

EDU 318: Intern Support Seminar
Mount Saint Mary's University

Course Syllabus
Fall 2021, TBA Meetings with Mentors
August - Dec 2021

Instructor: Dr. Diana J. Taylor

Email: dtaylor@msmu.edu

Phone: 213-477-2620

Office hours: Contact Meghan for weekly schedule of appointments

Estimated response time to email and/or phone: 24 hours during working weekdays

Required Texts (available at the Doheny Bookstore):

- *No texts are required*

Course Description:

The intern support seminar is designed as a companion to the intern's supervised teaching experience. The seminar involves working with a university support provider in order to meet state requirements regarding hours of support received by district and university personnel. The provision of support may occur face to face, through electronic media, or via teleconferencing. Log sheets to document hours of support are completed each semester. Concurrent enrollment in either [EDU 316D](#) or [EDU 316E](#), [EDU 364D](#) or [EDU 364E](#), or [EDU 378D](#) or [EDU 378E](#) is required. This seminar may be taken up to four times for a total of 4 units.

University Mentor:

Each intern will be assigned a qualified University Mentor. See guidelines for more information.

Course Objectives:

Meet with university director for guidance and instruction.

Meet and consult with assigned university mentor on a weekly basis.

Maintain Intern Log sheet on Office 365: list contact content, response

Course Assignments:

Attend all meetings and trainings as scheduled by Intern Director at the university.

Meet and consult with university mentor each week, totaling between 10 to 15 hours per semester.

Meet and consult with site mentor each week.

Track and document all mentor support efforts, professional development sessions, and trainings on Intern Log sheet.

Maintain the log during each week of employment. This means that you may start in July or August and end in May or June,

Make log sheet available to site mentor and allow them to make notations to verify your activities in the proper column.

Maintain a minimum of two hours per week of support from any and all sources.

Read and follow Intern Guidelines listed on Office 365.

Maintain open communications with all mentors and MSMU administration.

Report ANY concerning behaviors observed by: employers, mentors, supervisors, peers or students.

Report ANY concerns for continued employment.

Report ANY concerns for the school environment regarding: safety, and/or moral and ethical standards of behavior.

Classroom Policies:

Note: *The following policies can be modified to suit the instructor's preference.*

- **Maintain Log** and consult program director if programs are unresolved.
- **Follow guidelines** for all activities with mentors and document all requirements.
- **Grading: a grade of CR-Credit or NC-No Credit** will be awarded at the end of the teaching assignment. Interns must maintain the minimum hours of support each week and meet the cumulative total as well for the year. (See state standard requirements posted on the log.) The Intern Log form on Office 365 provided to each candidate must reflect all requirements and annual goals. All mentors and university supervisors must also provide documentation of all the activities for: content, hours and debriefings.
- **Credential Application:** Before an application can be filed with the state department, all log documentation must be complete and meet all requirements. A grade will only be awarded once all documentation is cleared and the candidate has earned an honorable confirmation for their performance and all duties met.

MSMU University and Education Department Policies:

- **University PPE Policy:** All students must comply with the University personal protective equipment (PPE) policy while on campus. Non-compliant students will not be allowed to stay in class.
- **Absences:** If severe consequences occur, the Intern is responsible to inform and consult with the program director immediately.
- **Incompletes:** Not appropriate.
- **Academic Integrity:** Students are expected to adhere to the MSMU statements on Academic Integrity in the MSMU catalog and Student Handbook. This includes avoiding plagiarism and constructing your best work on each assignment. Papers and other work including images, should not be copied from the Internet. Infractions may be addressed by the MSMU administration and possibly include an AI Board review
- **Academic Freedom:** Students' and faculty's freedom of speech is constitutionally protected, so they are free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion—and allow the same freedom for others. See MSMU's Student Handbook for further discussion.

- **Candidate Dispositions:** The Education Department has adopted a Dispositions Statement that outlines expectations of all credential and graduate students. (See the Education Department Student Handbook.) Students who do not meet expectations will receive a Notice of Concern as part of the Department's formative feedback assessment process.
- **Technology Policy:** Candidates are expected to adhere to the MSMU technology policy as stated in the MSMU Student Handbook.
- **Accommodation Policy:** Students with disabilities should consult the MSMU policies regarding commitment to equal educational opportunities for disabled students in the MSMU catalog.
- **Students with Disabilities:** Mount Saint Mary's University Los Angeles, in compliance with state and federal laws and regulations, does not discriminate on the basis of disability in administration of its education related programs and activities. We have an institutional commitment to provide equal educational opportunities for disabled students who are otherwise qualified. Students with documented disabilities must see Lisa Villa, Associate Director, Student Support Services (310) 954-4138, lvilla@msmu.edu OR Brandon Roberson, Director of the Doheny Student Resource Center (213) 477-2692, broberson@msmu.edu, to make arrangements for classroom accommodations. It is the responsibility of the student to obtain accommodation letters from the director and to make arrangements for the implementation of accommodations with faculty and/or staff in advance. Students who believe they have been subjected to discrimination on the basis of disability, or have been denied access to services or accommodations required by law, should contact the campus Disability Services Coordinator at his/her campus for resolution. For more information regarding disability grievance procedures, go to: <https://welcome.msmu.edu/academics/learning-assistance-ISAE/Documents/DisabilityGrievanceProcedures.pdf>

MSMU Office Information:

- Please call Meghan, the Education Department Administrative Assistant, to make an advisement appointment: (213) 477-2620.
- The fax number for the Education Department is (213) 477-2629.

Meeting Schedule:

All meetings will be announced via email.

Anticipate 1-2 meetings per semester with the program director.