

Request for Letter of Intern Eligibility
Academic Year 2017-18

Your request for a letter of eligibility for a UCR University Intern Credential will be reviewed after you have been officially admitted to the UCR Teacher Credential Program. If approved, a letter of eligibility will be issued and will indicate that all pre-service and University Intern Credential requirements have been completed so you will have programmatic support to secure a teaching position while completing your program requirements. Please note that the University Intern Credential is a restricted document and a position must be obtained with a district that has a pre-existing partnership agreement (MOU) with UCR. *Special Education candidates do not qualify for an Internship due to their program plan and schedule.*

Please note that you will be expected to attend your fieldwork (student teaching) assignment as determined by your UCR Supervisor even if you have a letter of intern eligibility. You may continue to interview for employment until the expiration date listed on your letter of intern eligibility. However, during this period you will be expected to meet all attendance requirements at your assigned fieldwork (student teaching) site. **Please TYPE and sign the form below and return the completed form to Teacher Education in Sproul Hall 1124 by the dates indicated below.**

Submission deadlines for (1) fall quarter 7/31/17, (2) winter quarter 11/10/17, and (3) spring quarter 2/09/18.

I understand and agree to the conditions described above: **Date:** _____

Signature: _____ **UCR Student ID:** _____

Name: _____
Last First Middle

Mailing Address: _____
Number and Street

City State Zip

Message Phone: _____ **Email Address:** _____

PREREQUISITE CHECKLIST:

- Bachelor degree awarded ~or~ Notice of Degree Certification
- Certificate of Clearance
- Basic Skills – select one: CBEST CSET: Writing Skills and General Ed. Other: _____
- CSET exams ~or~ Subject Matter Program (CTC approved program to waive CSET exams)
- U.S. Constitution Requirement – met by (select one): Examination Course: _____
course number
- CPR

PRESERVICE REQUIREMENT CHECKLIST:

- EDUC110/S (ALL Credential Only Interns) _____ EDUC172/S (Multiple Subjects) _____
or 280L (General Education w/ M.Ed.) _ EDUC174/S (Single Subject) _____
- EDUC116/S (ALL Interns) _____ EDUC175/S (formerly EDUC 177A; ALL Interns) _____

VERIFICATION OF TEACHING EXPERIENCE (required for all Intern programs): There are **two options** for verification:

- **OPTION 1:** To become eligible for an internship prior to or during your first quarter as a credential candidate you must provide evidence of 120 hours of teaching experience in the form of three letters of recommendation from individuals who have observed you teach. Examples of qualifying experience include, but are not limited to serving as a substitute teacher or instructional assistant. Experience gained in conjunction with fieldwork hours required by a course does not qualify you for an internship. Use the attached "Letter of Recommendation for Intern Eligibility" form.
- **OPTION 2:** To verify eligibility once enrolled as credential candidate your Supervisor must write a letter of recommendation and the Director must approve your application. Applications must be submitted the quarter before the internship start date (see submission deadlines, above). This means that you are required to complete at least a quarter of student teaching before starting an internship.

<u>For Office Use Only</u>	
<input type="checkbox"/> Completed prerequisites <input type="checkbox"/> Completed preservice requirements <input type="checkbox"/> Met Recency Policy <input type="checkbox"/> Verified teaching experience	
Approvals:	
_____ Teacher Education Advisor/Credential Analyst	_____ Date
_____ UCR Teacher Education Cohort Supervisor	_____ Date
_____ Director, Teacher Education	_____ Date
Comments: _____	

LETTER OF RECOMMENDATION FOR INTERN ELIGIBILITY

Candidate: Please complete this section before submitting the form to the individuals who will be providing your three letters of recommendation.

Name of individual providing a recommendation: _____

Relationship to the Candidate (e.g., supervisor): _____

School where the recommender observed you teaching: _____

Grade Level: _____ Number of Years: _____ Number of hours of teaching experience in this setting: _____

- I waive my right to receive a copy of this Letter of Recommendation
 I do not waive my right to receive a copy of this Letter of Recommendation

RECOMMENDATION:

Please comment on the Credential Candidate's qualifications for an internship, in particular her or his ability to support student achievement. These comments must be based on your observations of the candidate in a teaching role. Examples of teaching roles include instructional assistant or substitute teacher. You may use a separate piece of paper for the recommendation.