

James R. Watson and Judy Rodriguez Watson
College of Education
Office of the Dean

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
5500 University Parkway, San Bernardino, CA 92407
909.537.5600 | fax: 909.537.7011
coe.csusb.edu

Internship Procedure for MS and SS Credential Students

This document brings clarity to the internship procedure. Below are the criteria that you must meet before you can become intern eligible:

Multiple Subject Credential Program

1. A bachelor's degree*
2. All pre- and co-requisite courses
 - a. ENG 3110
 - b. CD 2240 or EDMS 3010
 - c. HSCI 1000
 - d. ESPE 3350 or PSYC 3350
3. Program Courses:
 - a. EDMS 4100
 - b. EDMS 4101 A or B
 - c. EDMS 4102
 - d. EDMS 4103
 - e. EMAT 5101
4. U.S. Constitution
5. Basic Skills requirement (CBEST or suitable coursework)
6. Subject Matter Competency Requirement (CSET or degree in Liberal Studies OR Integrated Track)
7. Negative TB Test
8. Certificate of Clearance

***Please note: Candidates on the integrated track are not eligible for internships.*

Steps for Intern Eligibility + Applying for your Intern Credential:

- Once you complete your courses (see 2a-d and 3a-e above) and all other requirements listed above, request an intern eligibility application from Ami Thomas and Pablo Pelayo at credadmissions@csusb.edu
- Submit your completed intern eligibility application to Ami Thomas and Pablo Pelayo at credadmissions@csusb.edu
- Once approved, CredAdmissions will send you an intern eligibility letter
- Contact your program coordinator immediately to set up a meeting. At this meeting, you will complete your new program plan and discuss the unique courses you must take and the next steps.
- Your intern eligibility letter will have links to **two more forms** you must complete and get appropriate signatures.
- Once you complete those forms with all signatures, you'll send them to the credential analysts credrec@csusb.edu, who will recommend you for your intern credential. Be sure you have your completed and signed intern program plan and that you're registered for all intern coursework before you complete this step.

Single Subject Credential Program

1. ESEC 6001
2. ESEC 6003
3. ESEC 6004
4. 120 Hours of Early Field Work Observation
5. The Basic Skills Requirement can be met via coursework or a combination of coursework and examination.
6. Subject Matter Competency Requirement (CSET or degree in the content areas)
7. Negative TB Test
8. Certificate of Clearance
9. Complete an approved CPR course in Infant and Adult CPR
10. US constitution

Note: All classes must have a posted B- or better grade.

Once you've met all these requirements, you can get an internship eligibility application from Ami Thomas at ami.thomas@csusb.edu

Lasisi Ajayi – Chair TEF Department, LAjayi@csusb.edu