

**Solano North/Bay Teacher Intern Program
Contra Costa County Office of Education
Teacher Intern
MEMORANDUM OF UNDERSTANDING
2008-2009**

I agree to support the Solano/North Bay/Contra Costa Teacher Intern Program. I understand this program will address meaningful issues and individual needs of participants in order to increase effectiveness in the classroom and ultimately enhance student achievement. Trust and confidentiality are primary requirements of this non-evaluative program.

I agree to the following conditions as a Teacher Intern:

1. Meet all the qualifications set forth by the California Commission on Teacher Credentialing including:
 - a. a four-year degree from an accredited college or university
 - b. passing score on CBEST
 - c. subject matter competency or a passing score on CSET subtests
 - d. Constitution requirements
 - e. Complete 120 hours of approved Pre-service
2. Complete Teacher Intern Placement Form and Consent Form
3. Work with my university to apply for a Teacher Intern Credential
4. Attend university classes to complete a Preliminary/Level I Teacher Credential
5. Satisfy all requirements for teachers including staff development for beginning teachers
6. Meet with my University Field Supervisor a minimum of eight times throughout the school year
7. Collaborate with county and university coordinators and colleagues
8. Use one to four days of teacher release time to observe at least two other teachers
9. Maintain confidentiality and discretion between my Mentor Coach/Peer Support Provider and my fellow new teacher participants
10. Meet weekly with my Mentor Coach/Peer Support Provider and participate in cognitive coaching completing a weekly collaborative log with my Coach
11. Meet all requirements of student teaching including any requirements by the assigned university supervisor, including classroom visitation or conferencing as needed after any observation
12. Participate in a fall Orientation session on Oct. 14, 2008 or Nov. 3, 2008; and the May 28, 2009 Culmination Event *(Dates are subject to change, always verify dates beforehand.)*
13. Complete the EL Required Matrix (provided by Intern Program). 8 hours of EL training will be provided on August 14 **and** September 2, 2008 **or** August 21 **and** August 28, 2008
14. Complete a state approved Teacher Credential Program
15. Complete on-line State Teacher Intern Survey and short Local Intern Program survey in May 2009
16. Contact my principal to select a Mentor Coach/Peer Support Provider for myself

The Solano/North Bay/Contra Costa Teacher Intern Program agrees to:

1. Work with the district Human Resources Offices to assign a Mentor Coach/Peer Support Provider to each Teacher Intern
2. Provide seven hours of training for Mentor Coach/Peer Support Providers
3. Provide one to four days of teacher release time (Actual substitute pay – up to \$125) for Teacher Intern to observe other teachers
4. Provide \$200 reimbursement for University tuition, materials, books and/or classroom materials **(With original receipts)**
5. Work with partner university to provide a Field Supervisor to assist Teacher Intern throughout the school year
6. Provide nonjudgmental, expert assistance and confidential help from the Teacher Intern Program staff
7. Provide support in the areas of classroom instruction focusing on the California Standards for the Teaching Profession (CSTP)
8. Provide Teacher Intern Orientation (October 14, 2008 or November 3, 2008)
9. Provide English Learner Training (August/September 2008) and other workshops to help fulfill 120 Pre-Service hours

Teacher Intern Name (please print)

School District

Teacher Intern Signature

Date

Name of Mentor Coach (Required)

Principal's Signature (Required)