**Special Education Interns at SDSU**

**Requirements and Processes**

Interns need to obtain specialized credentials from the California Commission on Teacher Credentialing in order to begin employment as a special educator **while concurrently** enrolled in a university credential program.

**Considering Completing the Credential Program as an Intern?**

Approval from the Credential Program Coordinator is required. Please arrange to discuss your experience and rationale for seeking an internship position with Dr. Brandon (Mild Moderate - [rbrandon@sdsu.edu](mailto:rbrandon@sdsu.edu)); Dr. Kraemer (Extensive Support Needs- [bkraemer@sdsu.edu](mailto:bkraemer@sdsu.edu)) or Dr. Turan Qian (Early Childhood - yturan@sdsu.edu).

**District Offer of Employment-** Requests for internships are generated by a school district.  SDSU  **does not** hire interns. Candidates complete the application process and if a district is interested in hiring an intern, Human Resources from the district will submit required paperwork to the College of Education, Office of Student Success to begin the process.

**Internship Eligibility**

**If a candidate receives an offer of employment** from a district or school for an internship position, candidates will need to determine university eligibility by contacting, Ann Nguyen ([nnguyen@sdsu.edu](mailto:nnguyen@mail.sdsu.edu)), Credential Analyst, in the Office of Student Success (619) 594-6320.

The credential analyst will make sure candidates have the needed prerequisites:

* Matriculated in a credential program at SDSU.
* Obtained a C or better in prerequisite courses with a cumulative GPA of 2.67
* Have passed the CBEST or subject matter competency
* Has documentation of a negative TB test
* Has US Constitution content (all CSU graduates have completed this requirement)

**Department Approval -** The credential analyst will:

* make sure that there is an existing MOU with the district or school, and if not, contact the Department Chair to start the MOU process.
* ask for a Memo from the Department Coordinator to approve an applicant for an internship credential if all prerequisites have been met.

**Internship Program Requirements**

**Once an internship application has been approved,** all interns are required to:

* Complete the Credential program in ***4 semesters instead of 2***
* Complete the Intern Support Provider Verification Form
* Enroll in SPED 970 or SPED 980 **each semester of the internship**
* Enroll in DLE 925 (1 unit) **each semester of the internship**
* Work with the District Support Provider to assure they are completing the Verification of Intern Support Provider and Supervision Hours Log
* Notify the Department and the Office of Student Services if there is any change of assignment and/or District Support Provider during the internship

**University Intern Support Contacts**

* **Ginger Joyce** – (gjoyce@sdsu.edu) Intern Coordinator & 970B Support Provider for the *Early Childhood (ECSE)* and *Extensive Support Needs (Mod/Severe)* Credential Programs
* **Cathy Close** – (cclose@mail.sdsu.edu) 970A Support Provider for the *Mild to Moderate Support Needs* Credential Program