwork supervisor for response. The dean will review and make a decision within 30 days or prior to the next time the course is offered, whichever is sooner. **The decision of the dean is final and binding on all parties.**

### **Academic Status**

#### *Academic Probation*

All candidates in Teachers College of San Joaquin are expected to earn a minimum grade point average (GPA) of 3.0 each semester and maintain a minimum overall GPA of 3.0. If a candidate's GPA is below this minimum standard (overall or at the end of the semester) he/she will be placed on Academic Probation. Candidates who fail to meet the minimum GPA within one semester will meet with an advisor to determine appropriate changes to his/her study plan.

If a candidate receives a grade of 'C-' or lower in any course he/she will be placed on Academic Probation.

If a candidate does not meet competencies and fails Practicum Supervision, he/she will be placed on Academic Probation.

If a candidate fails a TPA Task he/she will be placed on Academic Probation and will be subject to the TPA remediation policy.

#### ***Inactive***

Candidates who do not take classes for two consecutive semesters will be considered inactive. Candidates who remain inactive for three consecutive semesters will be withdrawn from the college. If a candidate is withdrawn, he/she will be required to reapply and follow the requirements of the Teachers College of San Joaquin catalog and Student Program Handbook for the year in which they are readmitted.

#### ***Withdraw***

Candidates who wish to withdraw from a course prior to the second class session will not be charged tuition for the course. Candidates who withdraw after the start of the second session will



incur full tuition for the course. Should the candidate withdraw from the program, voluntarily or involuntarily, the tuition costs will be recalculated at the current tuition rate for the courses completed.

### **Credit Hours**

In accordance with federal regulations, Section 600.2 and 600.24, and the WASC Policy (07/01/2011), Teachers College of San Joaquin defines the credit hours as:

An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than –

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

### **Complaints**

Teachers College of San Joaquin is part of the San Joaquin County Office of Education (SJCOE) and the policies and procedures of SJCOE are followed. Policies and procedures are located at:

[http://www.sjcoe.org/HumanResources/Personnel\\_Policies.aspx](http://www.sjcoe.org/HumanResources/Personnel_Policies.aspx)

Records of student and/or faculty complaints are also maintained by the Dean, who is responsible for overseeing the follow-up and resolution of each complaint.

### **Complaints Concerning Discrimination**

Teachers College of San Joaquin shall be free from discrimination based on gender, race, color, religion, ancestry, national origin, ethnic group, marital or parental status, physical or mental disability, sexual orientation, or the perception of one or more characteristics.

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[http://www.sjcoe.org/HumanResources/Personnel\\_Policies.aspx](http://www.sjcoe.org/HumanResources/Personnel_Policies.aspx)

Records of student and/or faculty complaints are also maintained by the Dean, who is responsible for overseeing the follow-up and resolution of each complaint.

### **Diversity**

Valuing diversity is about respecting one another's differences. All members of the Teachers College of San Joaquin's academic community of candidates, staff, administrators and faculty will be respected for the experiences and expertise they bring to our institution. Everyone has the right to an educational environment free of fear for his or her personal safety and no person shall be denied

access to, or participation in any program or activity operated by TCSJ. Teachers College of San Joaquin does not discriminate on the basis of race, gender, sexual orientation, national origin, ancestry, color, religious creed, age, marital status, or disability.

## **Intern Supervision and Support Requirement**

**(Applies to intern Candidates who process an Intern Credential after April 1, 2014)**

### **District/Employing Agency Responsibilities**

1. Employers are responsible for ensuring that the intern they have hired is supported. Prior to an intern assuming daily teaching responsibilities, the employer must identify a mentor or other designated individual who meets the Commission's identified criteria. Adequate supervision is provided by mentor(s) or other designated individuals, one of whom must have the following minimum qualifications:
  - Valid corresponding Clear or Life credential;
  - 3 years successful teaching experience;
  - EL Authorization (if responsible for providing specified EL support).
  - a. Sufficient resources are provided including the identification of protected time for employer-provided support/mentor to work with the intern within the school day including clearly defined expectations for type/frequency of support.
  - b. The employer determines the terms of employment for the mentor teacher and additional personnel. It is at the discretion of the employer to determine if the mentor teacher and/or additional personnel receive compensation and if so, compensation is the responsibility of the employer.
  - c. To meet the CCTC requirement of 144 hours of required support, the employer will ensure that the intern receives a minimum of 60 hours of support with the mentor teacher and/or additional personnel (if appropriate) per year. Support may include, but is not limited to weekly course planning of curriculum and assessments, coaching within the classroom, and problem-solving regarding student issues. The intern will be responsible for documenting hours received from the employing agency.
  - d. For those interns who do not already have English Language Authorization from a current California credential or passing score on an exam (CTEL), the employer will ensure that the intern receives a minimum of 20 hours of the required 45 hours required by CCTC per year related to working with English Learners.
  - e. Identify an employee who will be immediately available to assist the intern with planning lessons that are appropriately designed and differentiated for English Learners, for assessing language needs and progress, and for support of language accessible instruction through in-classroom modeling and coaching as needed. The identified individual may be the same mentor that is providing general support and supervision provided that the individual possesses an English learner authorization and will be immediately available to assist the intern teacher in working with English learners.

The site administrator is responsible for on-going observation, assessment and annual evaluation of the Candidate as an employee of the district, in accordance with district policies and procedures.

### **Program Support Responsibilities**

Candidates will have the opportunity to participate in program sponsored support activities with qualified personnel each semester. A schedule of the support dates will be advertised.

### **Support Logs**

Candidates will be required to create a gmail account to access program documents to track support activities. Candidates are required to update the logs weekly and to provide program personnel access to view the log.

*Thank you for choosing our program.  
If you have questions please visit our website at [www.teacherscollegesj.edu](http://www.teacherscollegesj.edu)  
or call our main phone number 209-468-4926 for assistance.*