

## Intern 1st Placement Checklist

\*Place this form at the beginning of your binder with appropriate signatures\*

☛ THE LAST DAY TO SUBMIT AN INTERN APPROVAL FORM IS FRIDAY, AUG 3, 2018

☛ THE LAST DAY TO SUBMIT A LETTER OF EMPLOYMENT IS FRIDAY, SEPT. 7 2018

### First Steps

- a Read the Intern Manual to determine whether you want to work as an intern and to orient yourself with the requirements.
- a Complete Intern Approval Google Form  
([https://docs.google.com/forms/d/1v9hGJuYI1hn1BhNQPzn1wo\\_PEFykxPhGVi2fiyMEe](https://docs.google.com/forms/d/1v9hGJuYI1hn1BhNQPzn1wo_PEFykxPhGVi2fiyMEe)) Approval is not guaranteed; please wait for email confirmation from your program coordinator. (Dania Massey- SS, Kelly Moore- MS)
- a Find employment in a school district that has an MOU with CSU East Bay (List of Partner Districts available on CSSC Forms and Documents page)
- a

- a Formal lesson plans (observed by supervisor)
- a Formative evaluation
- a School directory
- a School policies
- a Schedule
- a Campus map
- a Emergency procedures
- a Seating chart

\_\_\_\_\_  
Candidate signature

\_\_\_\_\_  
date

\_\_\_\_\_  
Mentor Teacher signature

\_\_\_\_\_  
date

\_\_\_\_\_  
Supervisor signature

\_\_\_\_\_  
date

## Intern 2nd Placement Checklist

