

**NOTRE DAME DE NAMUR UNIVERSITY**  
**SCHOOL OF EDUCATION and LEADERSHIP**  
1500 Ralston Avenue Belmont, CA 94002 www.ndnu.edu

**INTERN ORIENTATION AGREEMENT**

(Approval by Notre Dame de Namur University of any contract between a student and a hiring district will depend on certain orientation guarantees – as specified below. It is understood that no intern shall replace a certificated teacher and that a representative of the local bargaining unit has agreed to the possibility of intern teachers in the district).

**Name of Intern Teacher from Notre Dame de Namur University:** \_\_\_\_\_

**School Site:** \_\_\_\_\_ **District:** \_\_\_\_\_

**School Site Address:** \_\_\_\_\_

**School Site Phone:** \_\_\_\_\_

**Dates of Service:** Start date \_\_\_\_\_ End date \_\_\_\_\_

**The on-site administrative liaison or department chair will be:**

Name \_\_\_\_\_ Title \_\_\_\_\_

(This person will be familiar with course and District requirements and will advise the intern on these and on any special examinations for which intern's students are expected to be prepared. Adequate teaching materials will be provided).

**Times and place where the liaison will be available for consultation:**

\_\_\_\_\_

**Staff members, if other than liaison, who will provide orientation concerning the following:**

Plants and facilities \_\_\_\_\_

Earthquake, fire, disaster procedures \_\_\_\_\_

Preferred procedures for dealing with student absences, misconduct, illness and emergencies \_\_\_\_\_

Teacher services such as duplication, audio-visual (media) and library \_\_\_\_\_

Daily routines, such as reporting one's own absence, signing in, parking, restrooms, staff rooms, keys, etc. \_\_\_\_\_

Expectations for preparation of substitute lesson plans and procedure for making them readily available \_\_\_\_\_

**Intern's schedule:**

<u>Subject</u>	<u>Time</u>	<u>Location</u>
_____	_____	_____
_____	_____	_____

Intern's Signature \_\_\_\_\_ Date \_\_\_\_\_

Liaison's Signature \_\_\_\_\_ Date \_\_\_\_\_