

**GED 594S
COLLEGE TEACHING INTERNSHIP
APPLICATION**

CSUDH

CALIFORNIA STATE UNIVERSITY
DOMINGUEZ HILLS



Dear Member of GED 548/549:

Our records indicate that you may be eligible for the Community College Teaching Internship in the coming semester. You are eligible if by the end of the current term you have completed the following:

- GED 548: Effective College Teaching (completed with a grade of “B” or better)
- GED 549: The Community College (completed with a grade of “B” or better)
- Master’s degree in an area taught at the CC’s (or will complete it in the internship term)

All eligible students who wish to apply to the Internship Program must submit the following materials (postmarked or sent as an email attachment) by **November 15, 2022**

1. ***A completed application***, including record of contact with any colleges that you may have contacted (see attachment).
2. ***A copy of your master’s degree*** or master’s transcripts; or a copy of your master’s transcripts and a letter from your graduate coordinator certifying that you will complete the master’s by the end of the internship semester; or proof of current employment as a community college faculty member. (If a bachelor’s degree is also needed to establish your eligibility, please include a copy of your baccalaureate degree or transcript.)
3. ***Two letters of recommendation***, preferably from faculty in your own graduate program (may be sent separately or included in a packet with the other materials).
4. ***A written statement*** of 400-500 words detailing your qualifications for, interest in, and philosophy of teaching at the community college level.

NOTE:

Your placement in the internship component of this certificate program is contingent upon:

1. Approval of your application file, an Independent Study petition for GED 594, and a Liability Waiver completed and signed.
2. Availability of an internship in the appropriate field and an interview with the receiving college.
3. Upon acceptance to the Teaching Internship, you must register for GED 594S: Independent Study: College Teaching Internship, a 3-unit course.

Please return all requested materials to the coordinator as soon as possible preferably by **October 15, 2022** via email or the office of the College of Extended and International Education Special Sessions. I look forward to working with you.

Sincerely,

Carman Wimsatt, M.A.
Coordinator, Community College Teaching Internship
cwimsatt@csudh.edu

PROGRAM OBJECTIVES and PROCEDURES

Program Objectives

The goal of the Community College Teaching Program is to prepare master's candidates and holders, through an 8-unit certificate program of training and classroom apprenticeship, for the specific challenges of community college teaching and to provide, in partnership with the community colleges of southern California, a new generation of faculty drawn from the exceptionally diverse student population of CSUDH.

Preparation of Interns

Some of our interns have extensive prior classroom experience; others have none. All internship candidates hold the appropriate master's degree* or have been certified by their program chair to be completing it in the term in which the internship is sought. Interns have also completed (with B or better) two preparatory classes in our program, **GED 548 (Effective College Teaching, 3 units)** and **GED 549 (The Community College, 2 units)**, which introduce them respectively to community college pedagogy and to the history and mission of the California community colleges. (The course instructors are drawn from the highest ranks of administration and faculty in the local community colleges.) Upon completing GED 548 and 549, candidates are invited to submit an application file and to contact several CC chairs for a preliminary interview: the internship coordinator then screens applicants for admission to the 3-unit Independent Study classroom apprenticeship.

Placement Procedures

Guided by the coordinator, the intern requests an interview with the chair (or another faculty member) at several community colleges. (Chair and candidate discuss the possibility of an internship; the chair is asked to contact the coordinator with a brief evaluation of the candidate's suitability.) Once an appropriate **faculty mentor and course have been identified and approved** and the intern signs a Letter of Agreement, the intern enrolls in the 3-unit independent study (GED 594) with the CSUDH coordinator and works under the supervision of the mentor teacher at the host college, an arrangement formalized by an administrative agreement between CSUDH and the host college's administration.

Internship Duties

Our program requires that the intern participate in one semester of classroom instruction, roughly the equivalent of 3 classroom hours per week, plus preparation time, on a 15-week model. Ordinarily, the internship consists of an appropriate combination of the following classroom-related activities, determined in consultation between mentor teacher and intern:

- Classroom observation (usually extensive for interns without prior teaching experience)
- Classroom presentations (ranging from limited presentations toward the end of the term to virtual co-teaching of the course, depending on the needs of mentor, intern, and students)
- Lecture, lesson, & assignment planning/prep
- Supervised grading of assignments
- "Cafeteria" observation of other instructional settings
- Lab or tutorial assignment
- Supervision of cooperative learning sessions
- Curriculum and program development
- Program funding and grant work
- Exposure to departmental staff and service duties

Evaluation

Interns submit two written assignments to the coordinator as part of the independent study. Toward the end of the term, the intern contacts the coordinator to arrange an on-site observation of one of the intern's classroom presentations. The mentor receives an evaluation form and is asked to assess the intern's performance in writing. Wherever possible, we ask that standard in-house student evaluations be performed for the intern and forwarded to us.

- * *The master's degree must be earned in a subject area taught at the community college level. A master's in Education, for example, would not normally qualify unless accompanied by other qualifications. See eligibility standards at www.cccco.edu for details.*

COMMUNITY COLLEGE TEACHING INTERNSHIP APPLICATION

| | | | | |
|---|--------------|---|---------------------------|---------------------|
| Name: | | | | |
| | First | M.I. | Last | |
| Address: | | | | |
| | Street | City | State | Zip+4 |
| Telephone: | | | | |
| | Home | | Work | |
| Student ID #: | | E-mail: | | |
| List graduate or professional degrees (master's, doctorate, MD, JD, MFCC, CPA), earned or expected: | | | | |
| <u>Degree</u> | <u>Major</u> | <u>Specialty or track, if any</u> | <u>College/University</u> | <u>Date (mo/yr)</u> |
| | | | | |
| | | | | |
| List bachelor's degree(s): | | | | |
| <u>Degree</u> | <u>Major</u> | | <u>College/University</u> | <u>Date (mo/yr)</u> |
| | | | | |
| | | | | |
| When did you complete GED 548? | | Year: | Term: | |
| When did you complete GED 549? | | Year: | Term: | |
| Do you have any teaching experience? | | Yes | No | |
| If yes, indicate level and duties: | | | | |
| In order of preference, at what local <u>colleges</u> would you like to intern? * | | In order of preference, what specific <u>courses</u> would you like to teach? | | |
| 1. | | 1. | | |
| 2. | | 2. | | |
| 3. | | 3. | | |
| 4. | | 4. | | |

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List any local department heads or instructors you have contacted for an interview:

| | | | | | | |
|---|-----------|--|----------|--|--------|--|
| 1 | Name: | | College: | | Dept: | |
| | Position: | | E-mail: | | Phone: | |
| 2 | Name: | | College: | | Dept: | |
| | Position: | | E-mail: | | Phone: | |
| 3 | Name: | | College: | | Dept: | |
| | Position: | | E-mail: | | Phone: | |
| 4 | Name: | | College: | | Dept: | |
| | Position: | | E-mail: | | Phone: | |
| 5 | Name: | | College: | | Dept: | |
| | Position: | | E-mail: | | Phone: | |
| 6 | Name: | | College: | | Dept: | |
| | Position: | | E-mail: | | Phone: | |

AVAILABLE DAYS/TIMES

In each time block, please write your exact hours of availability for next term
(e.g., 8:00 a.m. – 11:00 a.m.):

| | Mon | Tue | Wed | Thu | Fri | Sat |
|-----------|-----|-----|-----|-----|-----|-----|
| Morning | | | | | | |
| Afternoon | | | | | | |
| Evening | | | | | | |

INSTRUCTIONS FOR REQUESTING A PRELIMINARY INTERVIEW

First, confirm the discipline(s) you are eligible to teach in under California regulations. Normally, it will simply be the field in which you hold or are completing the masters. In some rare cases, though, your eligibility may be based on a combination of graduate and undergraduate degrees or on other criteria. For details, please visit the web site for the California Community Colleges Chancellor's Office (CCCCO) and consult the state's minimum requirements for eligibility in all disciplines at www.cccco.edu. E-mail the internship coordinator if you have any questions about eligibility.

Select at least three local community colleges for your apprenticeship—usually, those closest to your home, work, campus, academic interests, or career goals. Go to the web site for the California Community Colleges Chancellor's Office (CCCCO) at www.cccco.edu and click on “Find a college.” From there, you can find any CC, locate the specific department, or program you wish to apprentice in, and obtain a contact number and address for the chair or program head.

Using the template letter supplied in this packet, write to request a preliminary interview with the chairs of the departments or programs you are interested in—as a minimum, you must request interviews with at least three colleges and interview with at least one. (The chair will be asked to contact us briefly after the interview.) It is possible to land an interview with a minimum of requests, but generally you are best served by sending out letters to all the nearby colleges and programs in which you would be interested in apprenticing.

- To prepare for your interview:
 - Check the CC's web site to learn all you can about the campus, program, faculty, and courses.
 - Consult the college's schedule and course offerings online. Look up the titles and course numbers of classes you are interested in and qualified to apprentice in. Faculty teaching those courses will usually be listed in the schedule too, so make a list of their names as potential mentor teachers.
 - Update and take your resume to the interview if you meet in person; send it by e-mail if you do not. Also, take or e-mail a copy of our “Program Objectives” (attached) for the chair to read at his or her leisure.
- In your interview, be sure you:
 - Consult the chairperson generally about the possibility of apprenticing next semester.
 - Clarify that the internship is unpaid (for intern or mentor), that you're earning graduate units, and that you therefore remain a CSUDH student, not an employee—all legal liabilities remaining with CSU.
 - Indicate clearly what courses you are interested in apprenticing in and be prepared to discuss your qualifications for them—what specific training, course work, or experience you've had.
 - Ask explicitly whether the chair can refer you to or confer with specific faculty members who might be interested in mentoring you.
 - Indicate the days/hours you would be available for the coming term and any other scheduling needs.
 - Finally, ask the interviewing chairperson to contact the intern coordinator at CSUDH, Carman Wimsatt, M.A., at cwimsatt@csudh.edu with a brief e-mail or v-mail that indicates whether the department would be able to discuss your serving in an internship next term. If so, the coordinator will negotiate and confirm the placement through the CC chair's office and campus administration.

TEMPLATE LETTER • INTERVIEW REQUEST

[Your Name]
[Mailing
Address]
[Phone and E-mail
Address]

[Date]

Professor _____, [Chair/Head]
_____ [Department/Division/Program]
_____ College
[Street Address]
_____, CA _____

Dear Professor _____:

I am an advanced graduate student in the Community College Teaching Internship program at California State University, Dominguez Hills (CSUDH), and I am writing to request a brief telephone or personal interview with you (or one of your faculty) to determine whether I might be suitable to serve next term as an unpaid teaching assistant with one of your faculty members. My teaching discipline is **xxxxxxx**.

All students in CSUDH's program, myself included, hold or are in the last term of completing the master's degree and are certified for eligibility to teach in the discipline. Specific contract arrangements would only be made later through the internship director at CSUDH, Carman Wimsatt, M.A. By responding to me, you would be agreeing only to the following:

- 1) A 10-minute preliminary interview, in person or by phone, to discuss the possibility of serving as an unpaid teaching assistant in your program.
- 2) A brief follow-up e-mail or v-mail you'd leave with Carman Wimsatt (cwimsatt@csudh.edu) to indicate confidentially whether your program might have a suitable faculty mentor and classroom setting to accommodate me as an apprentice next term.

If you would be interested in a preview of some of the faculty candidates coming from CSU Dominguez Hills and could spare time for an informal interview—even by phone—please call or e-mail me at the number or address above. Many thanks.

Sincerely,

[Your Name]
CSUDH Teaching Intern Candidate